

## NAR Committee Meeting Minutes

Thursday 19<sup>th</sup> January 2017 – 8pm, Netley Central Social Club

Present: Nick Coe, Vicki Brunink, Mel Captain, Jan Collis, Stuart Wigginton, Jeremy Robbins, Tony Browne, Gemma Boyle (Late)

Apologies: Martin Flavin, Alex Coe

### 1. Welcome to new committee members and Clarification of roles and responsibilities

Clarification of roles was made. VB asked if GB would be happy to take over the membership roles on EA website. GB agreed this and would speak to Chris Lewis to find out how to do it.

### 2. Use of Rush Files and how to get logged on for new committee members (NC)

NC has ensured that all members of the committee have access to the relevant files and folders if needed and logins.

### 3. Approval of updated constitution (VB)

Constitution was updated to include the new roles of the committee as agreed at the EGM. This will be displayed on the website. **VB to make changes to the document and make available to NC to put on website**

MC asked if we are an incorporated club or unincorporated club. We are currently unincorporated which means that we are personally liable. **JR agreed to research the options of the type of club that we are.** More info is on the EA website on 'Club Matters' - **VB to register with this and send out login details.**

MC asked if we had to work towards 'Club Mark' or if this was just an optional point. **VB to check with Chris Lewis to see if he already did this.** TB said if it has some financial reward it would be worth working towards.

**NC agreed to look into EA Club welcome pack and code of conduct to ensure that all members are aware of these.**

### 4. Governance - How are we going to monitor our effectiveness, seek members views and act on them (MC)

MC asked about risk assessments and Health and Safety policies. NC assured everyone that these things are in place and in the run leaders folder. MC asked if there could be a flow chart to show process to follow in case of incidents that can be available on the website for members. Run leaders need to ensure that risk assessments are all done and available. **NC to look into getting this onto the website.**

MC asked how we gather information and views of our members. **NC agreed to set up a survey online to gather views and opinions on a yearly basis.** Suggestions for questions to be brought at next meeting.

5. Policies - Which ones we wish to adopt and how are we going to ensure these have been read by all (MC)

MC asked what we have on data protection policies as we have a great deal of people's information. NC said that Chris Lewis had a policy for this. **VB to look into this.**

Use of photos and videos policy – we currently only have this in place for children. We need to add this to the membership form and welcome pack. **NC to look into adding this into the welcome pack. VB to add this tick box to the membership form.**

6. Procedures - Depending on our policies we will need to set up procedures to follow (MC)

It was agreed that we had already discussed this above.

7. Prices for 'all-printed, sublimation club kit' (NC/MF)

NC spoke on MF's behalf as they met last week. New kit was discussed with prices. The committee members agreed they liked the new design. **NC is going to get samples** to see what they are like. A vote was taken to agree the price of the adults tops and the majority agreed on £20 a top.

NC also said that MF had suggested a starter pack for new members to perhaps include tops, hoodies, hats etc. This would be optional for members.

MC suggested a running-buff and NC said this had already been talked about but had a minimum order of 100. NC said they had discussed smaller items like wristbands, flags etc. VB suggested starter pack could include head torches.

8. NAR RotY Awards (NC)

The committee agreed that NC could spend approximately £40 on trophies.

The adults' shortlist is:

Gemma Boyle  
Vicki Brunink  
Bex Bowers  
Shona Lewis  
Jude Carter-Murphy  
Claire Browne  
Stuart Wigginton  
Ian Bowers

Juniors:

Lyla Coe  
Harvey Coe  
Dylan Coe  
Charlotte Captain  
Kyle Carter-Murphy

Daniel Pierce  
Lucas Hill  
Ceire Carter-Murphy  
Toby Flavin

NC has set up an online survey to go out to all members which will be a private vote so no one can see who has voted for whom. NC is going to put this online tomorrow (20<sup>th</sup>) and it will be available for one week so that the award can be presented at the next Handicap Grand Prix on Sunday 29<sup>th</sup> January.

#### 9. Website/content management fee (NC)

Previously it was agreed that NC could be paid £10 a month for web management. The current committee agreed that this could continue.

#### 10. Fundraising and use of funds raised (NC)

Netley Abbey and Butlocks Heath Educational Trust gave us £200 to spend on Friday Family Sessions. Suggestions of things to buy were tunnels and tug of war equipment. This needs to be spent before June. **NC is going to look into equipment.** Suggestions were smaller hi-vis vests and torches to use with the family session.

NC said there is still money available for coaching and promotional.

#### 11. Core volunteer group for the junior parkrun (NC)

NC said that Junior Park Run was a massive success and he is meeting the Park Run ambassador tomorrow. Hopefully he will be happy and we will be offered the event. In order to maintain this we will need a core volunteer group of approximately 20 people to show we can manage it. NC has asked other running clubs/scout groups to help with this.

Suggestions were to try explorers groups, Duke of Edinburgh's groups, schools. GB suggested approaching Riverside Junior Park Run to help us set up if they have excess volunteers.

#### 12. Promotional leaflet drop (NC)

NC said that we have 5000 leaflets to drop. He asked **JC to look into a day to do a volunteer leaflet drop** - it was suggested this could incorporate a run! The area suggested was Netley, Hamble, Butlocks Heath.

GB asked if posters were available. NC said these could be made with the money available.

#### 13. Proposed calendar for future meetings (VB)

VB asked if it was ok to put together a calendar for the year where we meet on the last Thursday of every other month with the AGM in November. The committee agreed.

Next Meeting: Thursday 30<sup>th</sup> March, 8pm

#### 14. AOB

MC asked if we had to marshal at Netley 10k. TB said we didn't have to as this was Southampton AC's event. However, we will be asking anyone not racing to volunteer at the water station.

NC raised on AC's behalf that she will be organising a track night at Southampton Sports Centre in the future for speed training.

MC asked if we should have first aiders. NC said he is going on a first aid course next week for this. TB said that numerous members are first aid trained because of their jobs. It was suggested that these people photocopy their qualification and make NC aware. **NC will add this to the website to make members aware.**

MC asked about welfare courses. **VB to send information onto MC about this.**

MC asked if she should be DBS checked – she is going to look into this on the EA website and email the contact to ask about getting it done once VB has setup login to 'Club Matters'

Meeting closed 21:36.