**Meeting:** Committee Meeting

**Date:** 22/11/2021

**Attendees:** Charles Nelis, Maria Petts, Andrew Durrant, Martin Ball, Kate Mutter, Shaun Mutter, Thomas Darby, Nadia Hall, Ruth Doyle, Estelle Parkins, Claire Bracey, Evelyn Lutterodt

**Apologies:** Zena Ellis, Hilary Blessing

* Agree Committee Roles
  + Social Media (outward FB page, Instagram) - Nadia
  + Non-Social Media advertising - Charles
  + Social Secretary – Claire / Zena
  + Kit (liaising with kit provisioning company, possibly moving supplier, taking feedback from members) – Martin
  + Club Vests - Ruth
  + Welfare Officer - Thom
  + Race Director (all race activities from planning, on the day and post race) – Claire / Nadia
  + Charity Lead - Hilary
  + Trophies - Estelle
  + Health & Safety Lead – Tony Green
* Reports (as necessary)
  + Chair
    - Welcome to a new year and a new committee, this is our first meeting with our new committee and I would like to start off by warmly welcoming Andy Durrant, Claire Bracey, Hillary Blessing, Kate Mutter, Shaun Mutter, Martin Ball and Nadia Hall to the team. I’d like to thank you all for standing on the committee and for volunteering to give up your time to make this club great. It is an exciting time for the club, and to have a team that will be energetic and committed to the club’s future is fantastic for the club.
    - Thank you also to the previous committee, who all gave alot the club over the last year.
    - I am delighted also that the club has chosen Hospice at Home as our charity of the year and I know Hillary will already planning some fundraising ideas for the year.
    - Since the AGM we have already had some club events with the X Country Intra-Club Champs, attendance at the Dunstable Downs Parkrun Running Club event and another social at the Barrels. In the next few weeks we have our last Club Champs of 2021 at the Hatfield 5 and 2 more socials before Christmas. At these socials we will celebrate our Marathon runners from 2021 and then our Club Champions at all distances. I am sure these will be fun events to attend.
    - The club has a number of priorities that we will be committed to over the next 12 months. These will include boosting club membership, boosting numbers at club nights, the beginners course, club kit, securing a long term venue, having a club race, increasing the number of club coaches and ensuring that we continue to build the social side of the club, especially since it is the club’s 40th anniversary this year. These are challenges that we are truly up for.
  + Secretary
    - Thanks to Estelle for the handover.
    - Starting to process new starters. Portal not particularly intuitive but help files great. Just working through the first new member. Then can sort the end to end process.
  + Treasurer
    - Thom’s handover to Andy hasn’t happened yet. Will be in the coming weeks
    - Club financials were discussed.
    - If members would like to understand the finances please speak to the Chair or Treasurer.
  + Captain
    - Combined October/November report next meeting
* Club priorities for next 12 months
  + Club Races. Would be good to get at least one race back in the diary, ideally the 5/10mile trail race.
    - Link to the anniversary. Kate to work with Claire
  + Club 40th anniversary celebrations
    - Event in June - Zena.
    - 40th birthday version of logo - Zena
    - Option for a 40th birthday kit – Martin (using logo)
  + Club nights (moving forward and increase in attendance).
    - Suspect some people are still not confident with Covid and that the noise in the room is off putting. Room upstairs might help. Review again next month
  + Kit
    - Look at relationship and if there are any cost benefits to club - Martin
  + Increase in coaches
    - Currently 10 actively licensed.
      * 5 coaching a present
      * 2 not really seen at club
      * 1 or 2 only do beginners
    - Need to agree commitment of people that we train.
    - Bring into next meeting
  + Making the club more EA compliant and sharing affiliation info
    - Not discussed.
  + Beginners
    - Do have options look at alternative ways of running/controlling.
    - Kate suggested online booking, which was popular.
    - This ties nicely to a pay up front model which we offered last time and guaranteed the income
    - Online booking means we can control numbers so although we would need extra coaches, we can look at how many.
    - Carried forward to next meeting.
  + New Members
    - Not discussed, but Maria looking at end to end process.
    - Should discussed further how to attract, although have had a few new potential members each month for the last few.
  + Club socials including Christmas, awards, Barrels and CGSC
    - Not really discussed.
    - Socials at Barrels are going well.
    - First CGSC this week
    - Previously decided no Christmas party this year as situation was too unclear when it would have had to be arranged.
    - Christmas lights run on 20/12
    - Awards night to happen
* Survey results
  + ***Space***: Key feedback: space to gather, trail access, consistent. Secondary: Private room, change & shower facilities. Feels like Inspire the right choice, especially when considering costs.
  + ***Fees***: Spond & Prepaid session card top 2.
    - New room will be £36 per week. To cover rooms per year, so it would be just over £10 per year increase on member fees if we wanted to do that, but that would not raise funds for awards nights, etc.
    - Consider this before the next committee meeting.
    - No fees till the end of the year
  + ***Track***: Not making money.
    - Attendancehad dropped off before moved from Thursday to Tuesday. Was hit with Autumn marathon training and holidays and never fully receovered.
    - Very popular with those that do attend.
    - Need to up costs for now. Up 50p per session should about break even. Track £31 per session. Price to increase from December.
      * Thom to amend on Spond
      * Need to comms – including why price up.
    - Work on increasing attendance.
      * Encourage car share to ensure everyone can get there.
      * Safe, injury recovery, improvement.
  + ***Free text feedback***: Committee will look at next month.
* Monthly Feedback
  + Coaches – no comments from the coaches
  + All sessions are being covered. Only occasional concerns that sessions might not be covered (clashes between work, holidays and family commitments)
* Club championship
  + Club captains to produce list of next years races.
    - Marathon & 20 are any race.
    - Go back to 1 race only for other distances.
  + Comms out that all race times must be entered on the website by end of Monday 29th November to be considered for club championship for this last year.
  + Charles and Ruth to get the results together.
    - Certificates for 1st, 2nd and 3rd per age group per distance.
  + Do we have a certificate template? – Zena
  + Maria to print
* Strider of the Month (SOTM)
  + – Hold until run report available next month (October & November)
* Date for next meeting
  + 13/12/2021 – 20:30
  + Claire raised a concern about not having enough meetings, as we don’t normally have a meeting in January (Awards planning instead). Team committed to second meeting in January as actual committee meeting. Will review at the next committee meeting if we need any more.
* AOB
  + Andy – Raised the feedback requesting a day run on a Wednesday. Thom is happy for day runs on non-club days to be raised on Spond. Andy runs on a Wednesday and is happy to set something up on Spond to see how it goes.
  + Martin – If we are not paying fees till after Christmas, we need to make it clear that there will be fees starting again.
  + Martin – carry forward – what is the culture of the club? Very eclectic mix of things, not a lot of it on the website. All the things we do should be on there.

Can tie in with the 40th anniversary as a refresh and stories.

* Thom has put a post on the committee page for suggestions pre the next meeting
  + Evelyn – Requested photos of all the new committee members for the website.
  + Evelyn – Requested that Maria send her email address so can have the secretary email forwarded.
  + Maria - Helen has asked for names, addresses and DOB for all members, but there is a GDPR concern. We can’t give her the list. Thom to talk to Helen.
  + Carry forward survey results.
  + Note Spond charges 20p plus 2.5%