



Garden City Runners Main Committee Meeting

3 March, 8:30pm

To be held at the Attimore pub, Ridgeway, WGC

Minutes

Present: Brad Smith (Chair), Helen Paine (Secretary), Andy Newbury (Treasurer), Rich Somerset, Sean Bowen, Tony Harden, Jane Molloy, Nigel Cavill, Tom Wackett, Karen Atkinson

1	<p>Apologies</p> <ul style="list-style-type: none"> Received from Richard, James, Louise & Sue 	
2	<p>Minutes and Matters Arising</p> <ul style="list-style-type: none"> Kit and payments have been reconciled. Chair Network meeting to take place on 23/3 Avery has now been finalised for 2020 Name change at bank – forms have been submitted and approved. Andy to remain a signatory for the short term. Awaiting notification of when the change will take place. Most of the award recipients are attending the event on 13/3. Karen completed comms re: membership and change of year Isabel Hospice to receive £800 from Festive 5, raffle and club donation at the awards evening. Will also receive membership overpayment unless runners request a refund by end of March. 	<p>Action: Brad to email nomination form for club runner of the year to the membership.</p> <p>Action: Andy/Nigel to calculate figure that will be donated to IH as a result of the change of year end for membership payments.</p> <p>Action: Brad to invite IH to AGM to receive donation (as above).</p>
3	<p>Award night prep</p> <ul style="list-style-type: none"> Tickets nearly sold out. Charlotte Jones to act as official photographer. DJ bringing plasma screen so we can show Adam's club video. Slight increase in costs although club contribution will be in line with 2019. Event will start at 7:30. 	<p>Action: Karen to offer to collect trophies from Peter to transport to the venue.</p> <p>Action: Brad to check food timings with Louise. Would prefer food first at c.8pm.</p> <p>Action: Tony to adapt and print out club runner forms</p>

	<ul style="list-style-type: none"> Louise, Richard D and Sean to set up from 6:00 with Karen bringing along the silverware c.6:30. 	for the tables. Helen to collate and count results on the night (add to existing spreadsheet from online vote).
4	<p>Welfare – next steps</p> <ul style="list-style-type: none"> Ensure Markus and Beth’s details are on the website. Introduce them and their roles at the AGM. Invite to a committee meeting annually to provide an update. 	<p>Action: Brad to invite Beth and Markus to the AGM.</p> <p>Action: Tony to update the website to include the Welfare Officers’ details.</p>
5	<p>Finance update</p> <ul style="list-style-type: none"> Accounts to be audited with a change of Treasurer. Club finances in a healthy position. Plans to use Paypal put on hold. Has limitations, e.g. only one person can manage it. Possibility to use Stripe, however we will continue with previous payment methods for membership for 2020/21. See above re: handover. 	<p>Action: Andy to organise audit after year end.</p>
6	<p>Main committee/ race committee roles and responsibilities</p>	<p>Add to future agenda</p>
7	<p>Welwyn 10k/20.20k</p> <ul style="list-style-type: none"> Planning progressing well with an active committee. Welwyn Festival Committee have asked GCR to name a local charity to benefit from the festival. Suggestions from the committee – DIPPS, Herts Vision Loss, Herts Young Homeless 	<p>Action: Brad to ask Catherine, Festival Chair, for a deadline date for the charity name.</p>
8	<p>Run leaders update</p> <ul style="list-style-type: none"> Helen Harrison to run a Bridge to 10k programme lasting 6 weeks and preparing those members not yet running at this distance. Will be up to 10k ready for MWL. A run leader will only be timetabled on a Thursday for the social 5k. Any other runners attending The Ridgeway will need to organise themselves. 	<p>Action: Jane to find out how many people per session can receive first aid training.</p> <p>Action: Tom to try and link with Helen H to provide a training plan for the Bridge to 10k runners.</p>

	<ul style="list-style-type: none"> • A trainer has been found to provide free first aid training for run leaders. • 3 out and backs are to be put in the diary for the summer. • Club to invest in name badges and high viz for run leaders, especially those leading on the beginners course. • Race plan, created by Tom, to be made available on the website. Race plan to take into account sessions offered by Dave and Martha. Aim is to improve 10k times ahead of MWL 	
9	<p>AGM Prep</p> <ul style="list-style-type: none"> • Posts where committee members are standing down – Chair, Treasurer and Secretary • Reports to be given by the Chair, Treasurer, Membership Sec and captains. 	<p>Action: Helen to send out notice of AGM, including nominations for vacant roles, and take minutes on the night.</p> <p>Action: Helen to find out if Osborn Hall has a screen.</p> <p>Action: Jane to organise refreshments.</p> <p>Action: Brad to email club members to advise who is stepping down and therefore which positions are vacant, although will advise that volunteers have already put themselves forward for these roles. Deadline of 31 March.</p> <p>Action: Captains to work together to put together a captains' report.</p>
10	<p>Reports</p> <ul style="list-style-type: none"> • Membership – 383 members • Club kit – good supply. Not a great response to the rain jackets, although perhaps more interest will be shown once a visual has been created. • Website updates – case studies still need to be added. History page still 	<p>Action: Karen to also keep a supply of kit to sell.</p> <p>Action: Rich to get an image for a plain colour rain jacket with the GCR logo (more in line with the hoodies than the t-shirts).</p>

	<p>not yet live. 2019 award winners not on the website.</p>	<p>Action: Tony to change 'athlete' to member in the code of conduct.</p> <p>Action: Tony to send Jane the link for the history page for her to sign off.</p> <p>Action: Tony to update passwords at year end, e.g. gmail. Tony to become primary contact for the gmail.</p> <p>Action: Brad to email 2019 award winners to Tony.</p>
11	<p>AOB</p> <ul style="list-style-type: none"> MWL dates appear to be confirmed for Ware and Hitchin 	<p>Action: Helen to check MWL fixture dates with Tim. Once confirmed, they can be publicised to the membership.</p>
12	<p>Date of next meeting</p> <ul style="list-style-type: none"> Tuesday 5th May, 8:30pm - The Attimore 	