

CHAPEL ALLERTON RUNNERS **COMMITTEE MEETING - MINUTES**



DATE OF THIS MEETING: 13TH May 2019

DATE OF NEXT MEETING: 10th June 2019

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

APOLOGIES: David Allison, Laura Sedgley

<u>ITEM</u>	<u>NOTES/ACTIONS</u>
KEY DISCUSSION POINT – COMMITTEE MEMBERS	The Committee voted and unanimously agreed that Dannie Hembra would be elected to the Committee as the club's Welfare Officer with immediate effect. If any issues are to be escalated within the club, it was agreed that the Committee chairperson should be the first point of contact (currently DA). A female committee representative (or male rep if the chairperson is female) should also be nominated as an escalation contact – the committee agreed that JW would act as the female rep. ACTION: <i>SR to create Welfare page on the club website and announce Dannie's election as Welfare Officer</i> It was agreed that a 'Meet Your Committee' section is required on the website with a biography and picture of all committee members. It was agreed that a different member would be featured on the homepage each month. ACTION: <i>SR to create Meet Your Committee page on the club website and populate in due course</i>
KEY DISCUSSION POINT – NEW CAR BANK ACCOUNT	JW proposed the transfer of CAR funds from Barclays to a Santander Clubs and Societies account. Several benefits for this switch were noted, particularly the process for making and authorising payments. It was agreed that the pros and cons of the transfer would be formalised in a written document, including an updated proposal for the payment authorisation procedure. This would be reviewed at the next committee meeting prior to making a final decision on the change. ACTION: <i>JW to formalize proposal in written document ahead of next committee meeting</i>
KEY DISCUSSION POINT – MONDAY NIGHT CLASH	The Running & Movement Studio are hosting Outdoor Speed, Agility & Quickness Sessions on Monday nights at GSSC. This clashes with our Monday night Interval Training. This was discussed and it was agreed that it should be raised with GSSC in order to prevent similar clashes from happening again (refer to Regular Items notes)
Q1 2019 OUTSTANDING ITEM – MEMBERSHIP RENEWALS	Membership statistics as of 13.05.19: - - 149 renewed memberships - 10 members confirmed as not intending to renew - 46 members not responded ACTION: <i>CAR Committee to announce final reminder at club run on 15.05.19</i> <i>SG to remove access for all non-renewing members w/c 20.05.19</i>

Q1 2019 OUTSTANDING ITEM – BEGINNERS' COURSE	Attendance update: - - 33 participants attended Session 1 (01.05.19) - 18 participants attended Session 2 (08.05.19) [Bad Weather] DP volunteered to assist with Session 6 (05.06.19)
Q2 2019 FOCUS POINT – BRADFORD MILLENNIUM WAY RELAY (23 JUNE 2019)	It was agreed that CAR would enter 2 teams for the 2019 BMW Relay. The deadline for registering teams was noted as 16.06.19. It was agreed that CAR would arrange pairings in order to field our most competitive teams. ACTIONS: <i>BH to register CAR teams prior to deadline</i> <i>BH to announce CAR pairings/legs on social media platforms and at club run on 15.05.19</i> <i>BH to set up WhatsApp group for all CAR participants</i>
Q2 2019 FOCUS POINT – SUMMER BBQ (7 JULY 2019)	It was agreed that CAR would pay for burgers/sausages/bread It was agreed that contributions from club members would be requested for accompaniments – salads/crisps/other savouries/desserts It was agreed that Carlos would be asked if he would like to organize a fundraising raffle/tombola/game at the Summer BBQ ACTIONS: <i>SR to create website event</i> <i>BR to organize food and set up Google form for member's contributions</i> <i>DP to organize Sports Day games/activities</i> <i>SR to contact Carlos regarding fundraiser</i>
Q2 2019 FOCUS POINT – CA ARTS FESTIVAL (30 AUGUST 2019)	It was noted that there is a meeting on 19.05.19 to discuss whether the festival will be happening this year, and it was agreed that the CAR Committee would discuss this event in more detail at the next meeting on 10.06.19.
DISCUSSION POINT – PARKRUN CUP FINAL + TAKEOVER (ROUNDHAY 25 MAY 2019)	It was noted that SG will be absent from this event and other Committee members would need to help with the organization. It was agreed that BR and BH would calculate results on the day in order to announce the overall winner. It was noted that Lindsay Lowson has volunteered to act as Run Director for the event. It was noted that there are still several volunteering roles that need to be filled. ACTIONS: <i>Committee to call for volunteers at club runs on 15.05.19 and 22.05.19</i> <i>SR to reserve table in Lakeside Café</i>
NOTES FROM REGULAR ITEMS	Website – It was noted that there is a new version of the ning website which is now mobile friendly. ACTION: <i>SR to organize transfer of CAR data to new website with assistance from BH</i> Club Merchandise – The design for the Club Banner was agreed. ACTION: <i>DP to liaise with Paul Hough to provide comments and request final version for approval</i> Items to Raise with GSSC – It was agreed that GSSC would be contacted regarding the following items: - - Monday night clash with Movement Studio sessions (see key item) - Booking procedure for events at GSSC – CAR reserved access on Weds nights - Confirmation/Acknowledgement of receipt of membership funds from CAR. - Enquiry into possibility of drilling into the external wall to mount the CAR Banner ACTION: <i>DM to liaise with GSSC to discuss the items listed above</i>