

Committee meeting minutes

4th June 2019, 7.30pm
New Energy Sports Hall, Hinchingsbrooke School

Confirmed

Alice Noyes	Melanie Gearing
David Thomas	Paul Mitton
Gilles Corby	Paulus Maukonen
Jo Muff	
Karen Charman	
Kathryn Heath	

Excused

Alan Hannibal
Andy Ellams
David Newton
Emma Stevens
Ian Shipley
Jane Roberts
Kate Ruddock
Sabrina Crothall
Simon Lumley

Order of the day

- Welcome, introductions and apologies for absence
- Action point register (David)
- Agenda items
- Officers report (all)
- AOB, next meeting

Agenda items

- Advertising in publications (David T)
- Inter-club social group (David T)
- Christmas Bash (Jo)
- Social calendar review (Jo)

Agenda items classification

- For Action
- For Decision
 - Advertising in publications (David T)
 - Social calendar review (Jo)
- For Information/discussion
 - Inter-club social group (David T)
 - Christmas Bash (Jo)

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Action points register

Item	Description	Owner	Status
17BRJ1210	Outline website update plans	Simon	On-going
18BRJ0601	Evaluate and check insurance of kit stock	Kate	On-going
18BRJ1208	Set up new bike sessions block	Andy	Done
18BRJ0202	David Newton discussing new A14 opening events	David N	On-going
18BRJ0204	Arrange talk on mental health and running	David T	On-going
18BRJ0205	Set up full email account for tri@brj	Paulus/Simon	On-going
18BRJ0206	Centralise payments? (BTF, EA, Frostbite, etc.)	Ian/Alice	On-going
19BRJ001	Send bio+photo to Gilles (committee presentation)	All	On-going
19BRJ002	Send committee presentation to membership	Gilles	On-going
19BRJ003	Contact Laragh to update on duathlon	Gilles	Done
19BRJ004	Review duathlon 2018 accounts	Ian	On-going
19BRJ005	Contact Anna to organise charity cheque	Ian	Done
19BRJ006	Check with Simon Moore about bike/tri leaders	Andy	On-going
19BRJ007	Prepare a flyer for bike sessions	Andy	Done
19BRJ008	Update junior training sessions on the website	Paul	On-going

Minutes

Minutes	Action point
<p>Introduction</p> <p>David Thomas welcomed the committee members. Gilles went through the apologies.</p> <p>Gilles noted he forgot to include Ian Shipley in the list of present members at the last meeting, apart from that the Committee approves the minutes of the previous as an accurate report.</p>	
<p>Action point register</p> <p>David T has spoken with Simon about the new website, Simon is finishing another project and will then turn his attention to it.</p> <p>Alice highlighted that there should be some thinking done on what we want to achieve with a new website. Gilles added that a sub-committee should be set up to consider the goals and objectives of the new website.</p> <p>Alice is happy to organise this sub-committee and Paul offered his support. The committee welcomes the involvement of members who are familiar with this kind of endeavour.</p> <p>Andy has set up the new block of bike sessions and delivered a flyer.</p> <p>David N is now actively in contact with the A14 committee to organise the activities.</p> <p>David T is still working on the mental health and running talk.</p> <p>The tri@brj email is not yet set up.</p> <p>The centralisation of payments is still work in progress</p> <p>The bios have not all been received and Gilles conceded that even had he had them all he would have been behind on putting the document together. The</p>	19BRJ0601

<p>objective is still to have it sent by end of June.</p> <p>Karen and Gilles met Simon Sommerville-Large had a productive meeting concentrating on marketing so that we get more entries. We need to clarify the budget. Gilles will provide a tentative budget by the end of June.</p> <p>Anna has handed the charity cheque over and the charity expressed their huge thanks.</p> <p>All the other action points are still on-going</p>	
<p><u>Agenda items</u></p> <p><i>Advertising in publication</i> David T wonders if we should consider advertising in publications. Karen thinks that we should look at targeted campaigns, for instance Facebook marketing. Melanie added that she uses local Facebook groups. Apart from that the Villager or Your friend seems to be too un-focused and is probably a waste of money. Another option would be to provide editorial content to local publications Gilles will add the topic to the December committee meeting.</p> <p><i>Inter-club social group.</i> David T would like to explore the possibility to have social events and set up a cross-club committee. Alice knows that Peterborough clubs are part of a network, they share activities including a track session. David T will make contact with his counterparts in other local clubs to find out about the appetite for this idea.</p> <p>This is in addition to the Frostbite invitation run currently planned for Monday 22 July, subject to confirmation.</p> <p>The Guestimate will take place on Wednesday 10th and the Junior Duathlon on Monday 15 July.</p> <p><i>Christmas bash</i> A decision is to be made whether we hold a Christmas Bash or a New Year's Eve party. Both options will be investigated. The general consensus however was in favour of a New Years Eve party. The Santa run will be a Santa Conga starting at Hinchingsbrooke Park Parkrun and will then proceed to town to finish at Wetherspoons for Breakfast.</p> <p><i>Social calendar review</i> The Hash run and barbecue will conclude the pentathlon on 4 July. Suggestions are : <ul style="list-style-type: none"> - Swishing event (Jumble sale with cake) - Guesstimate - BRJ picnic - Fundraising Pub Crawl - Parkrun Takeovers - Quiz night </p> <p>The BRJ picnic could take place after the lake swim by the lake, possibly 16 August. Kathryn will confirm the dates to the membership.</p>	<p>19BRJ0602</p> <p>19BRJ0603</p> <p>19BRJ0604</p>

Officers report	
<i>The officers' reports are in the document appended to the minutes</i>	
<p>AOB</p> <p>David T gave a report on the volunteer management training, two things struck David.</p> <ul style="list-style-type: none"> - Are we as inclusive in the social background dimension as we are in terms of sporting ability? What could we do to improve things? - How can we reward volunteers? - Do we do enough for disabled athletes? <p>David asked the committee to think of ways to increase BRJ's inclusiveness.</p> <p>Next meeting on Tuesday 13 August</p>	19BRJ0605

Attachments

- Officer reports



Officers reports June
2019.docx

- Other documents

Action point archive

Item	Description	Owner	Status
15BRJ0301	Discussion about on-line paying but that was tabled in April	Bren	Closed
15BRJ0302	Gift aid claiming issue	Frankie	Closed
15BRJ0303	Cycling code of conduct	Jacquie	Closed
15BRJ0304	Increase qualified ride leaders	Jacquie	Closed
15BRJ0305	Club photographer credentials/kit	Bren/Annette	Closed
15BRJ0306	Soliciting members for the Race Organisation Working Group	Andy/David	Closed
15BRJ0307	Soliciting for a volunteer to run a coached beginners program	Andy/David	Closed
15BRJ0401	AGM venue to be in next meeting agenda	David	Closed
15BRJ0402	investigate payment solution providers	Chirag	void
15BRJ0403	Enquire other clubs interest for ride leaders	Jacquie	closed
15BRJ0404	set up the safeguarding session	Annette	closed
15BRJ0405	check the venue for the Rising Star	Mike	Closed
15BRJ0406	look into linking the BRJ FB page with the Huntingdon 10k race	Stan	Closed
15BRJ0407	look for a qualified person to supervise on 17 May	Jacquie	Closed
15BRJ0408	organise the bike coached sessions	Jacquie	Closed
15BRJ0410	Send Gilles questions for membership survey	All	Closed
15BRJ0602	Find accountancy & auditing support	David	closed
15BRJ0603	Accounts auditing to be added in next meeting agenda	Gilles	closed
15BRJ0604	Invite Living Sport to present at the next committee meeting	Mairi	closed
15BRJ0605	Make proposals for the new course of the next Mayor's Charity Race	Annette	Done
15BRJ0607	Cancel use of Hinchingsbrooke School changing rooms	David	Closed
15BRJ0608	Send e-mail to the membership regarding Hunts Post Awards nominations	David	Closed
15BRJ0609	Prepare the Survey Monkey	Gilles	Done
15BRJ0801	Provide Living Sport the list of events they could attend	David	Done
15BRJ0802	Book Diploma Suite for Welfare event on Sept 8th	Gilles	Done
15BRJ0803	Mike to procure centres for trophies	Mike	Done
15BRJ0805	Take lead for plans for AGM @Parkrun	David	Done
15BRJ1001	Direct the Junior interested in triathlon to the right email address	Bren	Done

15BRJ1002	Improve visibility of the Mayor's charity race on the website	Bren	void
15BRJ1003	Put the BRJ buffs for sale at £7 per unit	Bren	Done
15BRJ1004	Structure a proposal for membership fees	Alice	Done
15BRJ0409	continue looking into coaching framework	David	done
15BRJ0804	Prepare a project plan for Ouse Valley Marathon	Alice	Done
15BRJ1201	Organise the preparations for the details of the AGM	David	Done
15BRJ1202	Check the availability of baseball caps	Bren	done
15BRJ1203	Draft comms package for membership fees	Alice	done
15BRJ1204	Launch survey, results at next meeting	Gilles	done
15BRJ1205	Organise dev plan kick-off session	David	Done
16BRJ0201	Organise Orca visit at the club	Bren	done
16BRJ0202	Organise First aid training sessions	Annette	done
16BRJ0203	Call George Cant committee members votes	Gilles	done
16BRJ0204	Check catering arrangements for AGM	Mel	done
16BRJ0205	Get press coverage for Paul Evans @ AGM	Claire	done
16BRJ0206	Compile 2015 video for AGM	Bren	done
16BRJ0207	Present membership survey debrief @ AGM	Gilles	void
16BRJ0208	Contact 401 Marathons	Gilles	Done
16BRJ0301	Confirm next meeting dates	Gilles	Done
16BRJ0302	Resolve the attachment scrubbing issue	Bren	Done
16BRJ0303	Put Mike Gullis agenda items on next meeting	Gilles	Done
16BRJ0501	Attach minutes of meeting to next agenda	Gilles	done
16BRJ0502	Provide a formal reply on the championship	Mike	Done
16BRJ0503	Meet with Alice to look at database encryption	Sarah	closed
16BRJ0504	Provide thoughts on long-term membership	Alice	done
16BRJ0505	Circulate benefit proposal for next meeting	Alice	Done
16BRJ0701	Ask contact at House of Flags for quotes.	Gilles	Done
16BRJ0702	Cost long-term membership recognition	Alice	Done
16BRJ0703	Investigate procurement of first aid kits	Govinda	Done
16BRJ0704	Design business card for David	Bren	Void
16BRJ0901	Provide names of first-aid qualified runners	Richard	Done
16BRJ0902	Circulate the insurance facts summary	Sarah	Done
16BRJ0903	Supply nominee for weekly article writer	David	Closed
16BRJ0904	Supply nominee for weekly article writer	Rachel	Closed
16BRJ0905	Supply nominee for weekly article writer	Pippa	Closed
16BRJ0906	Include Strength & Conditioning in dev plan	Rachel	done
16BRJ0907	Kick off race director sub-committee	Alice	Done
16BRJ0908	Take charge of winter workshops	Chirag	Done
16BRJ0909	Check alternative flag providers	Alice	Done
16BRJ1101	Check details and designs for flags	David	done
16BRJ1102	Organise Cambs XC teams	Richard	Done
16BRJ1103	Seek more details from Simon on award	Mike	Done
16BRJ1104	Finalise tri-suit design for visibility	Kate	Done
16BRJ1105	Recruit volunteers for swimming sessions	Pippa	done
16BRJ1106	Contact graphic designer	Pippa	Done
16BRJ1107	Review spinning sessions ad wording	Sarah	done
16BRJ1108	Set up team for 2017 OVW marathon	Alice	Done
16BRJ1109	Circulate draft of template	Sarah	Done
17BRJ0101	Check flags procurement form	Alice	Done
17BRJ0102	Sort out procurement of Thank you cards	Pippa & David	Done
17BRJ0103	Organise call with Bren & Kate	Gilles	Void
17BRJ0104	Send George Cant nominations by 22/1	Committee	Done
17BRJ0105	Organise the vote, closing on 9/2	Gilles	Done
17BRJ0401	Set up meeting with Orca	Kate	Done
17BRJ0402	Give Kate a list of coaches	David	Done
17BRJ0403	Amend Championship calendar	Mike	Done
17BRJ0404	Set up first aid refresher course	Govinda	Done
17BRJ0405	Carry AMActive proposal	David	Done
17BRJ0406	Contact Alan for BRJ invitation run	Gilles	Done
17BRJ0407	Update routes on website	Chirag	Done
17BRJ0408	Set up kit page on website	Kate	Done
17BRJ0601	Chase Alan for invitation run	Gilles	Closed
17BRJ0602	Set new kit process w/ sub committee	David	Done
17BRJ0603	Communicate Junior calendar changes	Mike	Done
17BRJ0604	Create & provide induction document	Alice	Done
17BRJ0605	Online donations functionality via BRJ website	Simon	Done
17BRJ0606	Survey interest for Summer S&C sessions	Chirag	Done
17BRJ0607	Organise Safeguarding sessions	Govinda	Done
17BRJ0801	Discuss alternative invitation runs with Alan	Gilles	Closed
17BRJ0802	Set up A14 grant bid workgroup meeting	David	Done

17BRJ0803	Check Track session payments are up to date	Chirag	Done
17BRJ0804	Procure plastic boxes for kit stock	Kate	Done
17BRJ1001	Contact EA Club Support	Alice	Done
17BRJ1002	Liaise with Alan for Santa Run	Melanie	Done
17BRJ1003	Include feedback in induction documentation	Alice	Done
17BRJ1004	Send training registration email to David	Chirag	Done
17BRJ1005	Update senior championship events calendar	Mike	Done
17BRJ1201	Take advice from EA on GDPR	Alice	Done
17BRJ1202	Contact Parkrun about safeguarding training	Alice	Done
17BRJ1203	Provide feedback on policy documents by 20/12	All	Done
17BRJ1204	Provide feedback on draft constitution by 22/12	All	Done
17BRJ1205	Send email to inform membership of AGM date	Gilles	Done
17BRJ1206	Send email to membership about Brighton places	Gilles	Closed
17BRJ1207	Investigate tabards for coaches and volunteers	Kate	Done
17BRJ1208	Investigate costs for VLM coach (with Anette)	David	Done
17BRJ1209	Inform membership of 2018 Committee vacancies	Gilles	Done
17BRJ1211	Discuss Quiz Night with Jo & Mel	David	Done
18BRJ0201	Call for charity nominations	Gilles	Done
18BRJ0202	Provide an overview of key constitution changes	David N.	Done
18BRJ0203	Communicate constitution proposal to members	Gilles	Done
18BRJ0204	Organise Celebrating Success ceremony 24/3	Mike	Done
18BRJ0205	Provide sound system for events in march	Gilles	Done
18BRJ0206	Support Rachel selecting a portable sound system	Gilles	closed
18BRJ0207	Advertise trisuits (and bike gear)	Kate	Done
18BRJ0401	Seek Wordpress talents within the club	Simon	Done
18BRJ0402	Include Christmas Party in agenda for next meeting	Gilles	Done
18BRJ0403	Contact Alan for the Frostbite invitation run	Paul	Done
18BRJ0404	Contact a prospective Director for the Duathlon	Gilles	Done
18BRJ0405	Set up sub-committee for 30th anniversary	Kate	Done
18BRJ0406	Send contact details to Gilles	ALL	Done
18BRJ0407	Update committee emails	Simon	Done
18BRJ0408	Contact Govinda to collect Welfare data	Emma	Done
18BRJ0409	Set up riding and maintenance session	Andy	Done
18BRJ0410	Send Pippa's contact details to David	Alice	Done
18BRJ0602	Circulate 30 years challenge rules to committee	Kate	Done
18BRJ0604	Establish opportunities for training ride leaders	Andy	Done
18BRJ0603	Communicate rules for juniors joining senior runs	Paul	Done
18BRJ0801	Look into portable PA system	Gilles	done
18BRJ0802	Draft Xmas party email to membership	Gemma	done
18BRJ0803	Get previous duathlon participants contact list	Alice	done
18BRJ0804	Contact council authority	Alice	done
18BRJ0805	Prepare application form	Gilles	Done
18BRJ0806	Contact Alice Edwards re. Race Directorship	David	Closed
18BRJ0807	Contact run leaders for Beginners course	David	Done
18BRJ0808	Evaluate membership software solutions	Paul & Ian	Done
18BRJ0809	Contact head coaches	Emma	Done
18BRJ1001	Get Duathlon trophies from Stan Jay	Gilles	Done
18BRJ1002	Book partners for 2019 duathlon on 22/09/2019	Gilles	Done
18BRJ1003	Start search for new Results Officer	Mike	Done
18BRJ1004	Book room at town hall for AGM	Simon	Done
18BRJ1005	Book Country Park room for Celebrating Success	Mike	Done
18BRJ1006	Contact Alice to set up a new Parkrun takeover	David	Done
18BRJ1007	Check with Isaac Leatherhead for BRJ discount	Gilles	Done
18BRJ1201	Organise catch up with Laragh	Gilles, DavidT	Closed
18BRJ1202	Choose photo & frame	Sue	Done
18BRJ1203	Submit wording for engraving to committee	Sue	Closed
18BRJ1204	Make flyers for beginners programme	Simon	Closed
18BRJ1205	Contact EA & clubs wrt para-sport section	David N	Closed
18BRJ1206	Contact BTF wrt para-sport section	Emma	Closed
18BRJ1207	Enquire about DBS checks with BTF	Emma	Closed
18BRJ1209	Fill and sign BTF documents	Ian & David T	Done
18BRJ1210	Follow up BTF insurance renewal & certificate	Ian	Closed
18BRJ0201	David Newton discussing OVW half marathon relay	David N	Done
18BRJ0203	Alice Noyes to make BRJ poster for H'brooke school	Alice	New
18BRJ0207	Email advert for new Sen.Club Champs coordinator	David T	void
18BRJ0208	Follow up BTF Bronze Accreditation	Paul M	Done
18BRJ0209	Email and Facebook about celebrating success	David T	Done
18BRJ0210	List of coaches to be circulated	David N	Done
18BRJ0211	Decide on speakers for celebrating success event		Done

