



Date and Time: 18th November 2015

Attendees: Gemma, Shona, Chris, Dan S, Tony, Phillippa S-C, Jan, Ian, Ria, Steve T, Steve C, Mark, Nick, Alex, Stuart,

Apologies: N/a

Meeting Purpose: Annual General Meeting (AGM)

Minutes

Agenda item: Roles and responsibilities

Discussion:

Alex was confirmed as **Chair** by all present. **Chris** confirmed as **Secretary** via majority vote (Nom & Seconded), **Stuart** confirmed as **Vice Chair** via majority vote (Nom & Seconded), **Lucy Briggs** confirmed as Treasurer via majority vote (Nom & Seconded), **Tony** confirmed as Fixtures Secretary via majority vote (Nom & Seconded), **Nick** confirmed as **Kit/Merchandise/Publicity officer** via majority vote (Nom & Seconded) Dan S confirmed as Promotions Coordinator via majority vote (Nom & Seconded), **Jan** and **Ria** confirmed as joint Volunteer Coordinators via majority vote (Nom & Seconded), **Steve T** confirmed as Child Welfare officer via majority vote (Nom & Seconded), **Phillippa S-C** confirmed as community officer via majority vote (Nom & Seconded), **Steve C** confirmed as Membership secretary via majority vote (Nom & Seconded) **Ian** confirmed as **President** via majority vote (Nom & Seconded)

Action items

Person responsible

✓ Not Applicable (N/a)

N/a

✓

✓

✓

Agenda item: Setting up a bank account

Discussion:

Tony stated that he had recently set up an account for the police hockey club, and that Natwest offered a community account that was free of charge, with card access.

Account to be set up in the name of 'Netley Abbey Runners'. Proposed that Treasurer, Secretary & Fixtures Secretary act as signatories for the account.

Action items

Person responsible

- | | |
|--|-------------------------|
| ✓ Push on with setting up bank account | Lucy Briggs/Tony Browne |
| ✓ Define what is needed to set up account & nominated signatures | Lucy Briggs |
| ✓ | |
| ✓ | |
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Agenda item: Membership fees

Discussion:

Research of local clubs has shown that £25 is a reasonable price to charge for affiliated membership. As £13 will go to England Athletics (affiliation fees) there will be the option to be a non-affiliated member for the year for the proposed price of £12. Children under the age of 14 cannot affiliate. Therefore set age of full membership as 14. Option of child membership and family membership (as a way of subsidising/not needing child membership) was discussed. No firm resolution on the item was reached, and the issue of fees will need to be finalized.

What will be done with the fees that won't go UKA – need to fully define aims and objectives of club and provide a broad outline of the proposed use of the monies.

Action items

Person responsible

- | | |
|--|------|
| ✓ Do we need additional insurance for children – look at costs | Alex |
| ✓ | |
| ✓ | |
| ✓ | |
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Agenda item: Indoor circuit training / Social run

Discussion:

Need to explore a suitable venue for holding the sessions. What are the options?? – Netley Central club, local sports hall??

Look to explore the point of replacing the current Fri drills/magic mile sessions with a social run; session may move to another day.

Action items

Person responsible

- | | |
|---|-------|
| ✓ Explore the cost for Hamble sports complex / availability | Dan S |
| ✓ Social run – need to define when / where | Alex |
| ✓ | |
| ✓ | |

Agenda item: Club colours

Discussion:

New, slightly amended design due out in 2016 – make the club name more visible.

As and when club is affiliated any runners competing MUST wear the blue strip, as that will be the nominated club colours.

Action items

Person responsible

✓ N/a

N/a

✓

✓

✓

Agenda item: Sponsorship of the club

Discussion:

Need to explore opportunities, and define where to put it.

May not be able to get shirt sponsorship (need to clarify HRRL/HCCL rules) if so, look to have section on website & potential race sponsorship.

Action items

Person responsible

✓ Discuss in more depth at next meeting – add to agenda

Chris

✓

✓

✓

Agenda item: Netley 10 K

Discussion:

Southampton AC hold their formal race in Netley, club to offer to help marshal/organise/assist.

Potential to set up our own 10K (cross country?) at some point in the future

Agree happy for the club to enter the Hampshire Road Race League or Hampshire Cross Country League, but need to be accepted as an affiliated club first.

Action items

Person responsible

✓ Follow up at next meeting – add to agenda

Chris

✓

✓

✓

Agenda item: What if we do not get affiliated?

Discussion:

Run Hampshire appear keen to support affiliation process, but if not successful, there is an appeals process. Before application can begin, there are a few minimum requirements. In order of priority (critical path) these are:

1. Set up bank account / write constitution
2. Collect membership fees
3. Apply with cheque for £100.00

Stay positive!

Action items

Person responsible

- | | |
|--|------------------|
| ✓ Bank account set up (as above) | Lucy Briggs |
| ✓ Draft Constitution (See item 1 A.O.B. below) | As Item 1 A.O.B. |
| ✓ Collect membership fees | Steve C |
| ✓ Apply to UKA | Alex |

Any Other Business

1. Set up formal constitution – sub group to put ideas together to formalise aims & objectives. Sub group consists of Ian, Steve C, Steve T, Mark, Alex, Chris. Aim to get together Fri 27 Nov @ 8 pm at Central club to create first draft. Look to present back to full committee asap (pre Christmas??)– Want to be all inclusive but need to be within the boundaries of the abilities of existing members.
 2. Need to document Risk assessments that state what is deemed a safe run environment – look to store on the website – need to formally state on website that official club runs are listed on designated days. Any runs outside those events are not formally sanctioned / insured. (Alex/Nick/Chris to action)
 3. Facebook page – Gemma to assist Alex with Facebook settings. Need to change page privacy settings and add a sticky stating rules (complete)
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