



Yeovil Town RRC Committee Meeting Minutes

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

Date: 3rd October 2018

Time: 18:30

Attendees: Steve Warren, Catherine Thompson, Simon Rowbottom, Guy Williams, Phil MacQuaid, Denise Byrd, Mel Dodge, Lindsay Saunders, Anita Rufus, Lesley Nesbitt, June Moule, John Curtis, Tim Hawkins, Kenneth Perry, Katie Brooks

Agenda items

1. **Apologies for absence** – Bryn Phillips, Lynne Thumpston, Malcolm Maxted, Adam Hawkins, James Day
2. **Minutes of last meeting** – all accepted and agreed as accurate.
3. **Officer's reports:**
 - **Chairman: Malcolm Maxted** – absent

Chairman's message (by email):

"I apologise for being unable to chair this meeting tonight but please help and support my Vice Chairman, Steve warren, who I am confident will do an excellent job.

This Club is run by the Committee who were elected by you, the members, at the last AGM.

Important information about the Club and Committee etc can be found on the Club website. The website is controlled by our excellent Webmaster, Guy Williams.

If any Club member has any concerns about the way the Club is run or about any officials on the Committee, the arrangement has always been to contact me about your concerns by email, phone or speaking to me at events. I will then contact you to discuss your concerns. This procedure remains the same.

As always I will be pleased to hear any new ideas to improve the club."

NOTE: The Club's complaints procedure is in the Constitution and can be found on the website. Sec

<https://www.yeoviltownrrc.com/about-and-membership/constitution.htm>

Recently Steve Warren, Phil MacQuaid and Brian Mountjoy-Rowe completed the Traffic Management Course successfully (Club financed).

The Club is looking for volunteers to undertake a risk assessment course and the club will finance this.

Earlier in the year, 7 members of the club undertook a Run Leaders course with EA. Anyone wishing to undertake a Run Leaders course should let the Committee know as soon as details are available as we can always do with more Run Leaders!

- Secretary/Data Officer: Catherine Thompson

I have received the template email for the new starters and this has now been corrected and brought up to date with new club logo etc. Adam and Guy have both previewed this and feedback so far is positive. The new members email will be circulated to all club members shortly for feedback via mail chimp.

Mailchimp training completed with Richard Howes who has suggested the Club have a newsletter. Catherine agreed with this and suggested a circular shortly after each committee meeting to bullet point the important bits alongside important dates, upcoming events and possibly parish notices that Phil reads on Tuesdays. This is something to think about for future.

Data policy is almost finished. Draft was circulated to Committee Members who had read through.

GDPR training delivered at the meeting and this will be circulated to all committee members with the minutes.

Committee members required to respond via email to confirm they have understood this and if they have any questions or queries, Catherine can address these and arrange for a further session if required.

Brief information session of the implications of Club Incorporation delivered. This to be circulated to Committee Members and to be discussed further at the November meeting.

Treasurer: Simon Rowbottom

Simon reported that the finances remain in a healthy state.

The Committee still need to further consider Louise Dale's recommendations. Catherine to pull these off the previous minutes and check with Louise for committee to vote on.

Change of signatories still outstanding and this is something that is in progress. Target to be done before April.

- Membership Secretary: Adam Hawkins - Absent
- Webmaster: Guy Williams –

Guy has been told by Full on Sport that they now require EA number to be input when entering races which is an additional check that Race Directors aren't able to do. Slight changes in charging policy too which is to the club's benefit.

- Kit Master: Fez Parker – absent

- Club Champs Secretary: Lesley Nesbitt

Information about next years club champs to be on the website.

- Ladies Team Captain: Stephanie Brearey absent

Steph has advised that she is currently unable to fulfil the role so will step down. Volunteers for replacement required!

- Men's Team Captain: Bryn Phillips – absent
- Cross Country: Tim Hawkins

All in place for Aldon however no one has entered the first race and now the website has closed. We need a way to generate more interest in these races as we pay for affiliation and it seems to be a waste of funding.

Tim proposed that the cross country is included in the championship points and runners taking part get double points if they complete three races. Seconded by GW, everyone in favour and Lesley is happy with this.

It was agreed that this to be in place for 2020 champs. Races are usually announced and open in August so we need to have a team in place by then.

Tim to email Catherine with further details so members can receive a mailshot for marshal requests for the 4th Nov race (and set up on 3rd) with a bit of information about this so members have something to think about for next year.

We do have a website page about this – possibly this can be updated.

<https://www.yeoviltownrrc.com/events/tag/cross%20country>

Toilets to be booked this week paid for by Wessex League.

- Social Secretary: Denise Byrd – nothing to report
- SCAA: vacant

4. **Club Diary:** Phil MacQuaid

Pub Runs (every Thursday):

All up to date and on the website

<https://www.yeoviltownrrc.com/events/tag/thursday%20pub%20run>

4th Nov Sunday run to go via Aldon so we can encourage members to hang around and marshal the cross country.

Additionally, there is now an 8:30 run on Sundays which is Strictly 8 min mile for 14-15 miles. Please ensure you are able to run at this pace if you wish to join this group.

5. **Race reports**

- 5k series: LS/SW –

Winner cheques need to go out. RD's to liaise with treasurer to facilitate this. Final figure yet tbc and still need to finalise list of series prize and category winners.

- Santa Dash 9th December LS:

All in order, just need to sign off data protection stuff with St Margaret's.

- Yeovil Marathon & Heron Half 10th June: Bryn Philips (absent)

By email;

“A separate organising committee has been formed so the event will be going ahead. Entries will open on the 8th Oct. However, we will ask that club members that wish to enter leave it until May next year as we need to make sure we have enough volunteers on the day. I don't want someone to enter then tell them they can't as they are required to marshal instead. The date has been confirmed as Sunday 9th June.”

The Marathon continues to raise issues from both the committee and members.

It was proposed that the Committee vote on the decision to effectively refuse entry to Club members – to be voted on at November's meeting.

It was highlighted that the club had never officially taken the race on, just agreed to support it however, it has now become a club race. Given this, and that the license is now in the name of YTRRC, it was highlighted that it should be down to the Club how much money is retained by the Club and what donations are made.

It was also raised that that the Club should approach the charitable recipients to ask them if they or their family members should also help to support the race by volunteering to marshal as this is a big undertaking and should not just fall to Club members.

It was also proposed that the decision to continue to run a Marathon for future events be put to the Club and members at the AGM.

No decisions were made at this stage however further discussion will be required. This is to be brought forward to the November meeting.

6. **Focus group report:**

AR – (full details attached)

- Role mapping process has started with the essential roles. Once these have been mapped out we will move on to the non-essential roles.
- A code of conduct to be written
- Complaints/grievance procedure to be reviewed

8. **A.O.B.**

- Need awards night trophies back for this year's event.

- Awards night half full already so members need to sign up if they want to attend.
- Aldon has been sold to developers so a new venue for next years cross country will need to be found. Ham Hill suggested. Any other suggestions?
- Equipment – needs to be sorted out. Possibly storage required. This was suggested previously. Steve to discuss with Phil. Trailer is currently overweight so need to be addressed. To be carried forward to November meeting.
- A member has sent a letter resigning their membership citing various issues on social media posts. Unfortunately, these posts have been taken down and no names have been given so no further action will be able to be taken in respect to this. Membership is paid for a year so will continue to run affiliated with EA. They will need to be informed of this. Catherine to discuss with Malcolm.

Action items	Owner(s)	Deadline	Status
Track night sign in forms to be emailed to Data Officer to check compliance	Phil MacQuaid	September Meeting	Overdue but since completed.
Spreadsheets to be confidentially destroyed	Adam Hawkins	September committee Meeting	Overdue but in progress. Still need confirmation from AH
Marshall request template to be set up for use of all RD's	CT & all RD's	September committee Meeting	Overdue but now in progress
Volunteer role mapping	Focus Group	By Nov Committee for feedback	In progress
Catherine to arrange training for mailchimp so mailshot can be sent out for Yeovil Marathon volunteers	Catherine Thompson	October committee meeting	Complete
GDPR and data retention policy & training	Catherine Thompson	Nov committee meeting	Training complete and to be signed off by Nov meeting
Subject access forms to be published	Catherine Thompson	October committee meeting	Overdue

Action items	Owner(s)	Deadline	Status
Implications of incorporating club to be presented to committee for vote	Catherine Thompson	Nov committee meeting	Delivered and circulated and to be voted on
New members form to be circulated	Catherine Thompson	Nov committee meeting	In progress
Preliminary newsletter to be circulated with information provided by TH re Cross Country	CT & TH	Nov Committee meeting	In Progress
Committee to decide on terms for YTRRC members entering Yeovil marathon & half	Committee	Nov committee meeting	In progress
Signatories on account to be updated	Simon Rowbottom	April	In progress
Louise's recommendations to be circulated and voted on	Committee	November committee meeting	In progress

Next Meeting:

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

Date: 7th November 2018

Time: 18:30