



Yeovil Town RRC Committee Meeting Minutes

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

Date: 5th September 2018

Time: 18:30

Attendees: Malcolm Maxted, Catherine Thompson, Simon Rowbottom, Guy Williams, Phil MacQuaid, Denise Byrd, Lynne Thumpston, Steve Warren, Mel Dodge, Lindsay Saunders, Anita Rufus, Lesley Nesbitt, June Moule, John Curtis, Louise Dale, Bryn Phillips, James Day

Agenda items

1. **Apologies for absence** – Katie Brooks
2. **Minutes of last meeting** - agreed to be a true and accurate record.
3. **Matters arising**

Actions from last meeting

- Race clock (MJM) Malcolm has taken the lead on this and will deal with rentals at his discretion. All enquiries to be sent to MJM
- Wessex Wizards to be contacted (MJM) – No further contact from WW so the matter to be closed. Any non-member wishing to attend should sign in and pay their £1 as everyone else does.
- Track night sign in (TH) – PM still needs to send form template to CT to check GDPR compliant
- Membership database training (AH) – this has now been completed
- Argentan consent forms (PM) – this is no longer a club-based activity and is dealt with on a private basis by PM. Matter closed. Details to be removed from website.
- Spreadsheets to be confidentially destroyed (AH) – this has already started and should be completed soon.
- Marshal request template (CT) CT still not received the template as previously agreed. BP advised Tim has this so CT to request this from Tim to complete this action.
- Treasurer to meet with Louise Dale for audit. Complete – report to follow

- Alternative accessible meeting room – completed. Downstairs room at St John’s Ambulance to be used.

4. **Officer’s reports:**

- **Chairman: Malcolm Maxted**

Pete has been selected for an EA Award and been invited to the awards ceremony. We don’t know what he has been selected for but will find out on the night.

Virgin London Marathon ballot. The Good For Age places have been allocated and I am pleased to say that six Club members have been successful (Two deferred from last year).

When members receive their rejection slips please go to the Club Website to check if you qualify for the Club ballot and email the details required to the Chairman (chairman@yeoviltownrrc.com) who is organising the ballot. He will then pass them on to the membership secretary for verification.

The draw will take place at the November Committee meeting. The cut off date for the applications will be published on the website nearer the time.

Amendments were made to the constitution as voted in at the AGM. These were signed off.

- **Treasurer: Simon Rowbottom**

Louise Dale has been invited to report on the accounts and she will be open to questions or suggestions as to how we can be more efficient in respect to the financial side of things.

Louise informed the Club that there were no major issues with the accounts. However, she was concerned about having cash hanging around which is easy to be manipulated, lost, taken etc. There are ways we can reduce this risk including record keeping for on the day entries and extra checks. The treasury spreadsheet has a lot of formulae in them so there is a risk if anything gets broken then information may be lost.

The balances and transactions look reasonable. Small changes can be done to improve and mitigate risk would be second checks annually to make up a set of accounts to allow comparative checks if the committee agrees to this.

On the day entries could potentially be done via a contactless payment machine (or chip and PIN)

- **Secretary/Data Officer: Catherine Thompson**

GDPR – data audit needs to be completed to pick up final bits and pieces. Committee members accessing membership database need GDPR training. Also need a policy for GDPR and data retention. This is in progress. Data access audit form for requesting information to be created but in meantime all requests should go via email to Data Officer.

Currently Committee members that have access to members data are Adam (Membership sec, Catherine (Data Officer) and Guy (webmaster). Also, the organisation who hosts the website.

PM said that in the EA guidance it states that all Committee members should have access to the database.

UPDATE – this has been checked and found to be incorrect. It gives an example of sharing data with committee members in which case subject access request should be made – see above.

Catherine also recommended that the Club become incorporated to limit the liability of the committee members. Catherine to provide further information on this to next months meeting. CASC is a separate matter which can be discussed at a later date.

- Membership Secretary: Adam Hawkins - Absent
- Webmaster: Guy Williams – nothing to report
- Kit Master: Fez Parker –

The main issue is old stock, in particular hoodies and fleeces, which are not selling. The general opinion is that this old stock should be written off and Fez will look into this. The possibility is that they can be used as prizes.

- Club Championship Secretary: Lesley Nesbitt

Regarding caps – leave the criteria as it is. If people take 24 hours to do a race then so be it so as not to discourage people from competing.

Champs – request for times to go on the blog soon. List of races to be posted shortly incl Full Monty for next year's champs. This gets sold out quite quickly so will need to be published soon.

- Ladies Team Captain: Stephanie Brearey

Absent

- Men's Team Captain: Bryn Phillips – Bryn made two proposals –
 1. that the roles of Men's and Ladies Team Captains be renamed to just Club Captains with amended responsibilities
 2. the creation of a new volunteer post of Events Co-ordinator that all RD's can report to

Bryn's proposal is attached. It was advised that the Focus Group consider the additional volunteer post suggestion and amended captain roles as part of the committee roles mapping process which is hoped to be complete and implemented by the next AGM, subject to committee approval.

- Cross Country: Tim Hawkins – absent
- MJM for TH - Cross country. TH enquired whether a risk assessment is needed for cross country. PJ advised this should be done each year especially if the course has changed. No qualifications are required to undertake this.
- Race referees are required to undertake a course but the club currently does not have anyone qualified apart from BMR who is unavailable. TH will now look outside the Club. If anyone is interested in attending a course to undertake these tasks for future events please contact the Chairman.

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

5. **Club Diary:** Phil MacQuaid

Tuesday 25th September club run will be from Goldenstones.

Pub Runs

20th Sep – King William IV, Curry Rivel – Adam Hawkins

27th Sep – Royal Oak, Stoford - TBC

4th Oct – Airfield Tavern – TBC

11th Oct – Halfway House, Pitney – TBC

18th Oct – Mitre Inn, Sandford Orcas – TBC

25th Oct – Orchard Inn, Gallhampton - TBC

6. **Race reports**

- 5k series: LS/SW – prizes an issue with supplier but should be delivered OK.
- Santa Dash 9th December:

LS – St Margarets 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 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 10th June:

BP – This has been going three years now. He confirmed that this was a Club hosted event.

BP sees this as a club flagship event and it generates a lot of income for various charities.

Assistance for next year's event is required as BP may not be about as much as he has been in previous years due to work commitments. BP has requested a mailshot be put out asking for volunteers to fill the various roles required with BP still fulfilling the role of RD for the event. This was agreed.

Ideally the roles need to be in place by the middle of this month.

If the roles cannot be filled then there is a real possibility that the event will not go ahead.

MJM asked how BP sees the link being sustained with Yeovilton if he should not be able to continue. BP advised by working with BP the contacts will be in place to enable club members to continue in his absence.

Catherine to mailshot members requesting interest in these roles. BP to present role descriptions to Catherine who will speak to Tim as to how to use the mailshot system.

- Santa Dash – email has been received regarding GDPR. Catherine to prioritise policy so

this can be signed off.

7. Focus group report:

AR – (full details attached)

- Focus group members are Anita Rufus, Rob Jones, Nat Robins, James Day, Emma Swithenbank and Catherine Thompson (Chair). New members are welcome but should not be members of the committee as this should be an independent group.
- A few committee members have provided their role descriptions. These will be looked at and a mapping process started for all the roles to be in place for the next AGM in May.
- It is recommended that a code of conduct be introduced
- Complaints/grievance procedure will be reviewed

8. A.O.B.

- GW has been approached by parents who are Club members who experience difficulty in attending training and races because of lack of child care. It was not clear whether they wanted their children to run with them or for the Club to provide creche facilities. The Committee asked Guy to contact one of the parents to find out exactly what they want.

Children's athletics is well covered by Yeovil Olympiads who have all the safeguarding officers and policy in place. If, we proceeded along these lines a lot of work would be needed to be done. Also, we would not like to be seen in competition with Yeovil Olympiads with whom we have a good relationship.

Couch to 5K was mentioned as an option to include kids under parental supervision rather than joining as a member.

- MD - £884 was raised from refreshments at Yeovilton so this has been going really well. Using proper mugs and washing them up has been very successful.
- Great Western – Rotary can no longer support the race so will no longer go ahead.
- Bristol half on 31st September. All runners are now booked in and the coach has been booked for 7am
- Awards night is last Friday in November and is now bookable via the website.
- Winter routes to start from 25th September however, individual run leaders to decide on routes each night depending on weather and conditions.

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
Spreadsheets to be confidentially destroyed	Adam Hawkins	September 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	Overdue
Volunteer role mapping	Focus Group	Update in Oct	In progress
Catherine to arrange training for Mailchimp so mailshot can be sent out for Yeovil Marathon volunteers	Catherine Thompson	October committee meeting	In progress
GDPR and data retention policy & training	Catherine Thompson	October committee meeting	In progress
Subject access forms to be published	Catherine Thompson	October committee meeting	In progress

Next Meeting:

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

Date: 3rd October 2018 – to be chaired by Steve Warren in Malcolm's absence

Time: 18:30