

**MINUTES OF FROME RUNNING CLUB COMMITTEE MEETING
HELD ON THURSDAY 15TH JANUARY 2009**

	Present: Tony Blatchford, Fleur Rush, Mark Aston, Jon Coles, Ted Sprules, Sue Watts Apologies: Mandy Aston, Margaret Plummer, Emma Bailey, Jo Fordham, Karen Evans, Chris Steele, Alan Berry, Susan White	
1	Minutes of the last meeting The minutes of the meeting held on 5th December 2008 were approved.	
2	Matters arising	
	<u>Logo and Club Kit</u> Sue welcomed Fleur to the meeting. Fleur confirmed that she brought kit to most Wednesday training sessions, and on all Time Trial nights. She had quotes from Genesis for hoodies. These were: printed logo, no zip, £14.33 and zip, £15.10; embroidered logo, no zip, £15.37 and zip, £16.86. It was agreed that an embroidered logo was best. The charge made to members would be: no zip, £16 and zip, £18. Genesis had a minimum order of 24, which could be made up of a mix of zipped and non-zipped versions. Ted wondered whether they could be ordered in either red or black. Fleur thought this was the case. Fleur agreed to send an email to members to gauge interest/sizes. Jon to give her email list. Tony noted that Jon's list didn't include names that were on his Sunday run list and offered to give him these.	Jon/Tony
	<u>Xmas meal</u> It was generally felt that the service at The Olde Bath Arms was too slow this year and that next year it would be worth looking for a new venue.	
	<u>Annual Awards Dinner</u> The menu was now on the noticeboard and club website. Jon had also emailed round to members. When discussing the menu with Sue, Susan had wondered whether it would be a good idea for the club to buy a bottle of red wine and a bottle of white for each table, as a way of the club giving something back to its members. It was generally thought that this was a good idea, so long as it was not too expensive. Sue to talk to Pete. Fleur wasn't aware that partners were welcome at the dinner. Jon to include in a reminder email. Tony noted that Karen was sorting out the trophies using Apricot in Frome. Tony to give Karen the list of winners. They also hoped to be able to produce certificates of best times for members.	Sue Jon Tony/ Karen
	<u>Ammerdown</u> Jon had not heard anything more.	
	<u>Finances</u> Ted reported that there was £2,515.80 in the reserve account and £327.75 in the current account. The cheque for annual dinner deposit (£115) was yet to be taken from the current account. The next finance report would be to the AGM. Tony stated that, as an accountant, he would be happy to ratify the accounts. Ted to liaise with Tony.	Ted/ Tony
	<u>Mells Race</u> Susan asked it to be reported that a thank you note had been received from the Mells Playground Committee with regard to the club's £50 donation. Jon requested that a race steering committee meeting be held in February/March. A date of Friday 20th February was agreed. Jon to email all members. Jon noted that he had already received the road closure pack for this year's race.	Jon

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	<p><u>Membership</u> Susan had forwarded a membership report. Total membership is 88: comprising 46 female (1 second claim) and 42 male (1 second claim). The breakdown is: 41 female competing members (1 second claim) and 40 male competing members (1 second claim), 5 female non-competing members and 2 male non-competing members. There were no new members to date, although Susan noted that she had handed out a couple of membership forms that week.</p>	
	<p><u>Clubmark</u> Jon had now had time to look at the folder. He noted that Susan had already done a great deal of the work. There were a few areas which were outstanding.</p> <ul style="list-style-type: none"> - A club member needed to attend the Sport for All workshop. No courses were due to be held locally in the near future, so this would have to be placed on hold. - - A Club Volunteer Coordinator was also needed. Tony agreed to do this. - - First aiders need to be identified. Jon to speak to Susan about the possibility of getting this information included on the membership form in future. - - Emergency procedures need to go on noticeboard. Jon to do. Sue to put in newsletter. - - Welfare Officer needs to be appointed. Sue felt it would be best to do this at the AGM in February. Sue to ask Susan to advertise this post to members via email, as well as asking whether anyone would be interested in standing for an officer post. - - Coaches' meeting to be called. Jon agreed to call a meeting when Jo and Karen are in place as Level 2 coaches. Sue to ask Jo/Karen if they are booked to go on the March course. Fleur wasn't sure who the club coaches were and thought it would be useful to have this information in the welcome pack for new members. Following on from this, Fleur offered to look at the welcome pack to see if any information was missing that could be useful to new members like herself. Fleur to talk to Susan. Tony thought it would also be useful if club information like this was put up on the noticeboard. 	<p>Tony</p> <p>Jon</p> <p>Jon/Sue</p> <p>Sue/ Susan</p> <p>Fleur/ Susan</p>
	<p><u>London Marathon</u> Ted had given Karen and Lauren the relevant forms.</p>	
	<p><u>Correspondence</u> Pace Newsletter Regional Council Elections - given to Jon. Letter re: AGM of the Amateur Athletic Association - given to Jon.</p>	
	<p><u>Beginners' Course</u> Sue reported that the first session of the 12-week Mendip/Running Club beginners' course had been held on Tuesday 13th January and had gone well. Twelve paying participants had been signed up, along with one unemployed non-paying person. It was less hectic than last year, because of lower numbers and the change away from the club training night. Sue noted that Mendip would pay the venue costs. Jo to let Pete know how to claim this. Mendip would also pay course leaders, using the course fees collected (£24 per person). Jo and Sue felt that as Running Club registration forms were being used, a contribution to club funds of £5 per person should be made from participants' fees. It was agreed that this was a good idea. Sue to sort out payment of leaders/contribution to the club with Ted when all money had been collected for the course.</p> <p>Sue had queried with Jon as to whether the risk assessment forms needed to be changed to take into account this course. Jon reported that no changes were required.</p>	<p>Jo</p> <p>Sue/Ted</p>

