



Committee Meeting Minutes

Date: 9th January 2024

Attendees: GRC Committee members

Time: 20.00

1. Apologies

Penny Hodges.

Present: Andrew Pask, Darren Harley, Sarah High, Sylv Hull, Fraser Marshall, Vicki Ball, Julia Hallam, Kate Marshall, Paul Jepson, Sam Dodwell, Zoe Wragg, Richard Payne Sam Jepson & Mathew Atter.

Actions

Task	Description	Responsible	Status
1	Charity fund raising ideas for the future	AP	Ongoing
2	Upload the reviewed policy documents to the England Athletics portal	DH	Ongoing
3	Send out Club Constitution and EGM documents to all members	DH	Ongoing
4	Seek further advice on the legal status of the club	FM	Ongoing
5	Complete the minutes of the 2023 AGM for review	DH	Ongoing
6	Start the organising of the 2024 GRC tour	MA	Ongoing

2. Minutes of last meeting

The minutes of the last meeting, held on 21st November 2023, were signed off by the committee.

3. Finance

Julia informed the Committee that the balance currently stood at £3,516.88 (£1,003.98 Instant savings and £2,017.60 Notice savings).

Julia also let the Committee know that the bank signatories had now been updated, with Kate being added and Michelle removed.

Christmas Bash

65 members attended (12 more than last year).

Profit: £147.93

TR24

16 places were purchased by the club. So far, 14 deposits have been received.

Current Loss: £708.10 (8 deposits paid short, totaling £12.92).

Awards Night

27 members contributions have been received so far, totaling £337.50 (+ 4 more deposits clearing into the bank).

4. Membership

Kate informed the Committee of the following membership figures:

Total members – 261

Second claim members – 8

Life members – 3

Foreign Athletes – 2

5. Policies

No updates provided for this meeting.

6. Correspondence

Sam (Jepson) informed the Committee of the correspondence from the organizers of the Oundle 10K race, who notified him that the course was indeed slightly long. This was caused by flooding around the finish line, which subsequently had to be moved. It was agreed that the GP times and scores would remain as they are.

7. Club Welfare

No updates provided for this meeting.

8. Club Development

The Committee was informed that there were several club members that were willing to help with the Beginners group, and that Marj Spendlow had now completed her Run Leader course. Richard also let the Committee know that he was due to start his Run Leader course in the next few weeks, and there were also a couple of other members that had shown an interest in taking this course.

9. Kit

Sam (Dodwell) informed the Committee that £128 of kit had been sold recently, and that he would be putting another order in this week. There had also been some enquiries from the website.

AOB

The Nathan Walker Trophy

Andrew asked all Committee members to nominate worthy candidates for The Nathan Walker Trophy, and to forward these nominations on privately.

GRC/GAC Cross-country race

Fraser presented the Committee with a proposed email he would like to send out to all members, in relation to the club co-hosting one of the county cross-country races with Grantham Athletics Club (GAC).

The club would be looking for 12 marshals and 4 other volunteers. It was noted that these volunteers could be members, members families, etc, and would be required between (approx.) 9.45am and 12pm.

There was concern that the cross-country race would clash with the Grantham Junior parkrun, held on a Sunday, as some club members regularly volunteer for this event.

Presentation Evening

Andrew informed the Committee that attempts to secure an appropriate VIP guest, who had experience of public speaking, etc for the Presentation Evening were still ongoing. It was agreed that this could also be someone away from athletics, to keep our options open.

The ongoing tasks associated with the Presentation Evening were also discussed, and timescales set out.

It was agreed by the Committee that club members would be charged £12.50 for the Presentation Evening.

Club Trip Abroad

Matt notified the Committee of his intention to organise another GRC race abroad, following on from the success of Luxemburg 2023. This would be in Benidorm, Spain. The Committee agreed this was a great idea and Matt would send out relevant information in due course.

Action: Matt to start the organising of the 2024 GRC tour

Committee Communications

The Committee agreed that a definitive date for club comms to move away from the club Facebook group would be agreed, and a post on Facebook detailing this.

It was agreed that club comms would be via email and WhatsApp, with members also directed to the club website for information.

The club Facebook group would still be 'open' for members to post information, experiences, etc. This would just relate to club announcements.

Date of Next Meeting

It was agreed that the next meeting would be on Tuesday, 27^h February 2024 at 8pm.



Committee Meeting Minutes

Date: 27th February 2024

Attendees: GRC Committee members

Time: 8pm

1. Apologies

Sam Jepson & Richard Payne.

Present: Fraser Marshall, Mathew Atter, Andrew Pask, Sylv Hull, Sarah High, Sam Dodwell, Paul Jepson, Julia Hallam, Zoë Wragg, Penny Hodges, Kate Marshall, Vicki Ball & Darren Harley.

Actions

Task	Description	Responsible	Status
1	Charity fund raising ideas for the future	AP	Ongoing
2	Upload the reviewed policy documents to the England Athletics portal	DH	Ongoing
3	Send out Club Constitution and EGM documents to all members	DH	Ongoing
4	Seek further advice on the legal status of the club	FM	Ongoing
5	Complete the minutes of the 2023 AGM for review	DH	Ongoing
6	Organise the official measuring of the club 5K course	AP	Ongoing
7	Create WhatsApp community groups within club WhatsApp group	FM	Ongoing
8	Sort out the club container	AP	Ongoing

2. Minutes of last meeting

The minutes of the last meeting, held on 9th January 2024, were signed off by the Committee.

3. Finance

Julia informed the Committee of the following club bank balance figures.

- I. £2,279.23 Bank Balance
- II. £2,023.44 Reserve Account (instant access)
- III. £1,005.30 Liquidity Account (35 days' notice)

Julia also let the Committee know that all the TR24 refunds have now been made, and reported a loss of £36, due to card charges paid when booking the teams.

The Awards Evening recorded a cost of £642.30 to the club.

4. Membership

Kate informed the Committee of the following membership figures:

Total members – 266

Second claim members – 8

Life members – 3

Foreign Athletes – 2

The subject of the upcoming membership renewals process was discussed. Kate informed the Committee that the cost of each members England Athletics license has increased from £17 to £19. It was agreed that the club would need to cover this England Athletics price increase, and as such it was agreed that the club membership cost would increase from £26 to £28.

5. Policies

The work on the Club Constitution is ongoing and is now awaiting review of the latest draft. The subject of creating a 'Finance Policy' document, separate from the Club Constitution, was discussed, and it was agreed that this would be investigated.

6. Correspondence

Darren reported that he'd received an email from a local domestic abuse charity, asking if they could be considered for any charity work that the club undertake. It was agreed that this charity would be considered and furthered later.

Darren also informed the Committee that he had received a couple of emails from members, regarding their age-grading certificate. These queries have been kindly rectified by Fraser.

Further correspondence had been received from the organizers of the Malta Marathon. It was agreed by the Committee that this race would be considered for a future GRC trip abroad.

Andrew reported that he had received feedback from a member regarding the club WhatsApp group, who mentioned the possibility of creating 'splinter groups' within the main group (i.e. XC group, training groups, etc.). It was agreed that this would be investigated in due course.

Action: Create WhatsApp community groups with club WhatsApp group

7. Club Welfare

No updates provided for this meeting.

8. Club Development

The Committee was informed that there was a refund now due for Ros Sadler, who had completed her LiRF course, and Emma Bannister was midway through her course.

9. Kit

Sam (Dodwell) informed the Committee that club kit had been ordered and was due in the next 4 weeks.

Matt let the Committee know that he will be handing over kit to the 2 athletes from abroad who are representing GRC at the London Marathon.

AOB

Summer Solstice

Zoë informed the Committee that entries were now open, with a limit set at 500 runners. The course had been measured, medical provision in place, etc.

Zoë also let the Committee know that there were already 75 entrants, and the Solstice sub-committee would be meeting again soon.

GRC 5K

Andrew raised the subject of the viability of obtaining a licence for the club 5K.

This would firstly require the 5K course being measured by an official course measurer. It was agreed that this was a great idea and would be instigated. The costs involved for officially measuring the course were estimated to be £100-150, but this measurement licence would be valid for 10 years.

The Committee discussed other factors involved in obtaining an official licence for the club 5K, including portaloos, changing, etc. as the course is surrounded by private land.

The issue of whether to charge for the race was raised, and whether other clubs would be invited. However, it was agreed that this would be a 'low key' event to begin with, open to GRC members only.

With an official licence, this would mean that the race would be applicable for PO10, and would be eligible for club age-grading, etc. It was hoped that this would encourage runners from the Beginners group to participate.

Action: Andrew to contact course measurer and obtain a price for this

Lenton Predictor

After the success of last year, Paul informed the Committee that he would like to see this event happen again this year.

It was agreed that a provisional date of Thursday, 2nd May would be pencilled in.

Club Container

Andrew raised the subject of the club container, which needs sorting out and tidying. He informed the Committee that this would require 5 or 6 people to complete the task, and that this can be done by any members, with the Easter period being the preferred time.

Action: Andrew to sort out the club container

Beginners

Penny informed the Committee that the Beginners program is due to hold its celebratory evening on Saturday, 15th June at the Grantham Tennis Club.

TR24 Alternative

Sylv asked the Committee whether we should be looking for alternatives to the cancelled TR24 race or push further with promoting the Equinox race to club members. Sylv agreed that she would gather interest amongst members with regards to this.

Club Chip Run

Kate and Sylv raised the possibility of organising a club chip run in the near future, from the Green Man pub in Ropsley.

The date of Thursday, 28th March was proposed, and Kate agreed that she would contact the Green Man.

A 5K, 10K and 10-mile run would be offered.

Date of Next Meeting

It was agreed that the next meeting would be on Thursday, 18^h April 2024 at 8pm.



Committee Meeting Minutes

Date: 23rd April 2024

Attendees: GRC Committee members

Time: 8pm

1. Apologies

Sam Jepson, Richard Payne and Penny Hodges.

Present: Fraser Marshall, Mathew Atter, Andrew Pask, Sylv Hull, Sarah High, Sam Dodwell, Paul Jepson, Julia Hallam, Zoë Wragg, Kate Marshall, Vicki Ball & Darren Harley.

Actions

Task	Description	Responsible	Status
1	Charity fund raising ideas for the future	AP	Ongoing
2	Upload the reviewed policy documents to the England Athletics portal	DH	Ongoing
3	Send out Club Constitution and EGM documents to all members	DH	Ongoing
4	Seek further advice on the legal status of the club	FM	Ongoing
5	Complete the minutes of the 2023 AGM for review	DH	Ongoing
6	Create WhatsApp community groups within club WhatsApp group	FM	Ongoing
7	Sort out the club container	AP	Ongoing

2. Minutes of last meeting

The minutes of the last meeting, held on 27th February 2024, were signed off by the Committee.

3. Finance

Julia informed the Committee of the following club bank balance figures.

- IV. £7,022.16 Bank Balance
- V. £1,007.58 Reserve Account (instant access)
- VI. £2,033.56 Liquidity Account (35 days' notice)

Julia also let the Committee know of the monthly payment for the WordPress website. The Committee agreed that this would be taken directly from the GRC bank account, rather through the existing process of using a 3rd party.

The ARC affiliation fee was also due, but it was agreed that this would be discussed first.

4. Membership

Kate informed the Committee of the following membership figures:

At the time of the meeting, 151 members had renewed as 1st claim, and 1 member as 2nd claim.

3 members that were 2nd claim had now become 1st claim.

There had been 8 members resignations in writing.

Kate also informed the Committee that there had been 10 new members in April.

Total members – 265

5. Policies

The subject of the 2 overseas members was discussed. The Committee felt that the club had gained some prestige from the overseas members, in respect to their London Marathon efforts. The issue of any further overseas members was discussed, especially bearing in mind the club stance on inclusivity. It was agreed that the Committee would look into the club constitution, in order to understand the options available. The subject of the club trophies will be discussed at a later date.

6. Correspondence

No updates provided for this meeting.

7. Club Welfare

The Committee was informed that there had been an accident during a training run, which resulted in an accident form being filled out.

There was also another incident recorded, which was dealt with appropriately.

8. Club Development

The Committee was informed that there were a number of members that had now completed their LiRF course.

Kate informed the Committee that there were a few issues with the England Athletics (EA) portal, which was displaying some discrepancies. Kate is investigating these issues.

9. Kit

Sam (Dodwell) informed the Committee that club kit to the value of £1250 had been received. Sam also let the Committee know that there had been another order for this month, for £887.40.

AOB

Member Of The Month

The subject of the Member Of The Month (MOTM) was discussed, as it was currently out of date, and it was suggested that the responsibility for this should be spread out amongst the MOTM sub-committee. It was also suggested that the MOTM write-up could be condensed. The MOTM sub-committee would look into this matter.

Lenton Predictor

The 2024 Lenton Predictor would be occurring on Thursday, 2nd May. Paul informed the Committee that he was looking at an 'A' and 'B' course. It was noted that 10 volunteers from the club would be required for this event.

GRC 5K

Andrew let the Committee know that he'd discussed the staging of the GRC 5K Club run and proposed that a 3-person team could take on the responsibilities, with a Race Director taking the lead. Fraser agreed to take on the role of Race Director.

It was agreed by the Committee that this would be for GRC members only. It was also agreed that, with the run being fully licenced, it would count for age-grading certificates.

Clock

The subject of purchasing the electronic clock from Grantham Athletic Club (GAC) was raised. The Committee agreed to buy the clock, at a cost of £500. The hire charge from GAC for the clock is £50 for each event. It was also reported that GAC had yet to invoice the club for 3 previous uses, so the cost of buying the clock was deemed a good investment. As a good will gesture, it was also agreed that there would be no future hire charge to GAC.

ARC Affiliation

ARC affiliation was discussed in length. The pros and cons of renewing, at a cost of £300, was discussed. It was agreed, by a majority, that the club would not renew at this moment in time. It was noted that the club could join again at a later date.

Date of Next Meeting

It was agreed that the next meeting would be on Tuesday, 4th June 2024 at 8pm.



Committee Meeting Minutes

Date: 4th June 2024

Attendees: GRC Committee members

Time: 8pm

1. Apologies

Sam Jepson, Paul Jepson, Richard Payne and Penny Hodges.

Present: Fraser Marshall, Mathew Atter, Andrew Pask, Sylv Hull, Sarah High, Sam Dodwell, Julia Hallam, Zoë Wragg, Kate Marshall, Vicki Ball & Darren Harley.

Actions

Task	Description	Responsible	Status
1	Upload the reviewed policy documents to the England Athletics portal	DH	Ongoing
2	Send out Club Constitution and EGM documents to all members	DH	Ongoing
3	Seek further advice on the legal status of the club	FM	Ongoing
4	Complete the minutes of the 2023 AGM for review	DH	Ongoing
5	Sort out the club container	AP	Ongoing
6	Organise club participation in the 2024 Equinox event	SH	Ongoing
7	Update club run leaders on the ARC affiliation situation	Committee	Ongoing

2. Minutes of last meeting

The minutes of the last meeting, held on 23rd April 2024, were signed off by the Committee.

3. Finance

Julia informed the Committee of the following club bank balance figures.

VII. £10,955.29 Bank Balance

VIII. £1,010.14 Reserve Account (instant access)

IX. £2,044.98 Liquidity Account (35 days' notice)

Julia explained to the Committee that the Bank Balance appeared high due to income from the Summer Solstice race, and that the club still have suppliers, etc. to pay for the event.

4. Membership

Kate informed the Committee of the following membership figures:

Total members – 273

This includes:

Life members - 3

1st Claim – 265 (including 2 Foreign Athletes)

2nd Claim – 5

At the time of the meeting, 54 members had still to renew. The deadline is June 30th.

There had been less than 10 member resignations in writing.

5. Policies

None.

6. Correspondence

Darren reported that he'd received an email from a member with regards to some questions that had arisen from the last Committee meeting minutes. These questions would be answered either by email or by discussions within this meeting.

Andrew informed the Committee that he'd spoken to a few members who had made him aware of the possibility of the club applying for various charity funding. He was provided with some useful links to such funding, which could be used for projects within the club. It was agreed that this would be investigated further, as this could help with first aid training within the club.

7. Club Welfare

None.

8. Club Development

The Committee discuss the subject of the ARC affiliation. The Committee was informed that the ARC website states that all ARC Run Leaders must have a valid DBS check, something most of the Committee was unaware of. The Committee debated whether ARC affiliation offered value for money. It was agreed that extra encouragement for members to become LiRF would be made, and that there would also be extra information communicated within the run leaders WhatsApp group.

Action: Club run leaders to be updated on the situation regarding ARC affiliation

9. Kit

Sam (Dodwell) informed the Committee that there was a kit delivery due in the next few weeks, and that there were another 3 or 4 pre-orders.

AOB

Summer Solstice

Zoë update the Committee on the Summer Solstice race, on behalf of Sam (Jepson). The event was now sold out. Sam (Dodwell) said he will share the volunteers' roles very soon. Course signage would be set up this week. The race envelopes, numbers, etc would be packed on 19th June at the Tennis Club. There would also be the traditional 'marshals run' on the day before the race. Helpers would also be required on the morning and afternoon of the race, to help put up the gazebos, etc.

Club 5K

The licence for the club 5K has now been received. Fraser informed the Committee that there were still lots to do regarding the organising of the race.

Kelby BBQ and runs

The Committee was informed that the club Kelby BBQ would return this year, with a BBQ and 5K and 10K run. This would be very kindly be hosted by the Whittaker's (club members), and the date of Wednesday 17th July was proposed.

Equinox

More information regarding the 2024 Equinox event was shared within the Committee. Although there is no need to pre-buy teams, the price does rise nearer to the event time. It was agreed that the Committee would drum up more support soon. The club will buy teams, but will wait until there are full teams, and communicate information in the Equinox WhatsApp Community. It was agreed that the club would ask members to pay for the whole amount straight off, rather than ask for deposits. The club would however, pay any admin fees associated with this, which would make it clear to club members exactly how much they need to pay. Sylv agreed to take this on.

Sarah also let the Committee know about an idea for a ladies-only team (of 5), which has had some interest. The Committee agreed this was a great idea, but names would be needed, and a firm commitment required. This information would also be shared in the Equinox WhatsApp Community

Action: Sylv to organise the club participation in the Equinox event.

Date of Next Meeting

It was agreed that the next meeting would be on Thursday, 18th July 2024 at 8pm.



Committee Meeting Minutes

Date: 18th July 2024

Attendees: GRC Committee members

Time: 8pm

1. Apologies

Sarah High, Vicki Ball and Richard Payne.

Present: Fraser Marshall, Mathew Atter, Andrew Pask, Sylv Hull, Sam Jepson, Paul Jepson, Sam Dodwell, Julia Hallam, Zoë Wragg, Kate Marshall & Darren Harley.

Also present: Nikki Whittaker

Actions

Task	Description	Responsible	Status
1	Upload the reviewed policy documents to the England Athletics portal	DH	Ongoing
2	Send out Club Constitution and EGM documents to all members	DH	Ongoing
3	Seek further advice on the legal status of the club	FM	Ongoing
4	Complete the minutes of the 2023 AGM for review	DH	Ongoing
5	Sort out the club container	AP	Ongoing
6	Andrew to write a race report for the club 5K	AP	Ongoing
7	Committee members to think about fundraising activities within the club	Committee	Ongoing

2. Minutes of last meeting

The minutes of the last meeting, held on 4th June 2024, were signed off by the Committee.

3. Finance

Julia informed the Committee of the following club bank balance figures.

X. £ 6,960.09 Bank Balance

XI. £1,011.26 Reserve Account (instant access)

XII. £2,050.00 Liquidity Account (35 days' notice)

Beginners

Julia explained to the Committee that this made a profit of £337.58, compared to a loss of £3.06 last year. The profit this year was due to a £368.14 reduction on t-shirt expense.

Club 5K

This made a loss of £452.29.

Summer Solstice

Julia let the Committee know that the banking for the 2024 Summer Solstice race is still ongoing but detailed the figures so far. The current profit stands at £3,493.68. The expected profit is £2,902.69. There was a £1,211.25 increase in race entries, and expenses were slightly decreased from last year.

Equinox

The banking for the Equinox is also ongoing, with a current loss of £165.91. The expected loss is £15.91, which is due to fees. These figures include the purchase of 3 teams of 6 and 1 ladies' team of 5. So far, 21 members had paid, with 2 spaces left.

Club BBQ Run

Julia informed the Committee that she was awaiting expense information for the club BBQ run.

The Committee agreed that the bank account balances would be reviewed, with the potential to move more funds to the savings account.

4. Membership

Kate informed the Committee of the following membership figures:

Life members - 3

1st Claim – 250 (including 2 Foreign Athletes)

2nd Claim – 4

There is also another potential 2nd Claim member is still undecided as to whether to join as a 1st Claim or 2nd Claim member.

Kate also let the Committee know that 10 new members had joined from the Beginners section.

5. Policies

Nothing to report.

6. Correspondence

Nothing to report.

7. Club Welfare

Kate reported that there had been a couple of minor falls on club runs since the last Committee meeting, but no further action was required.

8. Club Development

It was reported that a club member had informed a Committee member of his interest in doing a Fell Running LiRF course. It was agreed that more information regarding this would be required.

9. Kit

Sam (Dodwell) informed the Committee that there had been a recent kit delivery, but he would be proceeding with another small order soon. Sam would provide more information on this order in due course.

AOB

Summer Solstice – Data Breach

Fraser had previously sent all Committee members a thorough report into the Summer Solstice data breach. The Committee was also informed that lessons must be learnt from this incident, and that GDPR training would be undertaken where appropriate. It is hoped that this additional training would prevent such an incident from happening again.

It was noted that a small number of race participants had been in touch with the club regarding the data breach.

Below is a summary of the Data breach report, kindly provided by Fraser.

"On the Tuesday before the Summer Solstice, an email was sent to 100 Solstice entrants containing a file attached in error with the personal details of all 550 entrants, creating a data breach. The file contained medical information for 31 participants.

The breach was noticed early, and the Club quickly responded to attempt to minimise the breach through automatic recall and requests to recipients of the files. All affected parties were notified, and the Club's GDPR officer managed the communications with concerned runners. The Club recognised the seriousness of the breach determined that it was appropriate to inform the Office of the Information Commissioner, informing them of what we had to do to manage the situation and the changes we would be making to prevent a future recurrence. We were gratified that the ICO recognised we had taken the breach seriously and had taken, or would be taking, appropriate action to minimise the impact but we were fortunate to avoid official sanction.

The Club recognises that data breaches have the potential to harm individuals and its duty to protect the personal data of those that have entrusted it to them. We also recognise that breaches have the potential to undermine trust in the Club and the committee is dedicated to ensuring that it upholds high standards for data protection to ensure that we retain the trust of our members and those whose data we process."

Summer Solstice

Sam (Jepson) confirmed to the Committee that he would be stepping down as Race Director (RD) of the Summer Solstice. There was an opportunity now to get the race back to pre-covid numbers. Sam let the Committee know that he was indebted to all those that had put the hours in. Sam also informed the Committee that the course measurement certificate runs out in 2025, so there was a potential opportunity for a change of venue at this time. More members were getting involved, which is a very good thing. The opportunities to grow the race are there, so it's hoped that the new RD can do this. Lessons are to be learnt from previous races, including creating a Summer Solstice team earlier. The size of the Solstice team was also discussed.

Club 5K

It was agreed that the Club 5K was a success. There was an issue with the traffic at some points in the course, but this did not cause any major problems. It was agreed that this, for the time being at least, should be kept to GRC members only.

Andrew agreed that this was a good, low-key run. There were, however, 20+ runners who signed up for the run but didn't turn up. The possible reasons for this were discussed.

Action: Andrew to write a race report for the club 5K

Charity

The subject of the club raising money for charities was discussed. Ideas such as a charity chip run and a fancy-dress run were discussed, including a small entry fee for members. It was agreed that further charity ideas would be communicated in the Committee WhatsApp group, and at the next Committee meeting.

The Committee was also informed that £70 was raised at the Summer Solstice from the cake sale. It was agreed that this would be donated to a local charity. After some discussion, it was decided that the exact charity would be finalised at a later date.

Action: Committee members to think about fundraising activities within the club

Social

Sylv reported that there would be an upcoming social event in Peterborough. The planning for this has started and further information would be available soon.

Club Comms

The Committee again confirmed that the preferred method of club comms from the Committee would be through WhatsApp and email.

The club Facebook group would remain for members to post information regarding upcoming races, race photos, etc.

It was also agreed that the Committee would create a quick guide for members on how to forward any ideas on, rather going ahead and doing their own thing, so that the Committee can help with any required comms, organising, etc.

A point of contact within the Committee would also be arranged, so that members can liaise with that person for comms, etc.

MOTM

Sam (Dodwell) let the Committee know that he will get this back on track.

Date of Next Meeting

It was agreed that the next meeting would be on Monday, 2nd September at 8.30pm.

If any member would like to listen in, please email secretary@granthamrunningclub.co.uk and you will be sent the Google Meet details. Please send this request 48 hours before the meeting start, at the latest.



Committee Meeting Minutes

Date: 2nd September 2024

Attendees: GRC Committee members

Time: 8.30pm

1. Apologies

None.

Present: Fraser Marshall, Mathew Atter, Andrew Pask, Sylv Hull, Sam Jepson, Paul Jepson, Sam Dodwell, Julia Hallam, Zoë Wragg, Kate Marshall, Sarah High, Richard Payne & Darren Harley.

Not present: Vicki Ball

Actions

Task	Description	Responsible	Status
1	Upload the reviewed policy documents to the England Athletics portal	DH	Ongoing
2	Send out Club Constitution and EGM documents to all members	DH	Ongoing
3	Seek further advice on the legal status of the club	FM	Ongoing
4	Complete the minutes of the 2023 AGM for review	DH	Ongoing
5	Sort out the club container	AP	Ongoing
6	Committee members to think about fundraising activities within the club	Committee	Ongoing

2. Minutes of last meeting

The minutes of the last meeting, held on 18th July 2024, were signed off by the Committee.

3. Finance

Julia informed the Committee of the following club bank balance figures.

XIII. £ 6,334.70 Bank Balance

XIV. £1,013.80 Reserve Account (instant access)

XV. £2,061.34 Liquidity Account (35 days' notice)

Awards Evening

Loss reduced from -£642.30 to -£629.80 due to £12.50 being coded in an incorrect category. The records have been updated.

Equinox

Loss of £15.91 due to fees. Not expecting any other transactions.

Summer Solstice

Profit of £2,838.97.

It has been agreed this amount will be moved to the Liquidity Account.

The cake donations received of £70.12 will be donated to GRC's chosen charity, once this has been decided.

4. Membership

Kate informed the Committee of the following membership figures:

Life members - 3

1st Claim – 260 (including 2 Foreign Athletes)

2nd Claim – 5

Also awaiting payment for 1 more member.

5. Policies

Work is continuing on the club constitution, and finance policy documents. The aim is to complete these documents prior to the club AGM.

6. Correspondence

Nothing to report.

7. Club Welfare

Nothing to report.

8. Club Development

Nothing to report.

9. Kit

Sam (Dodwell) informed the Committee kit had been ordered. There had also been ordered put in for Hi-Viz vests, which should arrive in about 2 weeks. Sam let the Committee know that there was now a healthy stock of kit.

AOB

Social Events

It was agreed by the Committee that an extra person would be required as Social Secretary, to help with the growing numbers attending the events. This could be a non-Committee member, so would be open to anyone in the club.

Sylv informed the Committee that she would be stepping down as Social Secretary at the forthcoming AGM. Sam (Dodwell) let the Committee know that he would be willing to help out the new Social Secretary.

Summer Solstice

Two members had expressed an interest in taking over as the new Summer Solstice Race Director (RD), so a vote was conducted within the Committee. This resulted in Nicci Whittaker being elected as the new Summer Solstice RD. Zoë (Wragg) agreed to act as deputy RD. Sam (Jepson) kindly offered his experience and knowledge of being the previous RD to Nicci and Zoë,

as and when required. Nicci and Zoë will be creating a new Summer Solstice race team in due course.

DropBox Storage

The GRC Committee Dropbox account was nearly full, so the Committee agreed to investigate upgrading the current account. It was agreed that this would be done at a later date.

AGM

It was agreed that the date of the 2024 GRC AGM would be Friday, 18th October. This would be held at the Tennis Club and would be 7.30pm to 9pm. Further details will be sent out soon.

Training Runs

Kate informed the Committee that she will be having foot surgery on 9th October, which would prevent her from running for about 3 months. Another run leader would therefore be required to help and take her runs during this time.

Kate also let the Committee know that there is a member who wished to join the 11+ min/mile group, but who was not at this speed yet. This could prove to be an issue with safeguarding for the training run, as the Committee is not able to offer 1-2-1 run leader help. It was agreed that the 11+ min/mile group would be renamed, stating an 'outer limit' to the training session (for example, 11-14 min/mile).

Date of Next Meeting

It was agreed that the next meeting would be the AGM, on Friday, 18th October at 7.30pm.



Committee Meeting Minutes

Date: 18th November 2024

Location: Jubilee Life Church, London Road, Grantham.

Attendees: GRC Committee members

Time: 8pm

1. Apologies

Paul Jepson + Richard Litchfield.

Present: Fraser Marshall, Mathew Atter, Sylv Hull, Sam Jepson, Nicci Whittaker, Russel Whitaker, Russell Maksymiw, Sam Dodwell, Julia Hallam, Zoë Wragg, Kate Marshall, Sarah High & Darren Harley.

Not present: Richard Payne

Actions

Task	Description	Responsible	Status
1	Seek further advice on the legal status of the club	FM	Ongoing
2	Complete the minutes of the 2023 AGM for review	DH	Ongoing
3	Look into fundraising activities within the club	Committee	Ongoing
4	Investigate the possibility of the membership form being fully online, rather than a Word document	FM	Ongoing

2. Minutes of last meeting

The minutes of the last meeting, held on 18th July 2024, were signed off by the Committee.

3. Finance

Julia informed the Committee of the following club bank balance figures.

Bank Balance £4,921.23

Reserve Account £1,016.26

Liquidity Account £4,919.76

Julia also let the Committee know that Ben Mason has audited the 2023-2024 accounts, and everything he has checked ties back, so he is happy to sign them off.

She is also in the progress of adding Sylv Hull to the Bank Account, as a signatory.

Julia also informed the Committee that the ARC Membership had been paid.

4. Membership

Kate informed the Committee of the following membership figures:

Total members = 277

Life members = 3

1st Claim = 267

2nd Claim = 5

Foreign Athletes = 2

Sarah asked the Committee if an addition could be made to the Membership form, in the shape of a tick box asking where the new member had heard about the club. This would help provide more information as to why they had joined.

Sylv asked if the Membership could be an online form, rather than a Word document, as this would look a bit more professional. Fraser agreed to investigate this.

Action: Fraser to investigate the possibility of the Membership form being fully online, rather than a Word document.

Kate Marshall informed the Committee that she was contacting England Athletics with regards to the sad passing of Keith Measures, as he was a 2nd claim member of the club. Any information regarding this would be communicated to the Committee.

5. Policies

Fraser informed the Committee that he had completed the club Health and Safety document, the template of which was taken from England Athletics. This was to be circulated around the Committee members for review.

6. Correspondence

Kate let the Committee know that she had received an email from Run Together, with an offer to mentor our run leaders. It was agreed that this offer would be declined.

Nicci queried with the Committee on the official status of the club, whether it was classed as club and/or society. It was agreed that further advice would be sought on this matter.

7. Club Welfare

Kate informed the Committee that it had been a year since the club Risk Assessment. She has now updated this document and would send it out to all Committee members for review.

The subject of training runs being cancelled due to adverse weather was discussed, and it was agreed that this would be decided at Committee level, with a single decision for all runs.

Kate also told the Committee of a Welfare section that had been developed on the club website.

It was agreed that this Welfare link would be sent to all run leaders and coaches, along with the accident form. The new website section also contains information on defibrillator locations.

The Committee discussed the best way forward with regards to members medical conditions, when they join the club. Kate agreed to contact any members with medical conditions for further information. Russell let the Committee know that not all members give this info, so it was agreed that run leaders would remind members that they should inform the run leader of any illnesses, injuries, etc., which would always be treated in the strictest confidence.

Kate gave the Committee some information with regards to 1st aid training, and which qualification run leaders and coaches require. Kate let the Committee know that St Johns Ambulance provide 1st aid training, for a fee of £1500 for a full day. This would only be offered on a single day and would be for to a maximum of 12 people. This training would be valid for 3 years. It was agreed that the Committee would see which members were interested, and for which dates.

Both Sarah and Sam (Dodwell) said that they would ask at their respective work for advice on 1st aid training, as they may be able to offer an alternative to the St Johns Ambulance.

8. Club Development

The subject of the club having a 'Coach Co-Ordinator' was discussed at length. This position was detailed in a template provided by Rob McArdle. The Committee was informed that Rick Dobbs was happy to take on this role, but the Committee would take some time to define the role in more detail. Sarah suggested that this could be a role for 2 members, as there would be a lot of information to take on board and a lot of coordinating. The role could also include mentoring some of the new run leaders and helping with the coach development.

The Committee agreed that it would be a good idea to poll all members with regards to becoming a run leader and/or a coach.

It was also suggested that there could also be a fortnightly run leader/coach 'spotlight', to highlight some of the run leaders/coaches within the club, especially to new members who may not be aware of the run leaders/coaches available. This would take the form of a profile of the individual, similar to how the Member of The Month used to be.

Russell informed the Committee that Belvoir Triathlon Club have something similar where they 'spotlight' a member, who then nominates another member, and so on. It was agreed that this was a good idea and would be investigated.

Russell also let the Committee know that he would soon be having a meeting with Penny, with regards to the 2025 beginners' group. He informed the Committee that Penny had very kindly agreed to carry on with her beginner's role.

The issue of DBS checks was discussed by the Committee, as to whether this was required for ARC leaders. Nicci agreed that she would speak to the company that processes the Jubilee Life Church DBS checks for further information on their definition of a 'vulnerable adult'.

ARC membership was discussed, and it was agreed that the club would re-join as soon as possible. The Committee decided to ask run leaders for advice as to who they believed would be suitable ARC run leaders. These recommendations would then be sent to the Committee, who would have the final decision.

Sam (Jepson) suggested that anyone who could run a sub-45 minute 10K would be classed as having suitable running experience, and be classed as competent, making them suitable to lead a faster paced group under ARC run leadership.

9. Kit

Sam (Dodwell) informed the Committee that £226 worth of sales had been made, with £38.50 outstanding.

The Committee agreed that Hi-Viz vests would be ordered for the LiRF and CiRF members. These would be the same colour as the existing Hi-Viz vests but would have print on either the front or back. The exact print would be decided soon.

The subject of the outstanding stock (60+) of long-sleeved t-shirts was debated. It was decided that these tops would be sold off at the heavily discounted price of £5. Sam (Dodwell) agreed to investigate what sizes were left and would advertise the sale on social media.

AOB

GDPR

Fraser informed the Committee that GDPR documents were completed and had been circulated to all Committee members for review.

GP Series

The 2025 GP Series was discussed, and it is hoped that a list of races could be created as soon as possible. The possibility of the series being stripped back was also debated, with less races and a simpler format. It was agreed that 2025 GP would be promoted as much as possible. The parkrun entry in the series was talked about at some length, with the agreement reached that this would remain in the series. It was noted that the GP race with the biggest attendance was the club 5K. The Committee agreed that not all 2024 GP races were promoted as well as they could have been. Different race distances were another option discussed (9K race, for example), as these results could now be subject to a new age-grading formula script kindly provided by Craig Drury.

Club Anniversary

Sam (Dodwell) informed the Committee that 2025 would be the 15th anniversary of the founding of the club. Ways to mark the occasion were discussed, and it was decided that a BBQ sometime in May would be fitting. Further details would be decided at a later date. The anniversary of the club would be promoted on social media and the Grantham Journal.

Club Container

Sam (Dodwell) let the Committee know that he has now created a spreadsheet for the club container items. This can now be used to keep track of anything that is taken out, returned and any issues with the container.

Charity

Fraser raised the subject of raising money for the club charity, the Bhive. The idea of a raffle was suggested, to be held at the Presentation Evening. It was agreed that this would be investigated further in due course.

Club App

Sam (Dodwell) informed the Committee that he was investigating the possible introduction of a club app. He agreed to add in Committee members to the app, so they could have a look, and a decision on this would be made at a later date.

Presentation Evening

It was agreed that the venue for the Presentation Evening would be the Masonic Hall again, and would be on Saturday, 8th February. A sub-team would be created for the organising of the Presentation Evening.

It was decided that there would be no guest speaker again this year, as the format of last year worked so well. Sylv agreed to be the main presenter for the 2025 Presentation Evening but would also seek assistance. Sam (Jepson) offered his help with scripting something for the evening. Sarah also offered her assistance via the sub-team WhatsApp group.

The subject of creating a form of 'Volunteers Award' for 2025 was discussed. This would take the form of a prize, rather than a trophy, and would be for anyone who has volunteered for any GRC event. This will be discussed further within the Presentation Evening sub-team.

Keith Measures

The meeting ended on a sad note, as Fraser informed the Committee of the very sad passing of Keith Measures. Keith was a 2nd claim member and a dear friend to many within the club. The Committee agreed to donate to Keiths Memorial, in keeping with his family's wishes. It was agreed that a donation of £100 would be made.

It was also agreed that the club would look into an online book of condolences, where all the Facebook messages for Keith could be collated.

Fraser agreed to let the club know of the funeral arrangements for Keith, so the club could pay its respects.

Date of Next Meeting

It was agreed that the next meeting would be on Monday 13th January 2025 at 8pm.