

## Minutes of Saints and Sinners Committee Meeting

Thursday 25 January

1900- 2130hrs approximately

### **In attendance:**

James Mason (Chairman)

Alex Wakefield (Club Secretary)

Roy Swetman (Treasurer)

Tracey Stocker (Membership Secretary/UKA)

Stella Daff (Suggestions Officer)

Theresa Wright (Kit Officer)

Andrew Vine (SGP Rep)

Richard Daniells (WSFRL rep)

Clare Hall (Social Officer)

Andy Segens (Ordinary Member)

Cara Law (Ordinary Member)

### **Apologies for Absence:**

Frances Wakefield (News/Media Officer)

Miranda Attwater (Ordinary Member)

#### **1) Review of November minutes**

- JM briefly recapped the contents of the last meeting, which was largely a social occasion with no significant action points
- Following the meeting the committee prepared for the AGM, which was carried out as intended in December, resulting in the election of the current committee
- JM confirmed the intention is to have a fresh start with the new committee and our approach to 2018 will be steady and conservative

#### **2) Update from committee members with portfolio**

### **James Mason**

- James has now assumed his role of Chairman of the club and this has been communicated to all concerned.
- He advised that club activity has been somewhat quiet on account of the intervening festive period and little in the way of significant running events so far this year.
- One issue which arose relates to the award of the club UKA backed marathon place to Mark Austin. MA won the place in the draw at the AGM but despite the efforts of the club, the place has been withdrawn. The reasons are not clear but UKA say that previous chairman had not responded to their emails. This is however set in the context of a general reluctance to hand out so many places. MA has accepted the offer to be given next year's place although understands we may not get one! He has accepted the findings with good grace.
- Tllgate 5 planning is already underway in preparation for this year's event.
- Track sessions all sorted after a brief concern about Graham's insurance only covering 25 runners maximum. Graham is to be enrolled as an honorary member of the club, circumventing the issue.

### **Theresa Wright**

- No significant developments, Theresa has settled into the role but no new orders to date, and one outstanding to fulfil.

### **Richard Daniells**

- Richard attended the WSFRL AGM. CRC have been elected to the league for the first time.
- Our subscription to the league for 2018 is £80 (Action RS)
- Race fees held at £3, on the day can charge up to £10 to discourage practice, £12 to non league members
- CRC may have a league race this year, likely next.
- There were 5 SaS WSFRL 'Completers' for 2017, T Shirts to be given out
- There will be no Hangover Race at the end of the season
- Risk assessments are to be retained for 3 years henceforth

### **Clare Hall**

- First event coordinated was a visit to the pub after the last track session
- Clare has since arranged a successful parkrun tourism trip to Clair parkrun, and will make the next one Horsham whilst it is still at Southwater
- She will be arranging a quiz night

### **Stella Daff**

- Stella has received no formal suggestions from club members as of yet
- She requires her email address to be set up to aid this process

### **Cara Law**

- Advised Amelia B will be joining Crawley AC although will still take part in SaS league races. Suggested we get something to say thank you

- Cara wanted to instigate a discussion about Cross Country league as she is often the only female competitor

#### **Andrew Vine**

- This year's first SGP race is at Hastings
- There are now 10 races in the league following rationalisation
- There is a new scoring format allowing release of results quicker
- Minimum distance is now 10k following complaints
- Barns Green Half Marathon removed from SGP list
- We finished halfway up the league in 2017, a great first year
- Andrew also requires his email address setting up
- Cara Law will be assisting with admin in 2018

#### **Tracey Stocker**

- UKA membership is £15 for 2018, effective for us from April
- GDPR (data protection) regulations now in place and we have obligation as a club to adhere. Tracey has been reviewing club documentation and practice to amend and steer us toward compliance.
- Tracey is writing a new membership form which will take changes into account and be a better document for club purposes
- Website requires updates, and TS wanted to have a discussion about this in more depth. Can we check to see if a member has the experience to help us develop a new site with better facilities?
- Minors have been removed from the mailing list for GDPR
- Accident form will be created by TS and circulated to ensure we record all mishaps properly, and records to be retained
- Facebook Social Page to be changed from Secret to Private status (Action TW)

#### **Roy Swetman**

- Roy is now set up with Barclays and able to operate the club account, however previous signatories including Mark Smee and Andrea Stark to be removed and replaced with AW
- Payments have been made and received as normal and monies being banked as required
- Roy has been speaking to Jess Melville about audit requirements and process for bagging/recording cash
- Track sessions paid up to March 2018
- We have just shy of £8k on deposit

#### **Frances Wakefield (Via Alex Wakefield)**

- Wanted to advise that trend for newsletter was for increasingly fewer contributors
- Vast majority of updates conducted in real time via social media, only a small proportion of members do not access this. Newsletter is out of date by time of publishing
- Interim measure to embed twitter stream to website may suffice whilst website redesign looked at
- Ultimate aim for this year is to have facility for regular updates on website

- Care to be taken with data protection however when circulating member updates

### **Alex Wakefield**

- Awards afternoon set to be held Sunday 4 March 1PM – 5 PM at Cottesmore Park, deposit paid. We need to start planning it.
- Clare Hall has issued a 'save the date' event on facebook but promotion to begin
- Suggested event is made into more of a social affair, with a more even spread of awards
- Changes are required to the constitution wording to make our Juniors policy more understandable. This will require 20 members to call for the EGM and notification to the club. Committee members asked to email [inspec71@aol.com](mailto:inspec71@aol.com) and round up another 7 requests so I can clear this away and we can meet to agree the changes
- Under 16's have been attending sessions, in contravention of our policy on this
- No family memberships are offered henceforth

### **AWARDS AFTERNOON**

- To be held at Cottesmore Park Country Club 1-5 PM Sunday 4 March, cash bar for members
- Some members will be at Eastbourne SGP event and will be delayed so awards to start midway into session
- Session to be preceded by quiz and followed by quiz. Committee asked to consider coming up with questions
- Categories to be streamlined as last year was considered to be too long and focused more on elite. Committee were asked for suggestions for headings:
  - 1) SGP runner of the year
  - 2) WSFRL runner of the year
  - 3) Cross Country runner of the year
  - 4) Most Improved
  - 5) Member of the year (public vote)
  - 6) Volunteer award
  - 7) Coach/Run Leader award
  - 8) Junior of the year
  - 9) New runner award
  - 10) Most improved parkrunner
  - 11) Club spirit award

Other suggestions were requested and committee members will be asked to provide their suggestions and nominations with the circulation of the minutes

### **INSURANCE**

- Roy has been reviewing the cover we currently have. We have legal liability cover under our EA arrangements plus a standalone accident cover with a £25k limit. Roy has started investigating options as these are due for renewal soon. The latter does not cover social events.

- He has spoken to some insurance providers who have suggested we must conduct a risk assessment for proper cover. This is not a practice we formally adhere to. We need to understand what this entails.
- Suggestion is to contact other clubs to see how they manage this, with attendance at BH Runners sessions.
- AW suggested looking at combined cover and speaking to a broker, we would also benefit from legal expenses insurance cover
- Action JM to arrange visit to BH runners
- Roy also wished to confirm position with subs monies – we confirmed that £1 levied to all members except run leaders on each session, both Monday and Wednesday.

### **Learn To Run**

- We have 47 applicants on the waiting list
- There has been a general commitment to running a course of 10 weeks in Spring 2018 but currently nobody to run it
- AW happy to take part but work commitments mean will require assistance.
- An alternative will be to tail run slower sessions with new intake rather than formal programme
- However, without Coach/RL support the programme can not be offered this year
- Coach/RL committee to be advised

### **Accident Recording**

- TS confirmed her offer to assemble an accident recording form for RL and Coaches to keep to hand, for retention in club records

### **Southdown Relay**

- Organisers of this event are now aware of the change in committee personnel
- A question was raised by JM about whether or not the event should be opened up to the club in general, as previously runners have been selected arbitrarily
- AV and CL advised that this is a fast event for which there is a waiting list and like it or not, only the faster runners should take part.
- Stacey Buche has apparently offered to organise this year's event, following the departure of Mark Smee
- Candidates for inclusion will be Ant Neal, Paul Luttmann, Andrew Vine, on the male side, Cara Law on the female but we need to open this up to ensure we have a good team to join her.
- Action CL to seek team members with Stacey if he is running this event

### **Tilgate 5**

- Date confirmed for 27 September 2018, no big clashes will be a big bonus for us
- JM and James Tombs to start setting up of working/organising party
- Initial discussions had but need to formalise now
- Also, 3 Forts Challenge volunteers required, 10 nr. We have 5 already.
- Action MA to put word out about further volunteers needed

## **Track Sessions**

- Graham Eaton to be made honorary club member to ensure we circumvent insurance issues and restrictions, such that he can operate under our own arrangements
- He is booked into March 2018 along with the track
- Future sessions to be booked into 2018 with K2, we will continue to use Friday evening to avoid clashes
- Future sessions to be promoted well

## **Club Flag and Gazebo**

- A new tall mast/flag is needed as the base of the existing is broken
- JM has artwork, supplier to be approached by James Tombs – Action RD
- JT has confirmed delivery of new gazebo for XC and other sessions
- AV has a spare flag to go to the XC team
- One new to be ordered

## **AOB**

- Runner of the Month – November is Debby Scott, December is Chris Lobodzinski, January TBC
- Trophies in short supply but will be coming from Horsham. Ant Neal lives close and JM to approach to request he obtains

## **ACTIONS**

**AW to speak to JT about email address set up for Stella and Andrew. There will be a cost involved. Committee agreed to fund this.**

**RD to coordinate with James Tombs to specify and order new banner flag**

**JM/AW to approach James Tombs about website redesign. Word to be put out to request membership consider their skillset and offer to build. Budget to be made available pending outcome.**

**Mailchimp passwords to be communicated to AW and CH**

**Committee members to request EGM to review constitution. JM to rustle up additional 7nr members to make up to minimum. AW then to arrange meeting.**

**Committee members to advise their categories and candidates for Awards Evening**

**JM to locate trophy supplier accordingly for above**

**CL to coordinate with Stacey Buche about arranging Southdowns relay**

**RS to refund outstanding run leader course fees**

**JM/AW to advise Coach committee about L2R 2018 currently not tenable**

**JM to arrange Burgess Hill runners exchange visit**

**TW action change of FB group to Private status**

**TS to produce accident form for circulation**

**CH to promote Awards Afternoon**

**CL to consider gift item for Amelia to thank her for her contributions to the SaS team prior to her departure to Crawley AC**

**RS/AW to review insurance coverage**