

Committee meeting minutes

5 January 2021, 7pm
Over the Interwebs thanks to Goto meetings

Confirmed

Alice Noyes	Gilles Corby
Anna Best	Ian Shipley
David Newton	Karen Charman
David Thomas	Kate Ruddock
Emma Stevens	Paul Mitton
	Simon Lumley

Excused

Alan Hannibal
Andy Ellams
Jane Roberts
Kathryn Heath
Melanie Gearing

Order of the day

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

Agenda items

- Fees for 2021 (Club member)
- Relaunch of activities and provisions to support it (Club members)
- AGM (David T)
- Club Championship 2019 (DavidT)
- Request for spend approval (Mike Gullis)
- Review of 2020 (David N)
- 2021 Beginners programme (Simon Lumley)

Agenda items classification

- For Action
 - 2021 Beginners programme (Simon Lumley)
- For Decision
 - AGM (David T)
 - Request for spend approval (Mike Gullis)
- For Information/discussion
 - Fees for 2021 (Club member)
 - Relaunch of activities and provisions to support it (Club members)
 - Club Championship (DavidT)

Action points register

Item	Description	Owner	Status
18BRJ0601	Evaluate and check insurance of kit stock	Anna/Ian	Closed
19BRJ0204	Arrange talk on mental health and running	David T	On-going
19BRJ0205	Set up full email account for tri@brj	Paulus/Simon	Closed
19BRJ1004	Follow up on Breathing workshop	Paul	On-going
19BRJ0202	Get kit officer to check for coaches warm gear	David T	On-going
20BRJ0801	Compile users manual for website updates	Clive	On-going
20BRJ0802	Assess viability of Annual BRJ awards	Emma/Karen	On-going
20BRJ0903	Further investigate Funetics programme	David N	Closed
20BRJ1001	Prepare communication on respect of CV19 rules	David T	Done
20BRJ0101	Post 2019 championship winners on website	Karen	New
20BRJ0102	Send invite for online AGM	Gilles	New

Minutes

Minutes	Action point
<p><u>Introduction</u></p> <p>The minutes of the last meetings were approved as an accurate record of the proceedings, proposed by Ian seconded by Paul.</p>	
<p><u>Action point register</u></p> <p>The tri@brj email account has been open and it will point to Gilles's account as Paulus has decided to step back.</p> <p>Karen suggested we paused the awards and trophies ceremonies in the current climate..</p> <p>David N has looked into funetics more in depth and David will work on a proposal</p> <p>All the other action points are put on hold due to the pandemic.</p>	
<p><u>Agenda items</u></p> <p><i>Club championship 2019</i> David has had some discussions with club members. The trophies have been done but as there has been ceremony so far they have remained in a box. David N has offered to keep the trophies for winners to collect them. David will take a photo of the winners with the trophy. Karen suggests that the list should be made public on the club website. Karen will get the information on the website.</p>	20BRJ0101

With regards to the 2020 season, it doesn't make sense to have a championship for this season. It is also early days to consider a championship for 2021 so the committee has decided to take a pause.

This will be an opportunity to seek members' opinion on how we could go about it in 2022.

In the light of this decision the committee has decided not to commit to spending on trophies as requested by Mike Gullis.

2021 Beginners programme

Simon and Tony Farrow decided they will endeavour to start a beginners programme as soon as possible.

The plan is to start after the first weekend the clocks go forward, just before Easter.

Some beginners dropped out early in the 2020 programme and Simon wondered if we could extend their membership to 2021. David T argued that this should be for all beginners who were on the 2020 intake.

Karen said that beginners need supporting and the committee agrees to extend the membership to all beginners from 2020.

David N lauded the commitment of club members such as Yvonne and the beginners coaches in supporting beginners beyond the programme.

Review of 2020

Members' feedback points to the fact that the awareness of the work done by club volunteers. So David wrote a club review and suggested publishing it on the website.

Alice acknowledged that the Committee may have been lacking in its communication.

Looking forward to 2021 the committee is willing to start again strong with the support of club members volunteering. We need run leaders, the club pays £140 per person per course.

A case in point is the organisation of the club runs, Paul and Karen have stepped back from this responsibility and need someone to pick up the baton. Paul and David N will contact run leaders to gauge when group runs can restart. Emma doubts that the Covid situation will allow this to happen before March.

Club fees for 2021

Considering that club activities were curtailed in 2020, the committee considers how to give back to the members who renewed their membership in 2020.

The committee feels that existing members should get a discount on their 2021 membership. The discussion went on about the shape and size this discount would take.

The committee settled for a 25% discount for existing members on the club fees for 2021 (this does not include the EA fee).

Club kit order

Anna says that we are out of stock on some sizes for running kit and it could be a good idea to put an order together with individual cycling kit. The order should be made in February for availability by the end of March, yet it is clear that there is a lack of certainty with the Covid situation. The running kit stock

would be around £800. <i>AGM</i> David T suggests we could hold an online AGM in March to fulfill the mandate of the club constitution and hold an extraordinary in person AGM in the Summer in order to have a live debate and conclude the renewal of the committee. The provisional date is Saturday 13 March at 5pm as a webinar. Gilles will send the invitation to the membership via Simon.	20BRJ0102
<u>Officers report</u> <i>Membership officer</i> Senior with EA Licence 137 Senior no EA 107 Associates 5 Junior 71	
<u>AOB</u> The AllBRJ email is having problems, Simon is working on it but in the meantime communications should go through Simon. David Thomas that going forward Zoom committee meetings could become the norm. Next meeting on Zoom on 16 February at 7pm.	

Attachments

- Officer reports

- 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
17BRJ1210	Outline website update plans	Simon	Closed
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,	Closed

		DavidT	
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
19BRJ0206	Centralise payments? (BTF, EA, Frostbite, etc.)	Ian/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
19BRJ0401	Send bio+photo to Gilles (committee presentation)	All	Closed
19BRJ0402	Send committee presentation to membership	Gilles	Void
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
19BRJ0602	Add advertising review to December meeting	Gilles	done
19BRJ0603	Make contact with local clubs counterparts	David T	Done
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
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
19BRJ1005	Put club runs proposal to the membership	David N	Done
19BRJ1006	Include items suggested by David T on agenda	Gilles	Closed
19BRJ1201	Send Shelley Harris an email re Kit stock	David T	Closed
19BRJ1202	Send a group communication on training plans	David N	Done
19BRJ0201	Contact Rachel to confirm Lake arrangements	Paul	Done
19BRJ0203	Send committee list of George Cant nominees	Gilles	Done
19BRJ0204	Ask Simon Moore to provide sound system	Karen	Void
19BRJ0205	Organise cakes for charity at AGM	Mel	Void
19BRJ0206	Bring projector at AGM	David N	Void
19BRJ0207	Compile officer reports for AGM	David T	Void
19BRJ0208	Ask membership to nominate a charity for 2020	Gilles	Done
19BRJ0209	Provide an accident report about another incident	Paul	Closed
19BRJ0210	Organise sub-committee meeting in March	Karen	Void
20BRJ0803	Provide last year's accounts with draft of half year	Ian	Done
20BRJ0804	Investigate eventbrite fees and Walkie Talkies/Lake	Karen	Done
20BRJ0805	Set up coaches & coach leaders zoom call	David N	Done
20BRJ0806	Check if need level2 BTF coach for Bronze status	Paulus	Done
20BRJ0807	Send card payment details to Anna Best	David T	Done
20BRJ0808	Support Anna Best to order basic kit stock	Kate	Done
20BRJ0809	Confirm new payment methodology	Anna Best	Done
20BRJ0901	Add Anna Best to the Committee email DL	Simon L	done
20BRJ0902	Update COVID situation after meeting with PHE	Emma	done