



# Yeovil Town RRC Committee

## Meeting Minutes

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

Date: 4<sup>th</sup> July 2018

Time: 18:30

Attendees: Malcolm Maxted (MJM), Catherine Thompson (CT), Simon Rowbottom (SR), Guy Williams (GW), Phil MacQuaid (PM), Denise Byrd (DB), Linda Membury (LM), Katie Brooks (KB), Lynne Thumpston (LT), Steve Warren (SW), Mel Dodge (MD), Stephanie Brearey (SB), Lindsay Saunders (LS), Adam Hawkins (AH), Luke Hicks (LH), Anita Rufus (AR), Lesley Nesbitt (LN).

### Agenda items

1. **Apologies for absence** – Bryn Phillips
2. **Minutes of last meeting** - agreed to be a true and accurate record. The feedback regarding the new format was positive and it was agreed to continue this.
3. **Matters arising**

#### Actions from last meeting

- Race clock (MJM) Malcolm has taken the lead on this as we are still dealing with the previous organisers of the clock. Booking can go live on the website with a pay option however, before we can move forward with this we need to agree terms and conditions of hire. It is usually agreed that the hirer will collect the clock from the previous hirer however, in some cases, this may involve longer than ideal distances of travel. It was suggested we state Dorset and Somerset only but this would be problematic for, say Minehead, collecting from further areas of Dorset. It was also suggested that we map the clubs who own the club and consider a radius. Further discussion and proposals required before this can move forward.
  - Wessex Wizards to be contacted (MJM) – Tim Hawkins had not heard anything back from Wizards at this time so MJM to write directly to the secretary offering her the option and await a response.
  - Track night sign in (TH) – sign in has happened at the DR handicap. Forms are completed and retained for a few weeks then destroyed after a few weeks. PM has forms and they will be emailed to CT to check GDPR compliant
  - Membership database training (AH) – not yet actioned due to holiday but will be prioritised
- Argentan consent forms (CT/PM) In hand. Needs some tweaking.

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- Spreadsheets to be confidentially destroyed (AH) – in progress
- Marshal request template (CT) this was agreed in principle but not allocated at previous meeting. BP would like to move forward with this asap so it was agreed for CT to contact BP for a template and then tweaked if required and circulated to all RD's for input.
- Twitter account updated (GW) - completed
- Focus group update – to follow (AR)

#### 4. **Officer's reports:**

- Chairman: Malcolm Maxted

Thank everyone who turned up to the Dave Richardson event. We have two new champions and everyone enjoyed the evening.

Congrats to Steph who got a team for Ford Abbey but unfortunately lost out to Bridport ladies.

GFA entries for VLM need to go in on 1<sup>st</sup> August with a 10 day window (closed 10<sup>th</sup> August at 4pm)

- Secretary/Data Officer: Catherine Thompson

The club has had 5 months now to comply with GDPR however, we are still not there yet. This is of concern as we have a legal requirement to report data breaches. Work with the website is in progress however, and the spreadsheets are in the process of being confidentially destroyed.

Further work is required for some other club forms (see action items) and then a final data audit needs to be done.

- Treasurer: Simon Rowbottom

The current balance remains in a healthy state but outgoings imminent as we were waiting for a new cheque book. Still need to meet with Louise Dale for audit and possible change in format of the information but this is ongoing and should be dealt with by September.

- Membership Secretary: Adam Hawkins

193 paid up members of which 42 are new. 60 haven't renewed from last year with some changing clubs. Invalid members are 6 who would have been new members who haven't joined by any other means. There are also two invalids that were renewals that haven't paid by other means. It was suggested that a sweep of the invalids can be done to invite them to join/renew. To be considered for next renewal/membership period.

- Webmaster: Guy Williams – nothing to report
- Kit Master: Fez Parker – nothing to report.
- Club Champs Secretary: Lesley Nesbitt – nothing to report

Ladies Club Captain: Stephanie Brearey

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Putting together a list of races and finding out which ones do team prizes with the view of building more interest in team events.

- Men's Club Captain: Bryn Phillips – nothing to report
- Cross Country: Tim Hawkins – absent
- Social Secretary: Denise Byrd – nothing to report
- SCAA: vacant

#### 5. **Club Diary:** Phil MacQuaid

The following Tuesday runs will be held at Goldenstones due to YTFC home matches. There may be more depending on cup games but the website will be updated in respect to this so please check each night: **10<sup>th</sup> July**

**17<sup>th</sup> July**

**14<sup>th</sup> August**

**21<sup>st</sup> August**

#### Pub Runs

**5<sup>th</sup> July** – King William IV, Curry Rivel – Adam Hawkins

**12<sup>th</sup> July** – Royal Oak, Over Stratton – Gareth Thomas

**19<sup>th</sup> July** – White Hart, Yetminster – TBC

**26<sup>th</sup> July** – Rose & Crown Bower Hinton – TBC

**2<sup>nd</sup> August** – Haymaker, Wadeford – Simon Rowbottom

**9<sup>th</sup> August** – Dinnington Docks, Dinnington – TBC

**16<sup>th</sup> Aug** – Camelot, South Cadbury - TBC

**23<sup>rd</sup> Aug** – Cross Keys, Lydford – Lynne Thumpston

**30<sup>th</sup> Aug** – Lime Kiln, Catsgore Ash 8m recce – Adam Hawkins

#### 6. **Race reports**

- 5k series: LS/SW – nothing to report
- Dave Richardson Memorial Track Handicap 22<sup>nd</sup> June:

All went well. Also thanks to everyone who came up to Ham Hill for the plaque.

Town Tree Trail 16<sup>th</sup> May: AH

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£1400 made from the race (estimate). £100 to Kingsbury preschool, £200 to Ash School and £200 to the club leaving about £900 to give to the Town Tree Trail. Formal presentation to be made – details to follow.

- Ash Excellent Eight 9<sup>th</sup> September: AH

Unfortunately clashes with a few other races. 30 entries so far. There are team prizes to be had in the 8m. In previous years we have had the dates of the Yeovil races on the back of the t-shirt. It was agreed to continue this (cost against 31 per runner). Dates TBC so this can be arranged.

- Great Western date to be decided: LN

Still no further forward on this. To be removed from future agenda.

- Wessex Cross Country 4<sup>th</sup> November: TH – nothing to report
- Santa Dash 9<sup>th</sup> December: LS

St Margaret's Hospice cannot put a disclaimer on the race entry form as it is their policy not to share data even with explicit consent. The race timing software is something we purchase under license use so it was agreed that we should suggest that St Margaret's Hospice purchase their own software to enable them to run the timing themselves as race organisers.

- Yeovil Marathon 10<sup>th</sup> June: BP - absent

BP emailed to advise that there were a lot of volunteer roles that required filling, ideally by August. Concerns were raised regarding volunteer input (time required etc). It was also suggested that we look to the charity beneficiaries to provide volunteers also. Ownership of the race was also raised. As BP was absent it was agreed for MJM to discuss with BP and invite to Sept meeting.

- Easter Bunny 2019: GW – nothing to report

## 7. **Focus group report:** Anita Rufus

The most recent meeting with the group focused on some areas already identified to be improved, the first being communication.

The recommendations are as follows:

- Minutes of the every Committee Meeting to be published on the website within 10 days and linked to Facebook.
- Draft Agenda to be published on the website 7 days in advance of each Committee Meeting and linked to Facebook inviting input from members via the Club Secretary.
- Final Agenda published on the website and linked to Facebook by the Monday evening before the Committee Meeting (held on Wednesdays).

No circulation email required which then resolves issues of conversations by email and sharing of email addresses.

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- CASC information to be circulated to all Committee Members to vote in September on moving forward or not with this.
- All Committee Members and RD's to email the Club Sec with a brief outline of the duties of their role. Also, if they feel that there are any additional duties they feel they could or should be incorporated into the role. If they carry out additional duties that they do not feel should be part of their role, this can also be highlighted. As there is no August meeting everyone should be able to get this done in time for the September meeting.
- The Focus Group will then carry out a mapping process to identify any work that is duplicated and any gaps. These areas can then be presented for further discussion by the Committee.

SW raised a concern that if members could add to the agenda what would prevent the meeting going on all night.

CT advised that by including items in advance this should facilitate more focused discussion as people would be able to prepare in advance and also timescales could be allocated to each item.

With the current suggested timescale of each meeting of 18:30 to 20:00 the agenda could then be closed when full and any items that cannot be discussed could be brought forward to the next meeting.

It was agreed to trial the recommendations but the Chairman reminded the Committee that the contents and format of the agenda was ultimately his decision.

MD asked for the names of the members of the Focus Group. CT and AR have presented the recommendations for the group so far however, there has been discussion regarding the anonymity of the other members.

CT reiterated that the recommendations put to the committee were based on input from club members, not the Focus Group members themselves and there it should not matter who was effectively processing the information. Input from club members is confidential as we want people to be honest and open about how they see the club improving and moving forward.

MJM supported MD and advised that he felt if the individual names of the members were not made public the Focus Group would not have any credibility and the recommendations would not be considered by the committee.

CT agreed to take this back to the Focus Group for further discussion before Septembers meeting.

## 8. A.O.B.

- **Athletics Nomination (NG via email).**

Nathan suggested we nominate as a club. All EA members were notified of this event however there is a deadline of 16<sup>th</sup> July. MJM to further look into this.

- **Awards Night (AR)**

Popped into Hazelbury and got menu – it looks good. Vegan menu to be done shortly. £25 for club members and £30 for guests agreed. Will all be on the website and on paypal again. £50 was requested for sundries on the night and this was agreed.

- **Bristol Half Marathon trip (AR)**

Just waiting for the Treasurer to provide the voucher/code for the entrants so they can be allocated to the individual runners. We have 20 + already paid up and 3 more who will be paying in the next week or so. The coach has been booked by PM. Money for the coach will be collected shortly.

- **Venue Accessibility (AR)**

Proposed that we switch to another more accessible venue so all club members can attend as St John’s building is not wheelchair accessible. This was agreed and some suggestions put forward however nothing definite at this stage. There is a room that we can try out downstairs (maybe for the next meeting) however it’s quite small. LS is happy to check out an alternative venue that would be able to offer w/c access. If anyone else has any suggestions for an alternative accessible venue, please contact the club sec as soon as possible.

- **Pete’s Fundraising (SB)**

Pete has advised he would like to do more fundraising and wants suggestions as to activities that are accessible for him that the club could also be involved in. Some suggestions were batted around but nothing specific. Confirmation as to the charity Pete was supporting as no one could remember off hand. Any suggestions to be submitted via Club Sec so we can pass on to Pete.

- **Club Hats (BW)**

With the increase in endurance events lasting 24 hours it was suggested that further consideration be given to the way the distances on the hats are achieved as it does not seem fair that the marathon could be achieved by running 13 miles one day with a break, a sleep and then a further 13 (point 2!) miles completed the following morning. This would also apply to other distances, i.e. ultra etc. LN suggested that a 12 hour restriction apply however, the meeting was adjourned before further discussion or consideration could take place so this to be included in the next meeting in September. There is no rush as the hat season starts after the November awards night so there is plenty of opportunity to consider any amendments to be made.

Action items	Owner(s)	Deadline	Status
Race clock terms of hire to be agreed and all clubs involved contacted with new booking & payment arrangements	Malcolm Maxted	Review September	In progress Committee Meeting
Wessex Wizards Tri Club Secretary to be contacted with offer of trial track	Malcolm Maxted	Review September	In progress Committee Meeting

Action items	Owner(s)	Deadline	Status
sessions. Adults only, code of conduct regarding children and payment in advance.			
Track night sign in forms to be emailed to Data Officer to check compliance	Phil MacQuaid	September Meeting	In progress
Membership sec to arrange training session for website use	Tim Howes / Adam Hawkins	Date to be agreed by July Committee Meeting	Overdue but in progress
Consent forms to be drawn up for Argentan trip	Catherine Thompson / Phil MacQuaid	July Committee meeting	Overdue but in progress
Spreadsheets to be confidentially destroyed	Adam Hawkins	July committee Meeting	Overdue but in progress
Marshall request template to be set up for use of all RD's	CT & all RD's	September committee Meeting	In progress
CT to discuss MJM's request for names to be made public with Focus Group	Focus Group	September committee meeting	In progress
Meeting to be set up with Louise Dale for audit	Simon Rowbottom	September committee meeting	In progress
Suggestions for alternative meeting accommodation to be submitted to Club secretary	Everyone / Lindsay Saunders	Before September Committee Meeting	In progress
Criteria for Hats to be discussed	Everyone / Lesley Nesbitt	September Committee Meeting	In Progress
Funding ideas for Pete	Everyone	September Committee Meeting	In Progress
Action items	Owner(s)	Deadline	Status

CASC information to be circulated for a decision to be made regarding moving forward with this or not	Catherine Thompson	Before September Committee Meeting	In Progress
Volunteer role descriptions to be emailed to club sec (incl RD's) in advance of September's meeting	All Committee members and RD's	Before September Committee Meeting	In Progress
EA awards nomination to be further considered	Malcolm Maxted	16 <sup>th</sup> July 2018	In progress
MJM to discuss Yeovil Marathon logistics with BP in advance of Septembers meeting	MJM / BP	Before September Committee Meeting	In Progress

**Next Meeting:**

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

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

Time: 18:30 – 20:00