



## Garden City Runners Main Committee Meeting

5 May 2020, 8:00pm on Zoom

### MINUTES

Present: Jane Molloy (Chair), Louise Smith (Vice Chair), Karen Atkinson (Secretary), Nigel Cavill (Treasurer), Sue Fletcher (Membership Secretary), Sean Bowen, Helen Paine (Ladies' Captain), James Huish (Men's captain)

Apologies: Tom Wackett (Men's captain)

Absent: Tony Harden

1	<b>Apologies</b>	
2	<b>Minutes and Matters Arising (not covered elsewhere)</b> <ul style="list-style-type: none"><li>• Welfare Officers' details need to be added to the website</li><li>• Welwyn 10K has been cancelled</li><li>• Isabel Hospice donation was presented at the Awards Night to Tom Wackett to pass on</li><li>• Rich to get image of a plain colour rain jacket with GCR logo.</li><li>• Change 'athlete' to member on Code of Conduct on website</li><li>• Run leaders update</li></ul>	<p><b>Action:</b> <b>Tony</b> to update website</p> <p><b>Action:</b> <b>Karen</b> to follow up with Rich plus find out what is happening on selling sample stock for £5 for charity.</p> <p><b>Action:</b> <b>Tony</b> to make the change on website</p> <p><b>Action:</b> <b>Karen</b> to pick up the actions from 3 March meeting ready for post lockdown training</p>
3	<b>Main Committee Set-up and Roles – is everything covered?</b> <ul style="list-style-type: none"><li>• At Jane's request committee members summarised their key roles and identified any gaps that need filling:</li><li>• <b>Helen</b> – race committee/main committee liaison</li><li>• MWL rep for GCR</li><li>• Possible gap: who is looking after the IT tech things eg who GCR emails go to, who manages the Twitter account (Patrick?)</li><li>• <b>Sean</b> – no formal committee role but very happy to be on the committee and pick up actions</li><li>• <b>Louise</b> – marketing, brand guidelines and design</li></ul>	<p><b>Action:</b> <b>Jane</b> to talk to <b>Tony</b> on IT issues</p>

	<ul style="list-style-type: none"> <li>• Marketing/commercial role for W10K and main link between W10K and main committee</li> <li>• Link between GCR and London marathon volunteering events</li> <li>• Has connections across the county – board of HSP; parkrun ambassador for Herts and Beds</li> <li>• Deputises for chair as necessary</li> <li>• <b>Karen</b> – taking meeting minutes</li> <li>• Sending out AGM notices and booking rooms</li> <li>• Deal with club emails especially relating to beginners group – coordinating the beginners courses</li> <li>• Taking over the run leader co-ordinator role from Jane. Suggested a job share/deputy going forward</li> <li>• Being the contact at GCR for various running committees and EA</li> <li>• Possible gap – not knowing which GCR emails I or anyone else should be dealing with</li> <li>• <b>James</b> – also a race committee member so link between main committee</li> <li>• XC rep for the club</li> <li>• Picking up on the performance side of the club</li> <li>• Keep newsletter up to date for future races</li> <li>• Possible gap – could help keep with the website eg diary/organization</li> <li>• <b>Sue</b> – handles all aspects of club membership and EA membership</li> <li>• ‘Owner’ of the Membermojo account</li> <li>• Volunteer role – organizes marshalls at events eg Race for Life, Leila’s run</li> <li>• <b>Nigel</b> – club treasurer</li> <li>• Looks after all the money that comes and goes out of GCR</li> <li>• Possible gap – need an additional signatory on bank accounts</li> <li>• <b>Jane</b> – chair</li> <li>• Liaises with chairs of other local clubs</li> </ul>	<p><b>Action:</b> <b>Karen</b> to approach Willow</p> <p><b>Action:</b> <b>Jane</b> to add to discussion with <b>Tony</b> on IT matters</p> <p><b>Action:</b> <b>Nigel</b> to arrange additional signatory</p>
4	<p><b>Feedback/Actions from AGM</b></p> <ul style="list-style-type: none"> <li>• No feedback received</li> <li>• Committee’s view was that it went well and the Zoom format worked.</li> <li>• Discussions around having a social event post lockdown as the social side of AGM was missed. Maybe incorporating the 2020 route/picnic nearby.</li> </ul>	<p><b>Action:</b> <b>All</b> to think about format of event and bring ideas to next meeting</p>

5	<p><b>Review of Awards Night and any pointers for next year</b></p> <ul style="list-style-type: none"> <li>• No negative feedback received. Committee felt it went well. Good to see people were able to collect their awards in person.</li> <li>• Lou noted that costs went up by £1 per head this year. Absorbed elsewhere by reducing other costs but need to be aware of this if food prices increase again for 2021.</li> </ul>	
6	<p><b>Finance update and expenses policy/process</b></p> <ul style="list-style-type: none"> <li>• This year's finances will be impacted by covid-19 as the number of races the club will host will be reduced</li> <li>• Nigel proposes to produce and roll out a set of policies and guidelines that will help to tighten up the club's processes relating to finances.</li> <li>• The accounts should be audited when there is a change of treasurer. Nigel has obtained quotes from Steve Vine (accountant in Welwyn) £150 for one year or £500 if we want 5 years looked at. The pros and cons of the different options were discussed.</li> <li>• Nigel flagged a number of expenses which may need to be pro-rated this year due to the lockdown including Gosling track hire</li> </ul>	<p><b>Action:</b> <b>Nigel</b> to draft set of policies and guidelines</p> <p><b>Action:</b> <b>Nigel</b> to contact Steve and find out what was done previously and put forward a recommendation</p>
7.	<p><b>Membership update – including EA membership and issuing of reminders</b></p> <ul style="list-style-type: none"> <li>• We have 235 members who have renewed but 108 that haven't. Sue reported that this is not unusual and she always has to chase people.</li> <li>• Following feedback from two individuals it was decided not to send out the second automatic reminder from Membermojo.</li> <li>• If members do not renew by the end of August they will be removed by Membermojo</li> <li>• We agreed that we would leave it until the end of June before Sue starts chasing people</li> <li>• Members who have not renewed are not getting the club emails. Sue will draft something to put in the Newsletter (which goes to everyone on Facebook) nudging people to renew, reminding them that will not get club emails until they do and asking them to contact her if they are having a problem with renewing</li> <li>• We have 122 EA members which is an increase on last year's numbers.</li> </ul>	<p><b>Action:</b> <b>Sue</b> not to start chasing until the end of June</p> <p><b>Action:</b> <b>Sue</b> to draft a message about renewing subs for inclusion in the newsletter (results@gardencityrunners.org.uk)</p>

	<ul style="list-style-type: none"> <li>We previously agreed that members would only be eligible for the GCR VLM ballot if they had been members for a year.</li> </ul>	<b>Action:</b> Karen to find out from previous minutes what had been agreed
8	<p><b>Race Committee update</b></p> <ul style="list-style-type: none"> <li>Helen had been expecting a questionnaire to be issued regarding the Avery competition but nothing has been received yet.</li> <li>Race committee meeting was possibly going ahead on 18 May but Helen hadn't had this confirmed by Tim</li> </ul>	<p><b>Action:</b> Helen to follow up</p> <p><b>Action:</b> Helen to find out if meeting is happening</p>
9	<p><b>Looking ahead – keeping ahead during lockdown and ideas for ‘the other side’</b></p> <ul style="list-style-type: none"> <li>The idea of a social event was discussed (see above)</li> <li>Nigel started a discussion about challenges that GCR could run for members with a GCR Lockdown medal as the prize. The challenges would need to be open to everyone.</li> </ul>	<p><b>Action:</b> All to think what an appropriate challenge(s) would be and feed ideas to the run leaders group via <b>Jane and Karen</b></p>
10	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>There were no AOB items</li> </ul>	
	<p><b>Date of Next Meeting</b></p> <ul style="list-style-type: none"> <li>Tuesday 30 June 2020 – 8.00pm if on Zoom or 8.30pm at the Attimore if we have been let out by then!</li> </ul>	