

UNAPPROVED MINUTES – 18.09.2018

ANNUAL GENERAL MEETING held at The Old Crown, Paganhill, Stroud on Tuesday 18th September at 7.45pm

Present: Committee members: Jim Adams (Chair), Dermot Mullen (Vice Chair), Clive Rogers (Treasurer), Julie Walford (Secretary), Chris Bourne (Race Committee), Steve Carr (Jumps & Throws), Becky Chinnick (Membership), Ian Cutler (Website/Comms), Penny Howard (Welfare), Helen Hurn (Club Kit), Ryan Major (Welfare), Jo Stevenson (Juniors), Michael Stevenson (Triathlon)

Members present: Steve Andrew, Peter Brook, Chris Brown, Mark Calverley, Bill Chandler, Jan Chinnick, Andrew Frazer, Andy Frost, Mario McNamara, Dave Peart, Alan Pitt, Karen Saunders, Jon Sowden, Sharon Stevenson, Hayley Stockwell, Jackie Taylor, Jane Townsend, Geoff Trueman, Gary Watling, Chris Young

Apologies: Tony Buckland, Rob Case, Terry Hefferman, Nick Hitchcroft, Oleg Kostine, Colin Oberlin-Harris, Mollie Mills, Bruce Neale, Alison Robinson, Ian Slater

1) Chairman's welcome and introduction (Jim Adams)

Hello everyone, good evening and welcome to our Annual General Meeting – my second as Chairman and how the time has flown! We were encouraged by how well this venue worked last year and it is great to see so many of you here again – we really want our members to be engaged and to feel that this is **our** Club where we can **all** contribute and be involved.

Thank you for coming. It feels like it has been another good year for The Club – new members continue to join us, we have a new and growing triathlon section, we have had some excellent performances and results at all levels, we have launched a new website, published a monthly newsletter, hosted the Glos. County XC Championships, invested in some new equipment including portable floodlights to enable the juniors to train at Archway during the dark months, introduced new welfare policies and training, revised and publish new data protection policies, run a successful race series, revised and updated The Club kit and launched a new format Awards Evening. Phew! When I first became Chairman my priority was to encourage more of our members to bring their skills and enthusiasm to expand the management team of The Club and get more younger people and, in particular, more female members, involved. I'm delighted to say that we now have a good balance of youth and experience willing to give up their time to help The Club run smoothly and everything we have achieved so far is a credit to all their support and hard work. I would personally like to thank them all very much indeed. If I can introduce the team: Chris Bourne, Steve Carr, Becky Chinnick, Ian Cutler, Penny Howard, Helen Hurn, Ryan Major, Dermot Mullen, Clive Rogers, Jo Stevenson, Michael Stevenson. Terry Hefferman is stepping down as Social Secretary.

In addition to the main committee we also rely heavily on our Race Committee, who organise and run our Club races. The income from these races, together with the Half Marathon account for about half our Club income and which is why we are able to keep our annual subs low. Chris will be telling us more about the Race Committee and, on behalf of The Club, I would like to thank Chris and all his team and also all Club members who have volunteered to assist at and marshal our events. Chris is very keen for members to join and strengthen the Race Committee team.

I am delighted that we have had a large number of new members again this year (so a special welcome/back to you all) and the breadth of activities undertaken by our members, from Parkruns to Ironman triathlons, from track & field to ultra-marathons and all the relays in between means that we don't often get together as a Club to socialise and share our successes. This evening is step towards that and we will be repeating our Annual Awards Evening at 7pm on Friday 28th September when Sabrina Pace-Humphreys will be our guest speaker to tell us all about her adventure in The Sahara, where she completed the Marathon des Sables earlier this year. I hope we will see you all there.

Enough from me, we now have to sign off the minutes from last year's AGM, and we will then hear brief reports from committee members and try to answer any questions you might have. The committee will then stand down, as required by our Constitution, and Bill Chandler will take the Chair so that you can elect your committee for the year ahead.

We then have a couple of formal items: progress to a new constitution and a proposal to move to online membership. Finally, I want to throw open an ideas form again so that you can feed in any ideas you might have to help us improve as a Club and then we will close with any other business. Thank you.

- 2) Adoption of Minutes of 2017 AGM: The minutes had been circulated by email, displayed on the Club website and at Archway School, copies were also available this evening. They were accepted as a true reflection of the 2017 AGM and there were no matters arising.
Proposer: Ian Cutler, seconded: Chris Brown

- 3) Treasurer's Report (Clive Rogers): Statement of income and expenditure for the year ended 31.08.18 was distributed for consideration and discussion.
Particular mention made by CR that following a recent decision at committee a generous donation of £1,250 was made to the '41 Club' (Veteran Round Table) in recognition of their assistance at Frampton 10k over the years. There is a deficit of approximately £3,700 from last year which has been spent well on coaching courses and various pieces of equipment.

Questions from the floor about equipment and the increase in hire costs at Archway?
Purchases include floodlights, throwing equipment, back boards and also coaching courses; extra evening sessions at Archway for junior members.

- 4) Membership Report (Becky Chinnick): BC confirmed she had taken over from Martin O'Connor in April this year and would like to thank everyone for their patience during the handover period. Club currently has 340 paid up members, 37% affiliated, 32% unaffiliated adult split, 8% triathlon, 18% are junior/u11. The remaining 13% is made up of miscellaneous categories such as second claim, volunteers etc. We continue with a very even 50/50 split of female/male members.
The number of UKA adult affiliated members relates directly to the number of London Marathon places the Club receives. JA confirmed we currently only qualify for one London Marathon place. The UKA affiliation fee will remain at £15 for 2019/20 and would suggest the Club's membership fees remain as for 2018/19.

Various questions from the floor about only affiliated members qualifying for London Marathon ballot, making affiliation compulsory, publicising affiliation more?

General discussions continued and a decision was made to take a vote.

- Proposal that only members affiliated to UKA should qualify for the London Marathon ballot?
- There was a unanimous vote in favour and this proposal will be carried forward asap

- 5) Welfare Report (Penny Howard/Ryan Major)
We took on the role of Club Welfare Officers last year. Training through Active Gloucestershire to ensure a full understanding of responsibilities. Primarily we are responsible for managing and reporting any concerns regarding children within a club and ensuring that safeguarding policy and procedures are in place. We are part of the Club's management committee as the welfare of our members is very important. We also ensure that codes of conduct for coaches, volunteers, athletes, parents and so on are in place and being followed, and have a wider remit to ensure that our Club demonstrates good practice around all welfare issues that may affect any of our members. We can be contacted through the Welfare Officer email address on the website.

Questions from the floor about mental health support? Members can contact Welfare Officers via email and signposting details will be offered for ongoing support.

- 6) Race Committee Report (Chris Bourne): Over the last 12 months we have:
Assisted with the 2017 Stroud Half Marathon and put on Beer Race, Frampton 10K, Standish Woodland Chase and Woodchester Park. Also organised Cherington 10K and some input into Cotswold Way and Castles Relay teams. Races have all been well supported with most having increased entries. Nearly 50% of Club income comes from the race organisation, and still by far, the largest amount comes from the Stroud Half even though we outsource much of the organisation. Particularly pleased this year with the enthusiasm of Club members to come out and volunteer at races. Jim has done a great job encouraging members which has been a great help in making the races run smoothly. We continue to get great feedback from our races, particularly the marshalling. This year's half marathon is nearly upon us and a request for cakes has gone out for the refreshment stall. Jim will be looking to put a list of marshals together. Income from the half has grown over the last three years and we hope this will continue. The Race Committee meet around six times in the year and I would like to thank everyone who has served on the committee during the year: Jim, Dermot, Phil Manning, Norman Long, Geoff Trueman, Clive Rogers, Ian Cutler, Terry Hefferman and, early in the year, Richard Crampton who has now stood down. During the year we had some discussion over the format of the Race Committee and the need for change. The response has been good and I would just like to highlight the input that Ian has put in, together with contributions at a couple of recent races of John Tierney and Nick Hitchcroft. New ideas being discussed around next year's races including whether medals should be given, should we have our own series of races, organisation of the Welsh Castles Relay team and new signage, etc. I mentioned last year the need for new blood on the Race Committee and now is an exciting time to be part of this committee. Please feel free to make any suggestions or speak with Jim or Ian who are at Club regularly and join us after the Half Marathon when we start all over again arranging the races and relays for 2019!!
- 7) Cross Country Report (Geoff Trueman): We compete in two leagues – Gloucester and Gwent as well as local and area championships. Season runs from October to March. Unusually three meetings were cancelled last year due to extreme weather, but primarily because of difficulties getting to venues. We're normally a pretty hardy bunch!
Good turn-out and performances for the Championships, but although we had some good performances at league meetings we need to encourage more team entries in order to make progress as a Club. The juniors have heavy demand competing for schools as well as Club, and many dates clash but Chris Brown does an excellent job of organising and supporting them. John Tierney has offered to encourage more seniors, please contact John or myself if you would like more information.
The first Gloucester League meeting will be at Old Down on Saturday 13th October, which the Club is hosting. This will be very busy and we need plenty of volunteers to marshal the course and control car parking. Seniors who compete can volunteer to marshal during junior races, with juniors and parents doing the opposite.
- 8) Triathlon Report (Michael Stevenson): The reintroduction of a Triathlon section for the Club this year has shown great promise. We have 36 members ranging in experience from absolute beginners to GB age group athletes. Several members have completed their first triathlons (having first learned to swim front crawl) and two members represented GB in the European Championships in Estonia. Five members will represent GB at the World Championships in Spain next year and two in the European Championships. We have offered swimming lessons to any Club member, currently this facility is now only open to Tri members. We also arranged spin classes over winter and will be repeating both training opportunities this coming year.

We held a Tri section general meeting and have planned team entries for 2019 in three sprint triathlons, one standard triathlon and one middle distance, ie half iron man. We have also formed a 2020 Iron Man Wales group. We will be approaching the main committee in regard to team tent and flags. The eye catching kit, modelled by Penny Howard, and including triathlon suits that we designed will be supplemented with team hoodies this year. We hope to commence training of two coaches in the coming year so that more specific technique tips can be passed on. Anyone wishing to join is very welcome and can contact me via the Club's Tri Team Facebook page.

Questions from the floor about minimum age, are Europe events self-funded, availability at spin classes? Adults only at present, athletes qualify for European events and self-fund, unfortunately spin classes already full. JA very pleased with the interest and uptake in this new area for The Club.

9) Junior Section

Whilst in discussion about membership previously, many asked whether there was a waiting list? Jo Stevenson clarified the following: extra sessions for younger members had been commenced, these 10-13 year olds were being coached by Jennie Batten & Steve Carr, currently 27 in the group with a waiting list of 7. Chris Brown then summarised the Junior endurance members situation: juniors aged 12 and over who are coached in running for all abilities, including biathlon and triathlon. Safety for younger members has been much improved since relinquishing Victory Park and moving back to Archway under the floodlights during the winter. Historically it was a large group but many now moving onto university so more manageable. Currently, no waiting list, and heavily dominated by girls at present, 90%!

Question from the floor about the bumpy field at Archway? Floodlights have helped immensely and it is much safer than Victory Park, however, the light could always be improved. JA confirmed that the Club currently has four floodlights, more may be needed, perhaps two. They are stored at Archway Sports Centre and may come in useful during Half Marathon weekend with the early start. (Since last year the Half Marathon has started earlier, at 9am, following advice on the increase of general traffic)

10) Club Kit (Helen Hurn)

Kit shop available to members, variety of items purchased in bulk. Link on the website. Can pay cash to HH or via BACS. Please promote to other members. Enquiry for crop tops and hoodies?

11) Communications & Website (Ian Cutler)

New website went live end of 2017 and allows multiple authors to manage pages and easier publishing to take place. Positive feedback and suggestions received. Activities during the year include: news items published and then "shared" to other social media – eg. Facebook, race records section for each Club race, rebuilt the Club race databases for historic race results (Stroud Half is still in PDF format but we are working on that one), currently preparing a Welsh Castles Relay page to include database of historic results in order to promote the race.

We get 1700-1800 visitors a month on the site averaging two minutes spent on the site per visit. Plans for the next 12 months include review of current content, layout and navigation.

Investigating options to have a Club photo account using Flickr that would allow members to "share" photos taken at events easily through to the website. The monthly newsletter has 65% of members subscribed and goes out via email at the start of the month. This includes "Runner of the Month awards and other items of interest. A paper copy is also posted the Club noticeboard at Archway. In April and May we implemented a new Data Protection policy for the club to meet the new GDPR regulations. As always we are always interested in new ideas and volunteers to help out.

JA wished to express his thanks to IC for his work on GDPR, communications and website and to all members of the committee for their involvement over the past year.

12) Election of Honorary Officers & Committee

- There being no nominations received, JA advised that all members, with the exception of Terry Hefferman, were willing to continue for another year.
- Jim stepped aside whilst Bill Chandler took the floor to ask if members present were willing to accept current Club management of Jim Adams (Chair), Dermot Mullen (Vice Chair), Clive Rogers (Treasurer) and Julie Walford (Secretary)
Unanimous agreement. Proposed Mario McNamara, seconded Alan Pitt
- Bill Chandler asked if members present were willing to accept remaining committee members, Becky Chinnick, Chris Bourne, Ian Cutler, Penny Howard, Helen Hurn, Ryan Major, Jo Stevenson, Michael Stevenson
Unanimous agreement. Proposed Bill Chandler, seconded Alan Pitt
- Bill Chandler also took the opportunity of introducing one of the founding members of the Club, Jackie Taylor
- Bill Chandler expressed his thanks to Terry Hefferman who has been very active for the Club over several years
- Jim Adams asked if anyone would be interested in taking on the role of Social Secretary and to please promote around the Club

13) Constitution (Jim Adams)

As discussed last year, the Constitution is in need of updating but requires work. Propose a working party of 3-4 people to present at next year's AGM or an EGM. Legal/accountancy background would be useful. Please contact me if interested?

14) Proposal for Online Membership (Ian Cutler)

The Club would like to implement an online membership system. This will allow members to join or renew their membership via a webpage with online payments available. The system is from a UK company called Paysubsonline. It is hosted in the UK and all data is also held in the UK, it meets all GDPR regulations. We contacted three clubs for their feedback - Chippenham Harriers, Croydon Harriers and Edinburgh AC – all three strongly recommend the system.

The reason for wanting to implement this is to streamline our membership processes:

- To decrease administration by up to 80%. By implementing an online membership database with online payments and reconciliation the administrative burden will drop.
- Increase payment options for members, BACs, direct debit, credit & debit card as well as cash/cheque options.
- Easier reporting for Club officials.
- Improved team management options.
- Improved compliance with Data Protection Law.

There will be no changes to the membership categories and family membership will allow the linking of family profiles together and managed by parents. Cost will be about £1/member and will be absorbed by The Club. Implementation will take about two months to set up, test and train. We would look to launch in time for 2019 membership renewals.

Questions from the floor: Will a paper system be available? Has it been tried and tested? IC seems to have taken a lot of responsibility on?

IC confirmed a paper system will be an option and that many clubs are already using the system successfully, system complies with GDPR and is mobile friendly. Consensus is that it will save a great deal of work. Oleg Kostine assists with website/comms.

- Are members present willing to accept Online Membership?
- Unanimous agreement.
- Proposed Ian Cutler, seconded Becky Chinnick

15) Ideas forum

Welfare of members, sports psychologists?

Standish Field lease? Currently leased from Glos County Council but Stonehouse Town Council would like to take on. JA confirmed negotiations are ongoing to remain with current lease with an option to extend at expiry, but also improve security/fencing at the field.

Request for medals at Club races? Actively being looked at by Road Race Committee.

Club minibus? Not cost efficient when consider insurance, where to store etc.

Marshalling at races in return for free race entry, ie London? Immortal Sport do offer a free entry to one of their races.

Do we ask other clubs for marshals?

Income from refreshments tent?

16) Any other business

- Peter Brook introduced himself for the benefit of newer members (former Club Chair and Race Director, many years involvement with the Club). Peter wished to express his thanks and congratulations to Jim Adams on all his work as Chair. Acknowledged with thanks by Jim Adams.

Meeting closed 9.30pm