

BRJ Committee Meeting

Tuesday 6th April 2021

Present: Claire Ashton, Anna Best, Clive Best, Michelle Caspersz, Nicki McMahon, Annette Newton, David Newton, Alice Noyes, Kate Ruddock, Ian Shipley, Emma Stevens, David Thomas, David Ward, Jo Watts

Apologies: None

Agenda		Action																																
1. Welcome/ Introductions	<p>Claire welcomed the new committee and invited each one to introduce themselves.</p> <p>The agenda includes an update of current club activities, identifying actions required, and looking ahead to the next year.</p>																																	
2. Committee Members/ Vacancies	<p>Following the AGM 13th March 2021, there were some committee vacancies. The constitution states 18.4 'Any vacancy on the Committee which arises between one AGM and the next may be filled by a Member proposed by one Officer, seconded by another Officer and approved by the Committee'. The Committee includes;</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Chair;</td> <td>Claire Ashton</td> </tr> <tr> <td>Deputy Chair;</td> <td>Michelle Caspersz</td> </tr> <tr> <td>Club Captain;</td> <td>Alan Hannibal</td> </tr> <tr> <td>Treasurer;</td> <td>Ian Shipley</td> </tr> <tr> <td>Secretary;</td> <td>Annette Newton</td> </tr> <tr> <td>Membership Secretary;</td> <td>Alice Noyes</td> </tr> <tr> <td>Fund-raising Officer;</td> <td>Sarah Taylor Hall</td> </tr> <tr> <td>Welfare Officer;</td> <td>Emma Stevens</td> </tr> <tr> <td>Club Kit Officer;</td> <td>Anna Best</td> </tr> <tr> <td>Tri Co-ordinator;</td> <td>David Ward</td> </tr> <tr> <td>Juniors Rep;</td> <td>Jo Watts</td> </tr> <tr> <td>Social Secretary;</td> <td>Nicki McMahon</td> </tr> <tr> <td>Coach Development Co-ordinator;</td> <td>David Newton</td> </tr> <tr> <td>Training Co-ordinator Cycling;</td> <td>David Thomas</td> </tr> <tr> <td>Inter-Club Liaison Officer;</td> <td>Kate Ruddock</td> </tr> <tr> <td>Website Manager;</td> <td>Clive Best</td> </tr> </table> <p>There are other roles that support the work of the club and committee that do not routinely attend the committee. Michelle Caspersz will assist with communications.</p>	Chair;	Claire Ashton	Deputy Chair;	Michelle Caspersz	Club Captain;	Alan Hannibal	Treasurer;	Ian Shipley	Secretary;	Annette Newton	Membership Secretary;	Alice Noyes	Fund-raising Officer;	Sarah Taylor Hall	Welfare Officer;	Emma Stevens	Club Kit Officer;	Anna Best	Tri Co-ordinator;	David Ward	Juniors Rep;	Jo Watts	Social Secretary;	Nicki McMahon	Coach Development Co-ordinator;	David Newton	Training Co-ordinator Cycling;	David Thomas	Inter-Club Liaison Officer;	Kate Ruddock	Website Manager;	Clive Best	
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3. Membership/ Renewals/ Comms	<p>Renewals are proceeding. Some people have overpaid, as the agreed discount has not been subtracted. Alice to resolve.</p> <p>Weekly email working well, giving a clear update.</p> <p>Clive explained the 'all BRJ email' is sent over 5 hours.</p> <p>Committee members can post on the BRJ website (contact Clive for instructions) and members can subscribe to notifications of new posts.</p>	Alice N																																
4. Road map/ Covid requirements	<p>The Government changes in covid requirements from 12th April do not affect current club activities. Risk assessments for these club activities have been completed. The club does not have 'covid</p>																																	

	<p>secure' cycle activities. This would require risk assessments and licensed leader, but can cycle in a group of 6.</p> <p>UKA and British Triathlon are updating safeguarding guidance and training. Emma to review club requirements when published.</p> <p>Emma to review the UKA coach and volunteer list in May to ensure all are licensed with up to date DBS.</p>	ES
5. Juniors	<p>David N circulated a paper outlining a structure for juniors to develop young endurance runners. This is based on UKA guidance and the work of George Bunner to develop progressive standards. (Paper available on Junior section of the website). The committee approved the proposal, and costed expenditure for equipment and awards.</p> <p>DN to provide costs</p>	DN
6. Running	<p>No one has yet volunteered to be training co-ordinator for running. Claire to request volunteers.</p> <p>Club Runs;</p> <p>David N has co-ordinated Monday club runs, with run leaders providing pace groups. No leaders available for Tuesday club runs. Ian will be available in a month.</p> <p>Hills;</p> <p>Tony Farrow has started hill training. The committee supported his proposal to organize Thursday evening 5K timed events in Hinchingsbrooke Park, prior to Parkrun resuming. Tony has sought agreement from Hinchingsbrooke Park.</p> <p>Track;</p> <p>Track has resumed for seniors and juniors.</p> <p>Club Races;</p> <p>DN proposes to hold the two remaining 'Second Wave' 10K club races. The next one is planned for 25th April in Brampton.</p> <p>Beginners;</p> <p>Simon Lumley, Tony Farrow and Yvonne Homewood plan to start the next beginners course. Claire to clarify with Simon.</p>	<p>CA</p> <p>DN</p> <p>CA</p>
7. Tri and Multi-Sport	<p>Swimming;</p> <p>Simon Moore is the lead coach for pool swimming. Hinchingsbrooke pool will be closed until August for maintenance. The Hinchingsbrooke swimming sessions make a loss. David W has contacted One Leisure in Huntingdon and will also contact St Ives, to see if it is possible to hire lanes for the club. David will review options to cover cost, booking and arrangements for payment.</p> <p>Rachel Miller leads the lake swimming. There have been discussions with Hinchingsbrooke Park on access to improved facilities. David W to liaise with Rachel to clarify plans to start lake swimming.</p> <p>David suggested the club could also organize river swimming.</p> <p>Cycling;</p> <p>There are no organized cycling sessions. David T agreed to undertake the role of cycling co-ordinator.</p> <p>David W highlighted the need for more club activities, events and focus for people interested in Tri and multi-sports. Proposed members survey to look at options</p>	<p>DW</p> <p>DW</p> <p>DT</p>

8. Strength and Conditioning	Simon Moore had planned sessions for juniors and senior for the autumn, but cancelled with covid restrictions. David N will incorporate S&C as part of the outdoor sessions for juniors in the summer.	DN
9. Kit	Anna has running vests and T shirts in stock. Cycling kit is made for specific orders. Leisure wear is ordered periodically. Payments are made by bank transfer.	
10 Festival of Sport	David N circulated a proposal for a weekend 'Festival of Sport' that had been successful in receiving £500 funding from England Athletic to support clubs as covid restrictions ease. The aim is to encourage club participation, and be inclusive, attracting people new to running, juniors and seniors, and link with other clubs. It will include running activities, games, social time, and workshops. It is proposed to locate the weekend at Hinchingsbrooke Park and St Ives track, but there have been some difficulties in finding dates. DN to establish a subgroup to plan the event. Nicki, Kate and Michelle will join the subgroup and recruit others.	DN/N McM/ MC/ KR
	Looking Forward	
11. Membership Survey	First draft of a membership survey circulated, it is proposed to have a separate survey for juniors. Suggestions for additional questions included, how often members volunteer, taking part in inter-club events, Frostbite, Peterborough Grandprix series, and highlighting when activities would incur an additional payment. Claire will draft the survey on Google Forms and circulate to the committee to trial before circulating to the club. Jo will draft juniors survey	CA JW
12. Finance/ Payment systems	Claire proposed streamlining and co-ordinating club systems, to have one system for booking, membership, kit and payments. An example from another club using ClubPal was viewed. ClubPal website https://www.clubpal.app/ ClubPal is free to use, unless payments are made through the site, these are subject to 2.5% fee. The committee is asked to look at the website for further consideration at the next meeting	All
13.	Next Meeting 7.00-9.00 Tuesday 4 th May 2021- via Zoom	