

CHAPEL ALLERTON RUNNERS **COMMITTEE MEETING - MINUTES**



DATE OF THIS MEETING: 18th February 2019

DATE OF NEXT MEETING: 11th March 2019

PRESENT: Denise McGeachy, Carly Terry, Kath Owen, Suzzi Garnett, Jen Whiteman, Dan Price, Brian Harrold, Sam Robins, Ben Robins

Apologies: David Allison, Mike Dearden, Laura Sedgley

<u>ITEM</u>	<u>NOTES/ACTIONS</u>
COMMITTEE STRATEGY	It was agreed that a comprehensive calendar should be established on the Google Drive, containing all key dates for races/club events, and lead times required for planning and organisation. This should be reviewed regularly by the committee. <i>ACTION: Initial draft of Calendar to be populated by MD & BH</i> A proposal for quarterly focus points at Committee meetings was agreed. Initial outline of the focus points as follows: - <i>Quarter 1 (Jan/Feb/Mar)</i> – Membership Renewals & Beginners’ Course Planning for <u>this</u> year. <i>Quarter 2 (Apr/May/Jun)</i> – Summer BBQ, CAR Handicap Race, CA Festival, Team Events for <u>this</u> year. <i>Quarter 3 (Jul/Aug/Sep)</i> – AGM and Christmas Party planning for <u>this</u> year, and Club Championships planning for <u>next</u> year. <i>Quarter 4 (Oct/Nov/Dec)</i> – Races (PECO XC/CAR Relay/Parkrun Cup) & Club Trip planning for <u>next</u> year. Any items that are outstanding/unresolved from the previous quarter will be added as focus points for the next quarter. It was agreed that other discussion points will be added to the Agenda as required on a monthly basis. A very brief run through <i>Regular Items</i> will remain as follows: - 1. Finance Update [JW] 2. Membership Update [SG] 3. New Members Update [BR & LS] 4. Training & Coaching Update [MD] 5. Club Kit & Merchandise Update [DM] 6. Team Events Update [DP & BH] 7. Website & Social Media Update [SR] 8. Food Socials Update [CT] 9. Newsletter Update [DM] 10. Nominations for Member of the Moment 11. Items to Raise with GSSC 12. AOB

Q1 2019 FOCUS POINT – MEMBERSHIP RENEWALS	It was noted that CAR owe GSSC money for recent membership fees. ACTION: JW to transfer outstanding balance to GSSC It was noted that GSSC are behind with the distribution of Membership Cards to new CAR members ACTION: SG to liaise with GSSC to obtain missing Membership Cards The process and timings for membership renewals was discussed - it was agreed that a Broadcast Email would be distributed to members in March, a Renewals Social will be held on 20 March with the aim of all renewals being complete by the end of April. A tick box will be added to the renewals form for members with no amendments required to their personal data. Final Chase Ups will be sent as required in May. EA Fees will remain at £15 for the 2019/20 season. It was agreed that CAR will also keep membership fees at £45 for the 2019/20 season. ACTIONS: SG to issue Renewals Broadcast Email. SG to update Renewals Form and put link on website. CT to plan Renewals Social for 20 March.
Q1 2019 FOCUS POINT – BEGINNERS' COURSE	BR was nominated to act as Committee representative for organisation of Beginners' Course. ACTION: BR to liaise with Rebecca Gooch to progress plans for Beginners' Course It was agreed that the course would commence on 1 May and continue for 8 consecutive weeks, followed by a 'Graduation' Parkrun at Potternewton Park on 22 June. ACTION: BR to enquire about a CAR Potternewton Parkrun takeover on 22 June It was agreed that a Google Form would be used to allow members to volunteer to help run the Beginners' Course sessions. LiRF-qualified and general volunteers are required for each of the 8 weeks. ACTION: BR to draft Google Form for Volunteers
Q4 2018 OUTSTANDING ITEM – PARKRUN CUP 2019	It was agreed that the competition would consist of 4 Rounds as follows: - Round 1 – Temple Newsam – [23.03.19, 20.03.19 and 06.04.19] Round 2 – Armley – [13.04.19, 20.04.19 and 27.04.19] Round 3 – Potternewton – [04.05.19, 11.05.19 and 18.05.19] Round 4 – Roundhay – [25.05.19] A Live Draw for Round 1 will take place at the Renewals Food Social on 20 March 2019 ACTIONS: SG to issue Parkrun Cup Broadcast Email and create event page on website. SG and BH to create Google sheet and populate with entrants' 5k PBs from 2018/19 season SR to publicise on Social Media and post a promotional video explaining format etc
Q4 2018 OUTSTANDING ITEM – CLUB TRIP 2019	It was agreed that this would be discussed in more detail at the next committee meeting (11.03.19) ACTIONS: CT to investigate options for consideration at March committee meeting
NOTES FROM REGULAR ITEMS	<u>Training and Coaching</u> – Do we have any target events in the calendar (eg York Parkrun) ACTION: MD to provide update at next committee meeting. <u>Member of the Moment</u> – It was agreed that the members of the moment are Denise McGeachy, Laura Sedgley and Donna Russell for their contributions towards PECO organization. ACTION: SR to announce on Social Media platforms

	<u>Team Events</u> – It was agreed that DP and BH would oversee the organisation of team events as follows: - Bradford Millennium Way – BH Leeds Country Way – DP Golden Acre Relay – BH Danefield Relay – DP <u>Newsletter</u> – It was agreed that a CAR newsletter will continue to be published, but the next edition will cover events from the start of 2019. Events to date were allocated to committee members for brief write-ups as noted below. ACTIONS: <i>CT to report on West Park PECO</i> <i>BH to report on Crimble Valley PECO</i> <i>JW to report on Rounday Park PECO</i> <i>DM to report on Temple Newsam 10</i> <i>MD to report on Harewood House 10k and HM</i> <i>DA to report on Brass Monkey HM</i> <i>BH to collate PB Corner</i> <u>AOB</u> DM will investigate possibility of acquiring a GSSC Defibrillator and report back to Committee. Involvement with Northern Pacing Volunteers was discussed. It was agreed that CAR would support as much as possible and this opportunity would be publicised with the club
--	--