



Chester Road Runners Committee Meeting – Tuesday 8 May 2018 meeting commenced 7:37pm (White Horse Pub – Chester Racecourse)

Present – Laura Hukin (LH), Laura Davies (LD), Tony Hill (TH), Richard Parry (RP), Hope Nicholson (HN), Sarah Evans (SE), Kim Hopkins (KH), Gill Amos (GA), Matt Whitehill (MW), Amanda Newall (AN), Kerry Williams (KW)  
Apologies – Joanne Hutcheon (JE), Heather Duffy (HD), Chris Laughton (CL).

1. How we operate as a committee

- a) Use of Facebook committee page – details have been updated by GA
- b) Decision making – TH opened the meeting and outlined how he sees the committee to operate - Facebook is not the best platform for general debate as comments can be taken out of context. Its use for debate would be discouraged, instead contact the message originator privately. Open debate at meetings is encouraged and voting will be used if difference of opinion and all voices will be heard.

2. C25K

- a) Date – The start date for the next course was discussed:
  - KH and LD stated the club should concentrate on current members,
  - SE questioned whether the club could currently cope with a new course straight away.
  - GA advised that on the club night 6 weeks after the last course only 2-3 members of the C25K attended although this was not the norm.
  - HN questioned whether the aim of the club was to grow further or concentrate on current members.
  - MW suggested growth across all group standards should be encouraged.
  - TH advised that there was no requirement to run 3 courses a year and 2 could easily be the option.
  - AN said that run leaders Chris and Claire could be better used by the club as holiday cover.
  - VOTE TAKEN - Should there be a C25K course in May F=2, A=6, Ab=2.
  - DECISION – Review for starting the next course in September, **TH to speak to CL.**
- b) Publicity + MOJO issues – To be discussed when the next course is arranged.

3. Committee allocation of responsibilities

- TH had sent round doc on 3<sup>rd</sup> May, members to review and update accordingly. **TH to resend out.**

4. Finance issues

- a) Overall financial strategy
  - Currently £7.1K in the bank account, ideas for expenditure were requested. Costs pending included coach travel for Liverpool RnR and Mojo cards meaning effectively each member was paying a net £17/£12 into the club towards costs. Run leader clothing options were discussed such as jackets and vests.
  - 401 full paying members, aim is to have £2K in the bank account in 2 years' time with 20 new run leaders trained up.
  - MW suggested a monthly draw for members based on attendance with a gift as the prize.
  - TH advised that need to look at spending money on communal, running, social activities. Ideas were welcome for discussion at future meetings.
  - TH suggested that a delegation of authority be in place that there be a limit allowed to be spent without full committee consent, i.e. needing only 3 of the bank signatories permission an amount of £150 was suggested. DECISION – motion not passed, no vote taken.
- b) Delegations of authority
  - Forms were handed out to new committee members to complete during the meeting.

5. Project 50 to 500

- a) Openness of process
  - TH recommended that committee meeting minutes be made available to members on the website.



- b) Club Incorporation options
    - TH, JH and GA had met with Nick Settle of England Athletics discussing the club structure. GA explained the Limited by Guarantee option.
    - **TH suggested the committee review the document sent out and make their own opinion and bring their findings back to the next meeting.** He advised a lot of clubs have moved to a limited liability status, especially those who host races.
  - c) Codes of conduct
    - i. Run leaders – LD said she had devised a schedule which would be in place by the next meeting. **GA to send an updated list of all leaders, DBS and courses to LD**
    - ii. Members – **TH to review and add on**
    - iii. Committee members - **TH to review and add on**
    - iv. Welfare policy – **SE and HD to review and add on**
    - v. Health and safety Policy - **SE and HD to review and add on**
    - GA advised that EW still had old forms and they needed to be returned – **AN said she would follow these up.**
    - vi. Social Media policy – **HN had left the meeting, this will be discussed at the next meeting.**
  - d) GDPR – **Not discussed**
6. Social committee
- a) Members
    - LH in charge with help from the Social Committee. They are to discuss and return to committee with any suggestions.
  - b) Events
    - Idea for Christmas Party at Storyhouse was already in early stages of planning.
    - Summer social as a subsidised event was to be investigated.
    - It was agreed some element of contribution from members was required for such events to take place to ensure we have accurate clarification of numbers.
7. Head Run Leader update
- Run Geek vests could be acquired in yellow for £12 with jackets for £30. It was agreed that some sample kits for the jackets could be ordered and that the vests could be ordered.
  - First Aid courses had been attended however there were no first aid kits in the club of any substance. It was agreed that at least one leader in each group must carry some form of first aid kit with a proper kit being available at Westminster Park. The nearest Defibrillator was located as being Westminster Park community centre.
  - G2 needed at least one new run leader, ideally having four available for each group.
  - G1 possibly also needs a new one.
  - A generic risk assessment was being drawn up which would be added to the information page to avoid the need to add a generic RA to weekly routes although specific RA is still required, this can be reviewed at the next meeting.
8. Newsletter
- AN to take over the production of this once TH had completed the May newsletter.
9. Website
- a) Structure
    - The hosting has been moved to a new site. NH to be in charge with others to assist.
10. Track evening
- **Due to time constraints this is to be discussed at the next meeting**



11. Longer term issues to think about

- a) Club kit
  - b) When might we have to consider splitting Club night times/ night due to numbers?
  - c) Back-up in case of Westminster Park being not available
- **Due to time constraints this is to be discussed at the next meeting**

12. Future meeting dates

- Meetings should be on the first Tuesday of each month at White Horse.
- Next meeting to be Tuesday 5<sup>th</sup> June @ 7.30pm

13. Any other business

- KH investigated winter kit options and will review further and report in due course.
- AN had organised a photobook for Caz Hales and was to request members to sign.
- MH said he would review the Borders league and race hosting and report back in due course.
- KW suggested marketing for faster runners which would benefit with Borders League idea.
- JH raised the request from club member to advertise on Facebook pages. It was universally agreed that it was not a good idea as it could create a bigger problem.
- RP asked for approval for cards and gifts for Caroline and Paul as a thank you for their contributions to the club. Approval was given **RP to sort out.**

Meeting closed approx. 9.20pm