

Grantham Running Club



Committee Meeting Minutes
Monday 20 January 2020
Old Club House GTC – 8.30pm

MINUTES

1. Attendees

Chairman/Social Media	Matthew Kingston-Lee (MKL)	Present
Vice Chair	Andrew Pask (AP)	Apologies
Treasurer/CWO	Gordon Geach (GG)	Present
Secretary/Policy Officer	Penny Hodges (PH)	Present
Women's Captain/CWO	Sarah High (SH)	Present
Women's Vice Captain	Sarah Chynoweth (SC)	Apologies
Men's Captain	Chris Limmer (CL)	Present
Men's Vice Captain	Jack Dodwell (JD)	Present
Kit Officer	Holly Durham (HD)	Apologies
Beginners Programme	Kate Marshall (KM)	Present
Social Secretary/Social Media/Member of the Month	Edina Burns (EB)	Present
Committee Member	Helen Brown (HB)	Present
Committee Member	Sam Dodwell (SD)	Present
Committee Member	Sam Jepson-Rivers (SJR)	Present

Grantham Running Club



2. Minutes of previous meeting

- a. Circulated via the facebook page.
- b. JD requested these e circulated via email – PH to action

3. Matters arising

- a. EB to send MKL routes to map out – complete
- b. GG to look into relevant training and duties prior to recruiting inc. DBS check – partially complete. Need to look at recruitment
- c. SJR/PHO to draft a simple welcome email to be sent to new members upon joining – with PHO for finalising
- d. HD to provide update on ladies vests and to let the committee know if she needs assistance on this matter – update pending
- e. EB to clarify A&R policy on staff tips – complete
- f. GG to remove Robert Howbrook and Robert McArdle as authorised signatories from the club Natwest bank account and add Matthew Kingston Lee (chairman) and Edina Burns (committee member) as authorised signatories to the club's Natwest bank account – GG has obtained the correct form to complete.

4. Correspondence

- a. MKL shared correspondence regarding the ill health of Tony Woollard VP of the LAA

5. Finance Update

- a. GG shared the monthly income, expenditure and cash flow reports presented on screen. These were also shared prior to the meeting.

6. Membership

- a. GG provided an overview of the current membership statistics; 259 first claim members with two first claim moves to NAC.
- b. GG acknowledged the external website needs updating with current committee roles.

7. Club Development

- a. PH in the process of supporting KM in the handover and planning of the 2020 beginners programme. Entries opening Sunday 26 January 2020.

8. Championship/ Presentation Night

- a. EB reported 88 members were to attend the Club Presentation Evening and that planning was going well, with timings moved forward 30 minutes.
- b. MKL asked GG to post the poll for Members Member onto the facebook page.

Grantham Running Club



c. Committee agreed on winners for the following categories:

- Best Newcomer
- Cross Country Champion
- Best Ultra Runner
-

9. Policy

a. PH reported that Complaints & Discipline Policy is with MKL for approval.

10. Cross Country

- a. SH & CL reported positive uptake in XC events across the North Midlands league and Lincs League despite the LL clashing with Grand Prix races.
- b. SH & CL reported the following results:
- GRC senior men 2nd in Lincs League
 - GRC vet ladies 3rd in Lincs League
 - Grant Davies 2nd senior male
 - Sam Jepson-Rivers 3rd senior male

11. Club Kit

- a. PH reported on behalf of HD that club member Craig Drury is assisting Holly with the issues she's been having with email. Hopefully the momentum on changing ladies vests will start to move again.
- b. GG reported that the club had spent £600 on kit since October 2019

12. Club Races

- a. GG provided Summer Solstice 10k update:
- entries will open end of January
 - Entry fee will remain the same as previous years
 - No RD understudy identified yet
- b. MKL reported the clubs Grand Prix races were confirmed until June.
Discussion surrounded the 5 mile race with the cancellation of Thorney 5.

13. Social Events

- a. EB updated the committee on the plans for the beginners graduation event and whether this should include a buffet, BBQ etc and that GTC could provide if necessary. Committee agreed that marketing and correspondence to participants would not specify the graduation as a BBQ.
- b. MKL asked HB for clarity on the clubs affiliation date in anticipation of its 10 year anniversary and whether this should be celebrated during 2020, when the club was formed, or 2022 when the first members raced as GRC. 2022 was agreed.

Grantham Running Club



14. AOB

- a. None arising

15. Date of next meeting

- a. Date agreed as 9 March

Grantham Running Club



Committee Meeting Minutes
Monday 9th March 2020
Old Club House GTC – 8.30pm

MINUTES

1. Attendees

Chairman/Social Media	Matthew Kingston-Lee (MKL)	Present
Vice Chair	Andrew Pask (AP)	Apologies
Treasurer/CWO	Gordon Geach (GG)	Present
Secretary/Policy Officer	Penny Hodges (PH)	Apologies
Women's Captain/CWO	Sarah High (SH)	Present
Women's Vice Captain	Sarah Chynoweth (SC)	Apologies
Men's Captain	Chris Limmer (CL)	Present
Men's Vice Captain	Jack Dodwell (JD)	Apologies
Kit Officer	Holly Durham (HD)	Apologies
Beginners Programme	Kate Marshall (KM)	Present
Social Secretary/Social Media/Member of the Month	Edina Burns (EB)	Present
Committee Member	Helen Brown (HB)	Present
Committee Member	Sam Dodwell (SD)	Present
Committee Member	Sam Jepson-Rivers (SJR)	Present

Grantham Running Club



2. Urgent Business

- a. Penny Hodges has resigned as Club Secretary and Policy Officer.
- b. No one from the committee stepped forward to fulfil the role. GG said he would take the minutes of this meeting.

3. Minutes from Previous meeting

Meeting minutes accepted.

4. Actions from previous meeting

#	Description	Resp	Status
1	Committee requested minutes are distributed via email and not facebook	PH	
2	Additional CWO's (2). Investigate relevant training and duties prior to recruiting inc. DBS check	GG	On hold
3	Draft a simple welcome email to be sent to new members upon joining	SJR	Ongoing
4	Update on ladies vests and to let the committee know if assistance is needed	HD	Ongoing
5	Remove Robert Howbrook and Robert McArdle as authorised signatories from the club Natwest bank account and add Matthew Kingston Lee (chairman) and Edina Burns (committee member) as authorised signatories. 9/03 Form submitted to bank 19/02, acknowledge received.	GG	Ongoing
6	Update committee website	GG	Ongoing

5. Summer Solstice Update

Ben raised the issue of members entering the race. The majority of the members who had entered had already volunteered or had provided a substitute volunteer.

Ben raised the question of the SS being allowed to be used as a Joker in the championships. The committee decided to keep this option open to members.

Grantham Running Club



The organising committee will monitor the COVID-19 situation. **[Update]** The government banned gatherings not from the same household on the 16th March. The Run Britain entry system was suspended on the 19th March. The SS organising committee recommended to the club committee on the 23rd March that the race be cancelled. This was agreed by a facebook poll. An email was sent 23rd/24th April to all 494 entrants offering three option A.) Donate to Grantham Foodbank, B.) Defer to 2021 & C.) Request a refund. A&C will have a £1 admin fee applied. Early indications are most have requested a deferral. Refund will have to be from our account.

6. Coronavirus

The committee discuss and agreed to follow the government guidelines. **[Update]** Government banned gatherings on the 16th March. Training has been cancelled since that date.

7. Correspondence

Annual membership request from ARC received.

8. Finance Update

GG shared the monthly income, expenditure and cash flow reports.

9. Membership

- c. Membership renewals are due from the beginning of April.
- d. **[Update]** Via facebook vote membership fees are to remain at £25pa, EA putting license fee up to £16 from £15.

10. Club Development

- b. KM will monitor the situation with the beginners groups and COVID-19
- c. Fraser Marshal and Sam Dodwell have signed for a LIRF course.

11. Championship/ Presentation Night

- a. Presentation night went ahead with 90 people attending. Letting the venue know of rough demands for which food dish helped.

12. Policy

Grantham Running Club



- a. PH reported that Complaints & Discipline Policy is with MKL for approval.

13. Club Kit

- c. Nothing to report.

14. Social Events

- c. Bowling night cancelled due to not many members signing up.
- d. A poll will be put on the facebook page regarding the Christmas Dinner.

15. AOB

- a. GG mentioned FM has offered his help on GDPR.

16. Date of next meeting

- a. None agreed.

Grantham Running Club



Committee Meeting Minutes
30th April 2020
Zoom Meeting 20:00

MINUTES

17. Attendees

Chairman/Social Media	Matthew Kingston-Lee (MKL)	Present
Vice Chair	Andrew Pask (AP)	Present
Treasurer/CWO	Gordon Geach (GG)	Present
Women's Captain/CWO	Sarah High (SH)	Apologies
Women's Vice Captain	Sarah Chynoweth (SC)	Present
Men's Vice Captain	Jack Dodwell (JD)	Apologies
Kit Officer	Holly Durham (HD)	Apologies
Beginners Programme	Kate Marshall (KM)	Present
Social Secretary/Social Media/Member of the Month	Edina Burns (EB)	Present
Committee Member	Helen Brown (HB)	Present
Committee Member	Sam Dodwell (SD)	Present
Committee Member	Sam Jepson-Rivers (SJR)	Present

Grantham Running Club



1. Minutes from Previous meeting

Meeting minutes accepted.

2. Actions from previous meeting

#	Description	Resp	Status
1	Committee requested minutes are distributed via email and not facebook	GG	Complete
2	Additional CWO's (2). Investigate relevant training and duties prior to recruiting inc. DBS check	GG	On hold
3	Draft a simple welcome email to be sent to new members upon joining	SJR	Ongoing
4	Update on ladies vests and to let the committee know if assistance is needed	HD	Ongoing
5	Remove Robert Howbrook and Robert McArdle as authorised signatories from the club Natwest bank account and add Matthew Kingston Lee (chairman) and Edina Burns (committee member) as authorised signatories. 9/03 Form submitted to bank 19/02, acknowledge received.	GG	Ongoing
6	Update committee website	GG	Ongoing
7	Public Liability Insurance cover.	GG	Open

3. Correspondence

ARC renewal forms received £297 for the year. Committee agreed to pay.

4. Coronavirus/Virtual Challenges

With the easing of restrictions the committee agreed to look into holding a series of virtual challenges via Open Track (free to EA affiliated clubs). This was subject to GG writing to EA to understand if the Public Liability Insurance (by virtual of affiliation) would cover the club if these events went ahead.

5. Finance Update

Grantham Running Club



GG shared the monthly income, expenditure and cash flow reports.

6. Membership

- e. EA froze member's affiliation at £15 for the 2020/2021 season and membership will only lapse at the end of August if not paid.
- f. The club has paid for club affiliation.
- g. 83 members had paid, 2 second claim and 5 carried forward.

7. Club Development

- d. Committee agreed to refund Fraser Marshall & Sam Dodwell for their LIRF course costs.

8. Club Kit

- d. Nothing to report.

9. Summer Solstice

Emails are still coming in regarding the three options – Defer, Donate, Refund

10. Social Events

- e. Only social event currently is the quiz night every two weeks.
- f. Angle & Royal have pencilled us in for the 19th Dec, no deposit required yet, due to uncertainty.

11. AOB

- b. GG mentioned FM has offered his help on GDPR.

12. Date of next meeting

- b. None agreed.

Grantham Running Club



Committee Meeting Minutes

Minutes

Date: 2nd December 2020

Attendees: GRC Committee members

Time: 20.30

1. Apologies

Jack Dodwell

Ian Williams

2. Correspondence

No correspondence.

3. Actions

#	Description	Responsible	Status
1	Query with the bank regarding an unknown single deposit	GG	Ongoing
2	Create a new member welcome pack	SJR, SH & AP	Ongoing
3	Complete the Covid Secure environment documentation, which will make the club Covid-secure	GG	Ongoing

Grantham Running Club



4	Committee to set up RunTogether in readiness for these training runs	Committee	Ongoing
5	Purchase website SSL certificate	GG	Ongoing
6	Update website Committee page	DH/KB	Ongoing
7	Include a 'site maintenance' website notice	DH/KB	Ongoing
8	Start up the Member of the Month again	JD	Ongoing
9	Obtain costs for the video conferencing options	KM	Ongoing
10	Draw up the club policies to be presented at the next committee meeting	AP	Ongoing
11	Present a Summer Solstice timeline at the next committee meeting	GG	Ongoing
12	Set up a chair@granthamrunningclub.co.uk email address for both Andrew and Michelle	GG	Ongoing
13	Explore the possibility of running the 'Couch-2-5k' course next year	KM	Ongoing

4. Finance Update

Gordon provided information for the financial year and talked through the figures on the documents attached to the Committee Meeting Agenda.

Gordon talked through the month-by-month figures.

Gordon noted that there were some liabilities regarding the Summer Solstice, which are in our account and dependent on the race going ahead in 2021.

Gordon confirmed that the current account balance as at 28th November 2020 is £13,298.96.

Action: Gordon is to query with the bank regarding a single deposit made which he is unsure of (who it is from, or what the deposit is for).

5. Membership Update

Gordon confirmed the total membership number as 208:

1st Claim – 200

2nd Claim – 8

Grantham Running Club



6. Club Development

Online Education (EA)

Gordon provided information on this, stating that England Athletics are offering a number of online development courses and workshops.

These include 'Leader in Running Fitness (LiRF)' and 'Movement Skills Part 1 & Part 2'.

Leadership in Running Fitness (LiRF)

Gordon provided information that currently this is only available online, to those who had their course cancelled since March, with dates available to all due for January 2021.

It was noted that Fraser Marshall had started his (online LiRF) course, and the club has already refunded him.

Sam Dodwell expressed a preference to partake in the 'non-online' version, and as such would prefer to wait until this becomes available. In the meantime, Sam would be accredited under the ARC scheme. Sam has been refunded for the costs incurred.

Sam Jepson-Rivers expressed an interest in partaking in a qualification, whether it be via LiRF or ARC.

The committee agreed to make Sam Dodwell & Sam Jepson-Rivers Run Leaders under our ARC affiliation.

Coach in Running Fitness (CiRF)

Kate Marshall has a CiRF scheduled for April 2021 (not online). The club has already refunded Kate for the costs incurred.

7. COVID & English Athletics Guidelines

Gordon provided documentation (attached to Agenda notes) in regard to England Athletics Tier restrictions.

Gordon provided documentation (attached to Agenda notes) in regard to ongoing Covid Secure Environment processes.

This documentation included a Covid plan, a Covid Risk Assessment document, Covid Guidelines and a Self-screening checklist.

Action: Gordon to complete these 'work in progress' documents.

8. Debrief of 2020 AGM

Grantham Running Club



Business arising from 2020 AGM

New Members - Welcome Pack

The consensus was that the welcome pack should consist of an introductory email.

This email would include introductions from the Chairman, Men's Captain and Women's Captain.

It was also commented that Sam (Jepson-Rivers), Sarah, Michelle & Kate should also be involved in the introductory email.

The introductory email should take the form of a 'Welcome' email, which would also include references to any relevant documents, information and references to the website, upcoming kit site, Facebook page, etc.

Action: Club captains and Chairman to create a new members welcome pack.

New Members - Point of contact

A point of contact would be included in the Introductory/Welcome email. These points of contact would be the Men's and Women's captains but could also include the Welfare Officers and the Men's and Women's vice captains.

It was also discussed as to whether GRC should take the initiative in contacting new members. This wasn't decided on the night and will be discussed further.

9. Training

The appointment of a training coordinator was discussed, but it was decided this would be more relevant post-Covid, when training will hopefully restart in earnest.

The current guidelines state that in a non Covid-secure environment, the number of members permitted to train together is 6.

The number of members permitted to train together in a Covid-secure environment is 12 for each coach present.

Action: Gordon to finish the Covid Secure environment documentation, which will make the club Covid-secure.

Training will start again from Monday, December 7th using the same process as pre-lockdown (using RunTogether, etc).

A Thursday training group will also commence on Thursday 10th December, again using the same process as pre-lockdown.

Action: Committee to set up RunTogether in readiness for these training runs.

The subject of speed sessions for different levels of ability was discussed, but it was deemed that this would be more relevant post-Covid when training as a whole would be more settled, and structured. This subject will be discussed again when appropriate.

Grantham Running Club



It was agreed that when structured training resumed (speed sessions, intervals, etc.) they would be announced on all current platforms, including the website and Facebook. The possibility of using WhatsApp and other broadcast methods would also be investigated.

The subject of track training in conjunction with GAC was also discussed in response to a question from a club member. It was stated that at the moment GRC Members would need to be GAC 2nd Claim members in order to use the track facilities. This is another subject that will be discussed post-Covid, when training details become clearer.

Clarify ARC and Run Leader credentials

Coach

Gordon provided information regarding the definition of an ARC coach. It was stated that an official coach is;

“any person holding a formal qualification issued by the national governing body”

or

“any person specified by an affiliated athletics club committee who has regularly coached athletics events for a minimum of 2 years and is recognized by the committee as being a competent and responsible person in such a role”

or

“any person who is involved in coaching athletics events under the supervision and guidance of a coach as defined above”

The affiliated coach must be over 18 years

Run Leader

Gordon provided information regarding the definition of an ARC run leader. It was stated that;

“an affiliated run leader must be sufficiently experienced and knowledgeable. He or she should have been running regularly for at least 12 months and should be approved by the club committee. He/she should follow the attached Guidance notes for Leaders of Endurance training Groups”.

Gordon also provided an ARC group leaders guidance document, which was attached to the meeting agenda, which should be followed by run leaders.

Grantham Running Club



10. Kit

Gordon provided documentation of the existing GRC kit.

Secretary Name

11. Website

After lengthy discussion, it was decided that in the long term the website should use WordPress, which is at no extra cost in the 123-reg hosting account GRC currently holds.

It was decided that in the short term, the Committee page should be updated and a form of 'site maintenance' notification should be added whilst the site is under consideration.

The addition of a 'Contact Committee' button within the website was discussed, but not acted upon and will be discussed at a later date in order to further investigation into the benefit of such a button and how it will be implemented.

Action: Gordon to purchase a SSL certificate.

Action: Webmasters to update the Committee page & include a 'site maintenance' notice.

12. Any Other Business

Date: 7th December 2020

Attendees: GRC Committee members

Time: 20.00

13. Apologies

Jack Dodwell

Ian Williams

14. Member of the Month (MOM)

Jack Dodwell had previously stated that he was willing to take responsibility for the MOM. It was therefore agreed that Jack would now take this on.

Action: Jack to start up the MOM again.

15. Weekly Newsletter

Grantham Running Club



It was deemed that, especially in the current Covid restrictions, that a weekly newsletter was probably too frequent. A monthly newsletter was discussed, and this will be discussed further at the next committee meeting.

16. Paid Zoom Account

It was decided that the next committee meeting would take place on Teams, as the free version allows for 60 minutes of video. The option is to either;

- I. continue with a paid version of Teams
- II. investigate further into a paid Zoom account
- III. continue to use individual committee members accounts

will be discussed at the next committee meeting.

Action: Kate to get costs for the options available.

17. GDPR

Fraser Marshall to be invited to the next committee meeting, to offer his expertise in GDPR. It was agreed that this will be discussed at greater length in the next committee meeting.

18. Club Policies

It was agreed that the Chairman would outline the club policies and present them at the next committee meeting.

Action: Andrew to draw up the club policies to be presented at the next committee meeting.

19. Summer Solstice

The Summer Solstice was discussed at length, as factors including the lead time for medals, medical assistance, chip timing, etc. needs to be considered.

It was agreed that Gordon was to put together a timeline document of relevant information regarding the Summer Solstice.

Action: Gordon to present a Summer Solstice timeline at the next committee meeting.

20. Communications

It was agreed that as part of the communications process with GRC members, the minutes of the committee meetings would be sent in an email to all members.

Grantham Running Club



Action: Gordon to set up a chair@granthamrunningclub.co.uk email address in order for the minutes to be sent from this email account.

21. Beginners

The committee discussed what the natural progression was for the beginners when they finish the 'Couch-2-5K'. It was agreed that the 'Couch-2-5K' should go ahead next year if possible, progressing to the 5k-2-10K course. It was agreed that the 'Couch-2-5K' course would take precedence over the other course offered.

Action: Kate to explore the possibility of running the 'Couch-2-5k' course next year, and the possibility of starting from the Meres and not the Grantham Tennis Centre in order to open up more possible running routes.

22. Training

It was agreed that the Monday and Wednesday training runs should return, as long as the Run Leaders agree to this.

The committee agreed that the use of WhatsApp groups should continue.

It was agreed that, during the current Covid restrictions, a single running route should be offered, but starting at different locations at different time. This will minimize the possibility of groups overtaking or converging.

23. Social

Gordon suggested the possibility of 10 pin bowling in March 2021, which will be looked into and discussed at the next committee meeting.

24. Kit

The committee discussed at length the subject of selling the existing kit, in particular at selling at discounted prices and the associated cost implications.

The current value of unsold kit currently stands at £4,359.36.

It was agreed that members must be informed when visiting the kit webpage that new kit would be coming out in due course. They should also be informed that the new kit design is very similar to the existing design, and that the current kit is perfectly fine to wear at races.

It was agreed that the price of the vests would be reduced to £15.

25. Date of Next Meeting

Grantham Running Club



Date was agreed for Monday, 18th January 2021 at 8pm.