



27 February 2010

**MINUTES OF THE MANAGEMENT COMMITTEE HELD AT 15 MOOR BARTON ON 17th FEBRUARY 2010**

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| Present | Dominic O'Connor<br>David Hearne<br>Emma Angove<br>Alex Fogwill<br>Humphry Barnikel<br>Brian Gibbs<br>Simon Scott | Chair<br>Treasurer<br>Ladies Captain<br>Membership Secretary/Corsham10K<br>Social Secretary/ One Mile Club<br>Newsletter/Webmaster<br>Secretary |
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| Item | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Action                                                       |
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| 1.   | <b>Chairman's Remarks.</b><br>The Chairman welcomed the new members to the Committee and hoped for a productive year ahead.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                              |
| 2    | <b>Minutes of Last Meeting.</b><br>The minutes of the last meeting were accepted a true record                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                              |
| 3.   | <b>Matters Arising.</b><br>It was asked whether the invoice from the Springfield Centre had been adjusted to reflect the date the Club moved into the Community Centre.<br><br><b>Action.</b><br>The Treasurer was to investigate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Treasurer                                                    |
| 4.   | <b>Decisions Since the Last Meeting.</b><br>It had been decided since the last meeting that the Club would fund the attendance of the Ladies Captain on an England Athletics Leadership in Running one day course; it was suggested that this be extended to the Mens Captain as well as 2 others who regularly take Club sessions. It also became clear that we would need qualified referees for the races run by the Club and it was agreed that the cost and availability of courses to train these should be investigated.<br><br>It had also been decided that ex-committee members could be kept on the CRC Admin mailing list if their inclusion might help the smooth running of the Committee.<br><br><b>Actions:</b><br>a. The Ladies Captain was to canvas for attendees and attend the course at Stroud in mid March.<br>b. The Membership Secretary was to investigate the process and cost of qualifying a club member as a race referee.<br>c. The Web Master was to reinstate the previous Secretary to the admin list | Ladies Captain<br><br>Membership Secretary<br><br>Web Master |

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| 5. | <p><b>Secretary.</b></p> <p>Requests had been received for details of Club Verifiers from the UK Athletics Welfare Team to meet the requirements of the Independent Safeguarding Authority (ISA). Recent advice was that we would need to provide CRB cleared and ISA registered club members for Club evenings. The Committee suggested that 5 members (Humphry Barnikel, Brian Gibbs, John Reid, Phil Sapiano and Steve Hibble) be approached by the Chairman to put themselves forwards for CRB and registration with the ISA. The Secretary undertook to research the topic and provide more detailed guidance to those who agreed to take part.</p> <p><b>Actions.</b></p> <ul style="list-style-type: none"> <li>a. The Chairman was to approach the members suggested and confirm their willingness to undertake CRB checking.</li> <li>b. The Secretary was to produce an information pack on the process and the responsibilities of the nominees.</li> </ul> | <p>Chairman</p> <p>Secretary</p>      |
| 6. | <p><b>Treasurer.</b></p> <p>The Club funds stood at £1527.24 with this years' subscriptions still to be included. There was also a need for another cheque signatory; the Secretary agreed to be put on the authorisation list.</p> <p><b>Actions.</b></p> <p>The Treasurer was to arrange for the Secretary to become an authorised co-signatory.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Treasurer</p>                      |
| 7. | <p><b>Captains.</b></p> <p>The Club was without a Men's Captain and several candidates were considered; it was decided that the Chairman would offer the vacancy to Carl Zalec with the proviso that he would not have to attend Committee Meetings as the Ladies Captain could represent them both. The Cotswold Way Relay would be held on 27 Jun 10; the Ladies Captain agreed to advertise and organise the teams.</p> <p><b>Actions.</b></p> <ul style="list-style-type: none"> <li>a. The Chairman was to contact Carl Zalec and offer him the position of Mens Captain (Secretary's note – Carl Accepted)</li> <li>b. The Ladies Captain was to start organising the Club entry for the The Cotswold Way Relay.</li> </ul>                                                                                                                                                                                                                                      | <p>Chairman</p> <p>Ladies Captain</p> |
| 8. | <p><b>Membership Secretary.</b></p> <p>The Membership Secretary had received 35 membership renewals; he undertook to e-mail all members with an application form to nudge their memories.</p> <p><b>Action.</b></p> <p>The Membership Secretary was to e-mail all members to remind them of the current membership deal.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Membership Secretary</p>           |
| 9. | <p><b>Social Secretary.</b></p> <p>The Social Secretary outlined the social programme for the coming year and agreed to advertise them to the membership:</p> <p>Thursday March 18<sup>th</sup> Curry Night.<br/> Last Tuesday of each month in the bar of the Corsham Community Centre.<br/> Spring Hash starting and finishing at the 2 Pigs – detail to follow.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |

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|     | <p>Summer Social – venue and details to follow.</p> <p><b>Action</b></p> <p>The Social Secretary was to finalise details and advertise the events.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Social Secretary                                                                                                   |
| 10. | <p><b>One Mile Club.</b></p> <p>Numbers attending the One Mile Club remain good and press coverage has continued. The attraction of record cards, certificates, tee shirts and medals, that are shown to friends are acting as strong recruiting and advertising tools.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                    |
| 11. | <p><b>Newsletter.</b></p> <p>The newsletter continues to be published monthly but there is a need to ensure that members continue to contribute regularly, the Editor undertook to advertise for content and publish the monthly deadlines.</p> <p>Action</p> <p>The Newsletter Editor was to advertise to all members for content and ensure the deadlines for submission were known.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Newsletter Editor                                                                                                  |
| 12. | <p><b>Other Agenda Items.</b></p> <p><u>Meeting Frequency</u> – it was decided that meetings would be held monthly on the penultimate Wednesday of the month at 8pm; dates are as follows:</p> <p>24 March, 21 April, 19 May, 23 June, 21 July, 18 August, 22 September, 20 October, 17 November, with the AGM planned for 21 January 2011.</p> <p><u>Co-Opted Members</u> - the Club constitution allows for 3 unspecified co-opted committee members; there were 2 volunteers – Brian Gibbs and Dave Moxham who were duly voted onto the Committee; it was decided that the third place be held back until it was required. The Chairman was to inform the new committee members and the webmaster to include them on the CRC admin list.</p> <p><u>Committee Responsibilities</u> – the Chairman handed round some exemplar job descriptions, Committee members were to use them in producing drafts for their posts by the next meeting.</p> <p><u>Communications and Consultation</u> – the drive to improve communications was to continue the Secretary was to ensure that the minutes were available for inclusion with the newsletter; it was felt that a message board would improve communication amongst the membership and the webmaster was to investigate the possibility of providing one on the website.</p> <p><u>Club Expansion</u> – it was felt that the Club had gone through a poor patch and that this year should see a drive to rejuvenate it. It was decided that:</p> <ul style="list-style-type: none"> <li>• There should be an alternative to the 6 mile Club run as the distance might be off-putting to those moving up from the one mile club; it was decided that this gap would be filled with a 3 mile option on club evenings with immediate effect.</li> <li>• There would be an ‘expansion run’ where Corsham is invited to come and run with its club.</li> </ul> <p>The launch of the expansion run was planned for Tuesday 30<sup>th</sup> March, the first club run after the clocks have gone forwards; the Social Secretary agreed to form a working group to organise and advertise the event.</p> <p><u>Club Cupboard</u> – the Club cupboard needed moving from the Springfield Centre and a noticeboard was needed in the Community Centre. The Lady’s Captain agreed to</p> | <p>All</p> <p>Chairman<br/>Webmaster</p> <p>All</p> <p>Webmaster</p> <p>Social Secretary</p> <p>Lady’s Captain</p> |

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|     | <p>approach the Community Centre manager to get permission to make the move.</p> <p><u>Summer Run Programme</u> – the Chairman agreed to produce a summer run programme for the next meeting that would provide 2 runs per month throughout the summer with less emphasis on Biddestone.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Chairman                                                       |
| 13. | <p><b>Corsham 10k.</b></p> <p>The arrangements for the Corsham 10k were well in hand; however, there were some areas where actions were outstanding:</p> <ul style="list-style-type: none"> <li>• Volunteers would be needed for the day – offers to the Race Director.</li> <li>• Volunteers were needed to canvas sponsors for goody bag contents – offers to the Race Director.</li> <li>• Race Gantry – the question of whether an inflatable race gantry could be purchased for the event was discussed. Although it would cost in the order of £900 if half could be provided in the form of a grant from the Town Council then it was considered to be a viable idea and it could also generate income by renting it out for other events. The possibility of purchasing a pair of advertising flags was also discussed; the Race Director agreed to investigate.</li> <li>• Further work was needed to assess the requirement for additional volunteers to support the Fun Run as it may not be possible to existing ones for both races.</li> </ul> <p>Actions:</p> <p>The Race Director was to advertise for volunteers and investigate the costs and grants available for the Race Gantry and advertising flags.</p> <p>The Social Secretary was to coordinate the employment of volunteers for the Fun Run with the Race Director to ensure best use was made of available resources.</p> | <p>Race Director</p> <p>Social Secretary<br/>Race Director</p> |
| 14. | <p><b>Any Other Business.</b></p> <p>All committee members were reminded of the need to use the check out sheets.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | All                                                            |
| 15. | <p><b>Arrangements for Next Meeting.</b></p> <p>The next meeting will be held on 24<sup>th</sup> March 2010 at 8pm at 36 High Street, Corsham</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | All                                                            |

Simon Scott  
Secretary