



**Garden City Runners Main Committee Meeting**

**Tuesday 14<sup>th</sup> May 2019, from 8.30pm  
held at The Attimore, Ridgeway, WGC, AL7 2AD**

**MINUTES**

**Members: Brad Smith (Chair), Louise Smith (Vice Chair), Helen Paine (Secretary), Andy Newbury (Treasurer), Sue Fletcher (Membership), Richard Somerset, Sean Bowen, Tony Harden, Jane Molloy, Nigel Cavill, Karen Atkinson**

**Invitees also present: Tom Wackett, James Huish, Richard Darley**

**Apologies: Louise Smith, Helen Paine, Sue Fletcher, Andy Newbury**

1	<p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>• Apologies from Sue, Helen, Andy, Louise</li> </ul> <p>Andy hasn't been getting emails since retiring. Issue down to him being on BT for email - Nigel also doesn't get messages sent to <a href="mailto:committee@gardencityrunners.org.uk">committee@gardencityrunners.org.uk</a></p>	<p><b>Action:</b> all. Anyone emailing committee@ will have to also include Nigel and Andy's email addresses separately.</p>
2	<p><b>Minutes and Matters Arising</b></p> <ul style="list-style-type: none"> <li>• Minutes agreed as correct</li> </ul> <p>Actions not complete:</p> <p><b>Awards night review</b> Brad to add agenda item to set awards night date in October/November</p> <p>How do other clubs manage volunteers? Karen spoke to Trent Park. They have the same problems as us. <b>Brad</b> to engage chair network about managing volunteers <b>Tony</b> still to investigate online volunteering systems</p> <p><b>Run rota</b> Still going well. No fast steady leader yet. <b>Jane</b> to put out ask on FB and email.</p> <p><b>Charities to support in 2019/20</b> All to consider other causes we could support</p> <p><b>Non members FB group</b> Brad hasn't spoken to Emma about this yet - to be followed up</p>	<p><b>Action:</b> as detailed</p>

3	<p><b>Men's team captain</b></p> <ul style="list-style-type: none"> <li>• Tom, James and Richard all present following invitation from Brad.</li> <li>• Brad and Sean have had discussions with all</li> <li>• Tom, James and Richard all keen to get involved. To and James to be co- senior team captains, Richard Darley to be men's vets team captain/ vice captain (subject to ratification at AGM)</li> <li>• Further one off meeting to be scheduled with Charlee and Helen to discuss next steps and taking captaincy of club forward (possibly at next Race Committee?)</li> <li>• All captains to be given standing invite to main committee meeting going forward but expectation for them to mainly attend race committee</li> </ul>	<p><b>Action:</b></p> <p>Sean to set up date for next race committee and invite Helen, Charlee, Tom, James and Richard</p>
4	<p><b>MemberMojo launch</b></p> <p>MemberMojo ready and tested.</p> <p>Launch planned for 1<sup>st</sup> June.</p> <p>System to be made ready on 27<sup>th</sup> May for soft launch and comms issues to members.</p>	<p><b>Action:</b> Brad to embed the membership form into the website on 27<sup>th</sup> May</p> <p>Sue/ Karen to issue comms to members.</p> <p>Brad to document process for emailing members from 1 June and share with race report team.</p>
5	<p><b>Welwyn 10k update</b></p> <ul style="list-style-type: none"> <li>• Entries about where they were in 2017. More marketing needed.</li> <li>• Can Craig Stephenson market at Run Hertford this weekend?</li> <li>• Karen to promote at Shire Park</li> <li>• Nigel to promote in local gyms</li> <li>• All to promote on community noticeboards, health centres, doctors etc</li> <li>• Flyers available from Louise if required</li> <li>• Discussion around date of event - Tom and Brad felt a summer 10k won't attract MWL participants due to them prioritising that event</li> <li>• Survey this year's participants about whether a move to a later date would be preferable</li> </ul>	<p><b>Action:</b></p> <p>Louise to organize survey and consider moving date of event at 10k washup</p>
6	<p><b>Vests</b></p> <p>Stock running very low. Richard to start selling defective t-shirts at £10 (which we haven't paid for) as stop gap measure if required.</p>	<p>Andy to ask supplier to expedite shipping if possible</p> <p>Richard to communicate option of</p>

	Order for new vests has been placed.	t-shirt to people that come round in the meantime  Brad to update email address on the website so it sends emails from Richard rather than Brad
7	<b>Possible donation to ARRS</b>  Discussed. Little benefit to club seen. Not deemed appropriate for club to donate in this instance. Individual members could be encouraged to donate.	Brad to update Craig/Peter
8	<b>Online volunteer rostering</b>  Research into systems ongoing.  Tony has updated the website with volunteer requirements for 3x 5k and the Welwyn 10k. No applications yet.	<b>Action:</b> Tony to take forward.
9	<b>Run leaders roster</b>  Roster running well.  Jane to seek fast steady leader as discussed.  Jane to email run leaders reminding them what role is and to seek cover if needs be.	<b>Action:</b> Jane to ask again for any volunteers to lead a fast steady run group and email run leaders
10	<b>Pros and cons of asking WH Times to run a profile on our runners</b>  Discussed. No cons considered, all positives. Karen to take forward. Consider profiles to be offered around time of new year and further beginners' courses to maximise takeup.	<b>Action:</b>  Karen to pick up with Jerry Gilbert/ WH Times.
11	<b>Reports</b>  Finance - unknown. Andy to update us next time.  Membership - no report. Total membership estimated at 316 from Member Mojo.  <b>Race committee</b> Meeting held in April. Budget discussed but not presented. Sean to share. £1500 agreed. Slight reduction in Endure subsidy to enable subsidy of St Albans' Stampede.  Sean to confirm Endure 24 subsidy asap.	<b>Action:</b> Andy, Sue to bring reports to next meeting  Sean to supply outputs from race committee for comment and approval

	<p>Succession planning  Tim Cooke - new facilitator  Avery Tzar - Sarah Halliday  Race budget owner - not agreed but Rob Casserley could if required  Liaison with race committee: Sean to continue in short-term, longer-term to be agreed  Appeal for new blood - Sarah to outline role of race committee and go from there</p>	
12	<p><b>Any other business</b></p> <p><b>AGM prep</b> - date proposed for 22 or 24 July. All present committee members could make that date.</p> <p>All present committee members keen to continue.</p> <p>Brad to check venue availability and go from there.  Jane has volunteered to do refreshments.</p> <p><b>Date of next committee meeting</b> - 18<sup>th</sup> June</p> <p><b>Hill climb</b>  Richard to organize</p> <p><b>Entire club out and back</b>  To be proposed for a steady run night (<b>What date did we agree?</b>). Jane to email leaders and invite interval group for threshold session, checking that won't interfere with beginners.</p> <p><b>Event shelter</b>  Nigel to get key cut to provide easy access to garage/ shelter. Rota to be organized for putter upper/ taker downers at future races. Helen to consider whether shelter would be helpful at MWL races.</p> <p><b>Volunteering</b>  Nigel yet to receive details of role requirements for 10k volunteering - Brad to ask Peter to outline asap.</p>	
	<p><b>Date of Next Meeting</b></p> <p>Tuesday 18<sup>th</sup> June - same venue.</p>	