

Sutton Runners Committee Meeting – 19th January 2010

Minutes

Present: Anita Hedges, Mark Asten, Tony Gallagher, Neal Richardson, Barbara Burnett, Andrew Nippard, Charles Green, Therese Panetta, Steven Barber, Graham Miller

Apologies: Claire Ballhatchet, Stephen Chamberlain

Section A: Standing Items

1. Welcome and thank you (Andrew)

A quick introduction to say welcome to the new committee, especially those involved for the first time – thank you for giving up your time to join us and contribute to the running of the club .

2. President's update (Andrew)

A series of proposals were sent out to all club members in early January, thank you to the whole committee in helping to shape some of the points and refine them before they were published. Reactions to the proposals will be discussed later (agenda item 14)

On a personal note I would like to thank everyone here for their support since I was elected – and also a lot of other club members. As some of you know it was not a straightforward decision to stand, but now that I am here I would like to get as many people as possible involved in decision making, utilising the skills of all the people in the club, not just those on the committee, taking on board ideas from all members and taking them forward, and ensuring that all members know what is going on.

3. Secretary's update (Graham)

Feedback to the new proposals is very good (detailed later). There has been a good club turnout despite the slightly chilly weather. Several

sessions were cancelled due to concerns over safety, but a big thank you to the coaches who turned up to put on a safe session in front of St. Helier hospital on the 12th January- which meant that club could still go ahead (the rest of the committee extended their thanks also).

4. Treasurer's update (Charles)

Nothing further to add since the AGM a month ago.

5. Membership Secretary's update (Claire)

Claire sent her apologies.

6. Social Secretary's update (Mark)

New members evening planned and organised for the end of January as a good way for new members to socialise with other members and as a means of welcoming them into our club – Graham to publicise in weekly newsletter and in club announcements.

Discussed the need to try out new social venues away from the Robin Hood pub as although a quiet pub with space usually for groups, we have members that live in different areas and it would be good to try a few places in other locations. All the committee were in agreement with this.

An advert has been designed with the help of Lauren Jones to appear in the Carshalton Beeches directory to promote the club. A big thanks to Lauren for her help.

7. Women's Captain and Vice Captain update (Anita and Therese)

Recruitment for Surrey League Cross Country match four underway and a team has been finalised for the Surrey Cross Country Championships.

8. Men's Captain and Vice Captain update (Steven B and Neal)

Recruitment for Surrey League Cross Country match four underway and a team has been finalised for the Surrey Cross Country Championships. The new Monday night training sessions are going very well with a good turnout – members who come to them for the first time often are

retained and are now coming consistently. A reminder to all, this is open to everyone from all groups.

The committee extended their congratulations to both the men and female captaincy teams as we have not had full teams entered for the Surrey Cross Country Championships for many years and this is a good start to 2010.

9. Press Secretary's update (Tony)

Weekly updates to press contacts are being submitted every Monday with details of the weeks racing results and also details on where our club meets and what time to try and add in a bit of promotion – which may also help attract a race sponsor for our club 10K race in May. It has been noted that it is increasingly hard to get stories printed in the local press.

10. Newsletter Editor update (Barbara)

The deadline for articles for the first newsletter of the year (and Barbara's second as Editor) is the 19th February. This is being announced at club nights and also mentioned in the weekly e-mails sent out by Graham.

11. Website Coordinator update (Stephen C)

Stephen sent his apologies.

12. Sutton Runners 10K (Andrew)

Chris Catt has stepped down from the role of Race Director – in the interim before a new Race Director is elected, Andrew is filling in and conducting the tasks that require immediate completion (UKA race permit, police consent etc). A full 'things to do list' has now been made and jobs put into categories. A number of people have already said they would sit on the race committee (Andrew, Graham, Philip Graham-Clare, Chris Homewood, Peter Sturton)

Section B: Raised Items

13. Race Director and Kit position's update (Graham)

Andrea Francis is standing for the role of Race Director, her nomination has been sent to all club members via e-mail and she has been proposed and seconded by club members, the deadline for other people to stand is January 21st. We are trialling this 'AGM by internet' method for committee positions that become vacant in between AGM's - this we hope is a method of involving all club members without holding an additional AGM as previously it was only the committee who had a say.

Carole has kindly agreed to take on the role of looking after and ordering club kit – this can be a time consuming role, dealing with suppliers and counting stocks, and the committee would like to say a big thanks to Carole for volunteering.

14. Club proposals – members feedback (All)

There has been a good level of feedback received to the proposals, with many members taking the time to comment on individual proposals – the response has been almost exclusively positive and it was great to have a range of comments and suggestions from across all the groups.

Most respondents supported the proposals around committee procedures, including publication of minutes etc - the need for this was brought home by feedback from one member who stated that they did not know there were committee meetings (and this was a member who regularly attends training).

As all of the proposals had majority support from those that responded, for now it is agreed that it is sensible to focus on the three most popular - they were:

- Coaching courses for members
- Website redesign
- Specialist coaching workshops (nutrition, core stability, injury prevention etc)

Work on these will now begin and members be kept updated on progress.

15. First Sutton Runners annual budget (Andrew and Charles)

As raised at the AGM and in the proposals, a club budget is required – due to work commitments of both, work on this will start after mid-February and will be based around the most popular of the recent proposals.

16. Roles and responsibilities of committee positions (Andrew)

These do not currently exist and they need to be drawn up and published - not only so that members know who to approach for what, but also so that members can get an idea of what is involved if they wish to consider standing for a committee position in the future. It was decided that the current committee members draw up what they think their role is/should be and send them to Andrew in advance of the next committee meeting – these can then be discussed, agreed and published.

17. Future procedures for committee position handovers (Andrew)

A proposal was made that in future, for any change in a committee position, a handover meeting should take place within 2 weeks to explain duties and ongoing tasks. This will prevent responsibilities being missed and ensure the new post holder has access to all the required information from the start. This was agreed.

18. Thursday night training procedures (Andrew and Graham)

It was agreed that a committee member will be the last to leave after Thursday training to ensure everyone is back from the run. If Andrew or Graham is at training then this will be the responsibility of either one of them, if not it will be a designated committee member.

19. Club noticeboard – what happened? (All)

This was stripped and left to look rather bare after the AGM in December – the question was asked why, but no one present at committee knew. Chris Homewood has since made an excellent border

strip for the board (many thanks to Chris) and further work will be done to improve the presentation of the board and its design over the coming months.

20. England Athletics meeting (Andrew)

Andrew has a meeting with England Athletics arranged on the 11th February so he can update on where the club is at and future plans etc and England Athletics can update on the proposed changes to coaching course structure, best practice, linking into other clubs etc – will update at next committee as these will effect some of the new proposals.

21. Feedback on the new agenda format (All)

This was a new agenda format – giving the chance for all committee members to give updates as opposed to talking about raised items only. Everyone agreed that it was fine.

Any Other Business (All)

Andrew brought up the fact that, although it was announced at the club's AGM in December that Steven had achieved his Level 2 coaching qualification – he did not realise until recently that the club did not actually pay for it. He asked the question to committee if anyone knew of the reasons why the club decided not to do so, as he had not been aware of any discussion previously taking place on this matter. No one present at the meeting knew of the reasons.

It was agreed that the club should retrospectively fund Steven due to his efforts in setting up the Monday night training sessions, that benefit the whole club, and his support to Andrew on a Tuesday.