



# Yeovil Town RRC Committee Meeting Minutes

Location: St John's Ambulance, St John's House, Memorial Road, Houndstone Business Park, Yeovil BA22 8WA

Date: 5<sup>th</sup> December 2018

Time: 18:30

Attendees: Steve Warren, Catherine Thompson, Simon Rowbottom, Phil MacQuaid, Denise Byrd, Mel Dodge, Lindsay Saunders, Anita Rufus, June Moule, Fez Parker, John Curtis, Linda Membury, Lesley Nesbitt, Tim Hawkins, (Adam Hawkins attended towards the end of the meeting)

## Agenda items

1. **Apologies for absence** – Guy Williams, Pete Jakeman, Lynne Thumpston, Malcolm Maxted
2. **Minutes of last meeting**

All agreed as a true and accurate record

3. **Officer's reports:**

- Vice Chairman: Steve Warren

Thanks to Anita Rufus for organising the awards night which everyone enjoyed and went well.

- Secretary/Data Officer: Catherine Thompson

First newsletter went out just after the committee meeting highlighting the main points and gave some more information on stuff coming up, request for help at the Santa dash and other events. Positive feedback so far but CT said if anyone has anything to feed in or suggestions all will be gratefully received. Phil will let CT know what's happening over Christmas and Luke has gathered info about all the Christmas and NY park runs which will go in.

The intention is to have a newsletter every month just after the minutes are published reporting on what's going to happen so it can fit with Guy's blog which is more about what has happened.

CT also asked the RD's if this was a more preferable way to request help marshalling events rather than specific emails to members as have been done in the past. A template was being worked on but the RD's thought that asking for help in the newsletter was enough and targeted emails would be detrimental so no further action to be taken on the marshal request newsletter but RD's to feed into CT for newsletter requests instead.

Tim Hawkins asked if he could be added to the circulation list even though he is not a member. Committee does not have any issues with this so newsletter will be made open to non-members al

Track and other coaching sessions sign in form. CT highlighted that we can only collect information for a reason so suggested that a sign in list clip board style be more appropriate for non-members attending the coaching sessions rather than a form. CT suggested a disclaimer like on race entry where people sign to declare "I am fit to take part in the session and will inform the session leader should there be any medical issues they should be aware of". Phil was happy with this so Catherine to do a template to be circulated. This can include email for the purpose of the newsletter as an optional rather than compulsory.

Any additional information arising from incidents etc should be captured on the incident forms in the usual way.

All were happy with this.

CT highlighted that the membership database which was thought to be up to date isn't.

This really needs to be sorted out asap as it's where the committee and club can access information in order to undertake their duties. Issues include no full names for some members – this is something that needs to be addressed with the website provider or Bungy as Web Master (maybe introduce mandatory fields), members missing completely. Some have been removed from the members facebook page by admin as agreed by the committee at the last meeting however they have been added back in. Steve to discuss with Adam.

SR asked how he should access member information for the purpose of refunds. CT advsd she has been looking at subject access forms however for club matters this isn't necessary and to email via the DPO email as we still need an audit trail. CT also highlighted that information shared electronically should be encrypted somehow – best option is to cut and paste it into a word doc or spreadsheet and password protect it.

CT advised there were no takers for the Brighton Marathon places. This was not surprising as entry is about £70 a place!

VLM places have all been allocated and taken up. Let the training begin!

- Treasurer: Simon Rowbottom

Funds available but monies going out soon. Revenue should go up in the New Year. Bank account mandate – Deb Stanfield signed to be removed. Catherine and Steve Warren will be the new ones so need to sign this.

St John's ambulance financial issues due to incorrect billing. Simon is in contact with these to rectify the situation.

Funds from marathon yet to come in but Simon has been communicating with Bryn regarding this. Refunds are an issue.

- Membership Secretary: Adam Hawkins (absent)

- Webmaster: Guy Williams(absent)

Guy wanted to speak to the committee regarding the facebook page as it was previously agreed to remove non-members. He wanted to discuss the possibility of retaining non-member race directors. This to be included in next month's agenda.

- Club Championships: Lesley Nesbitt

There was a race clash so the website will be updated. Everything else is all in order. New hats well received. Possibility to have different colours each year if we wanted.

#### 4. Club Diary: Phil MacQuaid

Pub Runs (every Thursday) are now all booked in until Jan 10<sup>th</sup>

Graham Still is doing a challenge event. CT advsd he has emailed information which will go in the newsletter. He has also posted a lot himself on facebook.

Phil will also let CT know what's happening with the Christmas runs so this can go in the newsletter.

#### 5. Race reports

- Wessex Cross Country: Tim Hawkins – Aldon run went well with no problems. There is one more race in the series. Last race is 16<sup>th</sup> Dec at Bryanston school. Will get it out earlier next year to try to get more interest. CT suggested there should be a central point of contact for entries. This to be disussed after AGM when role descriptions are further along. Sherborne terrace playing fields a possible venue for next year – tentative enquiries made by Tim. Massive car park!
- Dave Richardson – needs to be more publicitised this time around
- Yeovilton 5k: Lindsay Saunders /Steve Warren – some prizes still need to be allocated due to lack of contact from the winners. Issues regarding contact info to be addressed for next year. John Enright's charity is one of the recipient charities – Jane Tomlinson appeal. This to be actioned.
- Santa Dash 9<sup>th</sup> December: Lindsay Saunders - This Sunday. Help needed from 8am. Risk assessment done. 138 entries online already with 200 max. Fliers were taken to the jumper run and well received. ARC may extend the numbers for the race license in which case will need extra race numbers etc.
- Marathon and Half: Bryn Phillips (absent) – Phil states that the presentation/donation to Yeovilton and a thank you letter still needs to be done asap. BP is dealing with this. Future of the 2020 race to be discussed/voted on at the AGM as per prev minutes.
- Town Tree Trail May 15<sup>th</sup>: Adam Hawkins – date now confirmed. To start at Kingsbury Episcopi.
- Ash excellent 8<sup>th</sup> September: Adam Hawkins – Sunday 11am start.

## 6. Focus group report: Anita Rufus

Draft role descriptions also attached input from some members. Current Kit Master advised he would not be prepared to undertake the role if it included equipment. It was suggested that a separate role of equipment manager to be created to deal with the responsibilities of that. This would essentially be a re-name for the draft role rather than a new role.

Responsibilities for club kit are minimal as most of this is dealt with by the Shop in Bond Street. Discussion as to whether this could be absorbed within another role or kept as a very minimal role required. One suggestion was that the role be kept as this would be a good way to encourage people to join the committee in a minimal role with less responsibility. To be discussed at next meeting – agenda item

It was suggested that the roles of captains be dropped as they are usually unfulfilled. If the club wishes to keep the roles, we need to consider what they hope to achieve and how they intend to achieve this. It was suggested that we have a single Club Captain as an alternative. To be discussed at next meeting – agenda item

It was put to the committee that it was previously voted for a draft agenda to be published the Wednesday prior to the meeting with club members invited to ask for items to be added to the agenda with a requirement to be present at the meeting either themselves or by proxy. A final agenda could then be published on the Monday so that members can see what is scheduled to be discussed and members can prepare and consider ahead of the meeting. For various reasons, this has not happened so it was put to the committee to decide how they wished to proceed.

There were concerns about meetings running over. CT explained that the items would be managed and if there was no time there would be the option to run non-urgent items over to the following meeting. Items would be time constrained. CT also pointed out that members would bring items up anyway if they weren't on the agenda as AOB and the discussion is less prepared and would affect the timings of the meetings anyway. If they are subsequently curtailed, people tend to get upset and will air their views on facebook which is not the appropriate forum.

Also, requests for agenda items often get dealt with without the committee members being made aware so sometimes the committee isn't informed about what some members want to raise.

The committee decided that moving forward we should stick with the previous vote in favour of publishing draft agenda on the Wednesday the week before (Chairperson usually does this) and inviting input from members via the club secretary to manage, requesting further information or clarification if required and ensuring the meeting is time constrained.

CT asked if the committee thought we needed to keep the AOB section as if agenda items are managed and invited there shouldn't be any need for AOB and would help keep the meetings on track and ensure input to the agenda.

The Committee thought that AOB should be kept for emergency or last-minute items however these should be brief and could be rolled over as an agenda item for the following months meeting if it was felt there was not enough time to fully consider anything raised.

The Constitution also needs to be brought up to date. It currently includes some rules and procedures which should be separate. The Committee were asked how they wanted to achieve this – do we want to ask for member input or just do a re-write.

It was agreed at this stage to do a re-write of the existing Constitution to bring it up to date and remove the rules and procedures and have them separately. At a later date we can then consider changes to the constitution.

## 7. **AOB**

- Anita Rufus – awards night next year. There are very few choices of venue for the size of the club. Everyone happy to rebook at Haselbury. AR to book for last Friday in November.
- Anita Rufus – This is an election of officers. I believe as in an election that the post holders should agree to step down at the meeting before the AGM, but continue to fulfil the post until the day before the AGM, this is especially important for the membership sec/club secretary/chair/treasurer & webmaster, who will have plenty to do before the AGM.

From then (so April Committee Meeting) on the club website there should be a section for 'Election of Committee positions to be completed. Old officer can reapply if they wish to be elected and any other club member can then also put up for election of a post. Although, they have to nominate themselves! No assumptions or being put in post by proxy when they are absent.

They should say who they are and what they can bring to the role. This might be; “because I've done this for the last millennium and no one can possibly do it better! “

This should be able to be seen by all club members so they can decide who they might wish to vote for if there is more than one candidate.

Then at the AGM the candidates can be proposed and voted on, either openly or secretly.

If club members cannot attend the AGM then maybe online votes could be arranged via the website.

But then they cannot vote at the AGM, in person, on a position that they have voted online for. Only one vote per post per person.

No decision was reached but lots of useful input.

The committee thought it was a good idea in principal but had a few concerns as follows:

- What if no one volunteers for a role
- How would we count the vote in time at the AGM – this would be a long process especially if we include electronic votes
- What if someone that wants to stand isn't able to attend the AGM.
- Historically, you have to attend to be able to vote, surely if we allow electronic votes in advance we can allow people to stand if they make a representation in advance.

To be discussed at next meeting – agenda item.

- Nathan Gardiner (absent, via email) – Understands that it is an ARC requirement for the club to ensure that coaches are “appropriately qualified” and would like the committee to approve on record those who carry out track/ coaching session for the club. Phil confirmed this is correct and stated that they should have an appropriate coaching qualification. Phil stated he was happy that all names below are suitably qualified and can official lead training or coaching sessions on behalf of the club. No objections, all agreed.

Tim Hawkins  
 Graham Still  
 Magdalena Kusmierczyk  
 Steve Lye  
 Steve Warren  
 Nathan Gardiner  
 Malcolm Maxted  
 Gareth Thomas

No one else should be undertaking coaching or track sessions for the club however, if anyone wishes to be approved, please contact Phil MacQuaid, (Run Co-ordinator).

- Adam Hawkins– in reference to the above, there is a tick box on EA when you input members affiliation about qualifications – could update membership forms to ask this information or we could encourage members to update on the self serve. There is the issue of not all our coaches are first claim or even members of the club so at this stage, Phil (Run Co-ordinator) is best placed to keep a record using cloud documents set up by Guy Williams.
- Tim Hawkins – setting up a marathon training group in the new year. Agreed that this should be on the website and also TH to email CT with information so it can also go in the newsletter with a link.
- Phil MacQuaid – The unsung club hero award was instigated by Pete so Phil proposed to the committee to rename this the Pete Jakeman award. Unanimously agreed.
- Last few years remembrance run November to the bench. When do we want to do it next year. Last year was middle of June. Possibly July. August is Pete’s birthday so this was also suggested. Phil to propose some dates for next months meeting.
- June Moule – the deadline for London was a bit hit and miss as not everyone realised there was a cut off as in previous years there hasn’t been. Proposal that this is made clear on the website with its own section as it is very popular. If a cutoff date is going to be set, it needs to be published well in advance so people are aware. Also suggested a digital application on website with a “list so far” published. Everyone was agreeable to this – Guy Williams to report back about online application practicalities.
- Adam Hawkins – currently EA offers 15 months free membership if you join in January – i.e. membership form Jan until the following March. We also offer this to tie in with fees and admin. Committee all agreed happy to continue with this. AH said we have had a few Dec membership enquiries so he will make the suggestion they join in Jan to get better value for money!

Action items	Owner(s)	Deadline	Status
Coaching sessions and track to have a sign in sheet for non-members	Catherine Thompson	Jan meeting	In progress

Action items	Owner(s)	Deadline	Status
Membership database to be brought up to date and “cleansed”. Possible input required from website providers	Adam Hawkins & Guy Williams	January for new membership	In progress
Discussion on the future of club captains	Everyone	Jan meeting	Scheduled
Volunteer role mapping. Final essential roles and map non-essential	Focus Group	Jan meeting	In progress
Signatories on account to be updated	Catherine Thompson and Steve warren	April	In progress
Louise’s recommendations to be implemented	Simon Rowbottom	Timescales tbc	In progress
Run leaders booklet to be brought up to date and reintroduced	Malcolm Maxted	AGM	In progress
Phil to let Catherine know about Christmas runs for the newsletter	Phil MacQuaid	By Saturday 15 <sup>th</sup> Dec	In progress
Election of officers to the committee procedures to be discussed	Everyone	Jan meeting	Scheduled

### Next Meeting:

Location: St John’s Ambulance, St John’s House, Memorial Road, Houndstone Business Park, Yeovil BA22 8WA

Date: 2<sup>nd</sup> January 2019

Time: 18:30