

Committee meeting minutes

12 December 2019, 7.30pm
New Energy Sports Hall, Hinchingsbrooke School

Confirmed

Andy Ellams	Jo Muff
David Newton	Kate Ruddock
David Thomas	Kathryn Heath
Emma Stevens	Melanie Gearing
Gilles Corby	Paul Mitton
Ian Shipley	

Excused

Alan Hannibal
Alice Noyes
Jane Roberts
Karen Charman
Paulus Maukonen
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

- Proposal for the club to cover Club team event entry fees (e.g. Hereward Relay).
- Committee renewal (David T)
- Club run organisation (Paul)
- Electronic banking for swimming (Ian)
- Accounts to October (Ian)

Agenda items classification

- For Action
 - Club run organisation (Paul)
- For Decision
 - Proposal for the club to cover Club team event entry fees (e.g. Hereward Relay)
- For Information/discussion
 - Committee renewal (David T)
 - Electronic banking for swimming (Ian)
 - Accounts to October (Ian)

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
19BRJ0204	Arrange talk on mental health and running	David T	On-going
19BRJ0205	Set up full email account for tri@brj	Paulus/Simon	On-going
19BRJ0206	Centralise payments? (BTF, EA, Frostbite, etc.)	Ian/Alice	On-going
19BRJ0401	Send bio+photo to Gilles (committee presentation)	All	On-going
19BRJ0402	Send committee presentation to membership	Gilles	On-going
19BRJ0602	Add advertising review to December meeting	Gilles	On-going
19BRJ0603	Make contact with local clubs counterparts	David T	Done
19BRJ1001	Contact the coaches for running coaching sessions	David N	Done
19BRJ1002	Contact Simon Moore for Multi-Sport coaching plan	Paulus	Done
19BRJ1003	Raise Charity race topic in local clubs meeting	David T	Done
19BRJ1004	Follow up on Breathing workshop	Paul	On-going
19BRJ1005	Put club runs proposal to the membership	David N	Done
19BRJ1006	Include items suggested by David T on agenda	Gilles	On-going
19BRJ1201	Send Shelley Harris an email re Kit stock	David T	New
19BRJ1202	Send a group communication on training plans	David N	New

Minutes

Minutes	Action point
<p><u>Introduction</u></p> <p>The minutes were approved as an accurate record of the latest committee meeting.</p>	
<p><u>Action point register</u></p> <p><i>Website update</i> Poll was sent out and received 42 replies. Most of the website is for club diary. Respondents agree the website should be the primary source of information. Users like the training diary but do not like the layout and find navigation difficult. The website is also the shop window for the club. A Welfare section and a coaches' corner will be added to the website. There will be a meeting arranged over the Christmas period, with the aim of having a basic draft version ready by the AGM.</p> <p>Inter-club social activities BRJ and Hunts AC have agreed to have a "Cracker Run" on December 15th, this will be followed up by the BRJ Santa run on December 22nd. Kate is to liaise with Alan to communicate details to the membership.</p>	
<p><u>Agenda items</u></p> <p>Agenda items were covered but due to an IT disaster notes taken during the meeting were lost.</p>	

<p><u>Officers report</u></p> <p><i>Membership</i> The report is attached.</p> <p><i>Kit officer</i> Kate wishes to stand down, Shelley Harris has offered to take the kit supply, David T will send Shelley an email. Kate was thanked for all the work she has done.</p> <p><i>Coaching development</i> The coaching plan development workshop has seen limited interest. It will be worth considering sending out an invite to members to make requests to develop a plan. David Newton will send out a group email on this basis. Simon Moore is looking at developing a multi-sport training plan at a special club rate. Simon Moore, Shelley Duffy and Simon Moore are standing down, which leaves a gap to fill. Ed is showing promise and going through the training. Also Rachel Miller and Sarah-Jane Gardner probably cannot carry on with the Tuesday girls coaching at Hinchingsbrooke School, Annette Newton has now joined but more help is needed.</p>	<p>19BR1201</p> <p>19BRJ1202</p>
<p><u>AOB</u></p> <p>There are plans for an inter-club steeple chase with prizes for the most steeples.</p> <p>Next meeting on 11 February</p>	

Attachments

- Officer reports



Juniors Report Dec
2019.docx



Committee Report
December 2019.docx



BRJ website Survey
Results - comments.d

- 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
18BRJ1208	Set up new bike sessions block	Andy	Done
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
19BRJ0202	David Newton discussing new A14 opening events	David N	Closed
18BRJ0203	Alice Noyes to make BRJ poster for H'brooke school	Alice	Closed
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
19BRJ0403	Contact Laragh to update on duathlon	Gilles	Done
19BRJ0404	Review duathlon 2018 accounts	Ian	Closed
19BRJ0405	Contact Anna to organise charity cheque	Ian	Done
19BRJ0406	Check with Simon Moore about bike/tri leaders	Andy	Done
19BRJ0407	Prepare a flyer for bike sessions	Andy	Done
19BRJ0408	Update junior training sessions on the website	Paul	Done
19BRJ0601	Organise sub committee for website	Alice	Closed
19BRJ0604	Confirm social calendar dates to membership	Kathryn	Done
19BRJ0605	Think of ways to increase inclusiveness in the club	All	Done
19BRJ0801	Chase the missing bios	Gilles	Done
19BRJ0802	Look into personalised triathlon coaching support	Paulus	Done
19BRJ0803	Set up Facebook event page for the Christmas bash	Kathryn	Done
19BRJ0804	Seek support and suggestions on inclusivity	Karen	Closed
19BRJ0805	Communicate on club values	David T	Done
19BRJ0806	Carry over agenda items to October	Gilles	Done
19BRJ0807	Create a template for a doodle poll	David T	Done