



Yeovil Town RRC Committee

Meeting Minutes

Location:	St John's Ambulance, St John's House, Memorial Road, Houndstone Business Park, Yeovil BA22 8WA
Date:	6 th June 2018
Time:	18:30
Attendees:	Malcolm Maxted, Catherine Thompson, Simon Rowbottom, Guy Williams, Phil MacQuaid, Denise Byrd, Linda Membury, Katie Brooks, Lynne Thumpston, Steve Warren, Mel Dodge, Stephanie Brearey, Lindsay Saunders, Adam Hawkins, Luke Hicks, Anita Rufus.

Agenda items

1. **Apologies for absence** – Bryn Phillips, Lesley Nesbit
2. **Minutes of last meeting** - agreed to be a true and accurate record.
3. **Matters arising**
 - Meeting with Louise Dale to carry out checks on club accounts still TBC with SR
 - Memorial Plaque.

We now have this and 19th June Tuesday night club run to be changed to do this route so the plaque can be placed. Details to follow on the website.

4. **Officer's reports:**

- Chairman: Malcolm Maxted

Thanks to all attending the AGM. Feedback was gathered and will be reported on later in the meeting.

Stephanie Brearey has been proposed to be the new ladies Captain. Proposed by LM and seconded by KB. All voted in favour.

Steve Warren was proposed to be the new vice chair by SR and seconded by PM. All voted in favour.

TH has advised that Wessex Wizards Tri Club would like to join the track session on a Friday

and have offered £10 per session for approximately 10 members attending. NG who does some coaching has no objections to this. MJM suggested this be agreed on a trial basis for 3 months to see how things go. GW suggested payment be made by bacs or SO rather than collect on the night as generally this does not appear to be happening. AH advised we need to ensure the sessions are adults only – it's not known if Wessex Wizards have junior members or not. It was agreed to go ahead as proposed. MJM to inform TH.

Members have asked how the club benefits from the Yeovil Marathon. A premium per runner comes back to the club. There was a discussion as to whether the race is a YTRRC race or one supported by us. It was also suggested that some of the beneficiary charities be asked to volunteer to marshal. Details unclear so needs to be clarified after this year's event.

- Secretary/Data Officer: Catherine Thompson

GDPR – New privacy statement all done on website so anyone new registering will be signed up to this and consented to being registered on EA. New membership forms completed and contain privacy statement in line with website.

Met with Tim on 24th May and did a data purge from the membership spreadsheet emailed by AH which was up to date as of that date. A few errors on the spreadsheet but as of 24th May all members are on the website with the exception of 5, one of whom is second claim. Therefore the definitive membership database is the website and this should be used moving forward.

CT has emailed the 4 first claim members not on the website asking them to either complete a new membership form or to register on the website. So far only one has replied so CT to f/u the remaining 3.

Main chimp emails went out to the rest of the club members registered on the website asking them to consent and accept EA data transfer and new privacy statement. CT to arrange mop up session with Tim to f/u those who have not completed this.

All new members to either complete new form (copy attached) or sign up on website. Same with renewals. If they are not signed up either on website or new membership form their membership must not be processed as we would not have consent to do this.

All members will now be registered on the website which will act as a database.

Spreadsheets to be confidentially destroyed as this is excessive and inaccurate data collection.

AGM feedback –

Feedback was largely positive. Comments were as follows:

- Felt that agenda and information could have been circulated at an earlier date.
- Food adequate but not great. Dietary requirements largely met which is an improvement on previous years and members were pleased with this however, still issues with certain requirements.

- Discussion topics raised could have been more thoroughly discussed.
- Disabled access needs improvement.

It was suggested that a change in venue could be considered to address these issues if the football club were not prepared to meet the needs of the members. However, PM advised caution to this approach as the Club has a longstanding good relationship with the Football Club. Our weekly Club nights with associated parking etc are provided by the Football Club and we use their facilities for AGMs, and occasional social functions.

- Treasurer: Simon Rowbottom – nothing to report
- Membership Secretary: Adam Hawkins

Been on holiday but currently 188 members as per the spreadsheet but have some random back payments with no form. CT reiterated that no memberships should be processed without consent either from website registration or membership form completion (new form).

- Webmaster: Guy Williams – nothing to report
- Kit Master: Fez Parker (absent)

It was suggested that club hoodies be considered for member's children. KB suggested that "junior supporter" or something similar be on them. GW to discuss with FP

- Club Champs Secretary: Lesley Nesbitt - absent
- Ladies Club Captain: Stephanie Brearey – New in post
- Men's Club Captain: Bryn Phillips (by email)

I would like to say well done on those who competed on Sunday at the Crewkerne 10k even though we didn't come away with the win. Wells City Harriers were just a bit too good for us on this occasion. Well done to the Ladies Team who did come first.

- Cross Country: Tim Hawkins - absent
- Social Secretary: Denise Byrd – nothing to report
- SCAA: vacant

5. **Club Diary:** Phil MacQuaid

All runs as per the website aside from the following:

Tuesday 12th June – Goldenstones

Tuesday 19th June – change of route to S2 so that members run to the memorial bench to place the plaque (see above)

Pub Runs

7th June – Duke of York, Shepton Beachamp – Simon Rowbottom

14th June – Royal Oak, Stoford – June Mule

21st June – Penn Mill Hotel, Yeovil – Lindsay Saunders

28th June – White Hart, Sherborne – tbc

5th July – King William IV, Curry Rivel – Adam Hawkins

12th July – Brewers Arms, South Petherton – Gareth Thomas

6. Race reports

- 5k series: LS/SW – The next race is on 13th June. The usual support from helpers and marshalls would be greatly appreciated.
- Chairman's 5K 8th May: AH – results are now on the website. M&S vouchers awarded to winners.
- Town Tree Trail 16th May: AH – over 200 runners and Full on Sport took 178 entries for this. Final profits are yet to be calculated.
- Dave Richardson Memorial Track Handicap 22nd June: TH asked that all members who wish to take part should email him on runnerhasbeen@yahoo.co.uk as soon as possible with a recent 5k or 10k race time so that he can calculate your handicap prior to race night.
- Yeovil Marathon 10th June: BP – The Yeovil Marathon and Heron Half this weekend, everything is in place for another good event. The trial with the Volunteer Marshall Request on initial thoughts has worked very well. I will give more insight post event but think it is a very good tool for all RDs.
- Ash Excellent Eight 9th September: AH – Race license in place. Marshalls required as usual.
- Great Western date to be decided: LN – nothing to report
- Wessex Cross Country 4th November: TH – nothing to report
- Santa Dash 9th December: LS – GDPR issues. LS to discuss with CT and the Hospice to resolve.
- Easter Bunny 2019: GW – Medals still being sorted. Otherwise OK.

7. Focus group first report: Catherine Thompson

The focus group's first meeting report was provided (full report attached)

Comment / input was invited but none were forthcoming at this stage although PM highlighted that

a lot of the Carnival Cubs have gone down the incorporation route.

8. A.O.B.

- Race clock

This has not been address at this time as prev person dealing with this was on holiday. Also CT has been busy with GDPR.

- M&S Vouchers – these have been awarded as prizes at the chairmans 5k and there are still a few surplus
- Request from James Hutt for donation for VLM fundraising – all agreed £25 standard donation
- Bristol half AR - 20 members signed up already so we qualify for our discount now.
- Argentan: PM – consent forms required for GDPR

Action items	Owner(s)	Deadline	Status
Race clock diary to be set up and all clubs involved contacted with new booking & payment arrangements	Catherine Thompson	July committee meeting	In progress
Wessex Wizards Tri Club to be contacted with details of three month trial track sessions. Adults only, code of conduct regarding children and payment in advance.	Tim Hawkins	September meeting review	In progress
All members attending track to sign in on the night.	Tim Hawkins / Phil MacQuaid	Ongoing	In progress
Membership sec to arrange training session for website use	Tim Howes / Adam Hawkins	Date to be agreed by July Committee Meeting	In progress
Consent forms to be drawn	Catherine	July Committee	In progress

Action items	Owner(s)	Deadline	Status
up for Argentan trip	Thompson / Phil MacQuaid	meeting	
Spreadsheets to be confidentially destroyed	Adam Hawkins	July Committee Meeting	In progress
Marshall request template to be set up for use of all RD's	TBC	TBC	In progress
Twitter account logo to be updated	Guy Williams	July Committee Meeting	In progress
Further updates to be provided from focus group in respect to ideas already presented and additional SWOT	Focus Group	July committee meeting	In progress

Next Meeting:

Location:	St John's Ambulance, St John's House, Memorial Road, Houndstone Business Park, Yeovil BA22 8WA
Date:	4 th July 2018
Time:	18:30