

CHAPEL ALLERTON RUNNERS COMMITTEE MEETING - MINUTES



DATE OF THIS MEETING: 10th February 2020
DATE OF NEXT MEETING: 9th March 2020

PRESENT: Suzzi Garnett, Jen Whiteman, Mike Dearden, Laura Sedgley,
Kath Owen, Paul Hough, David Allison, Tiffany Grantham
APOLOGIES: Dan Price, Denise McGeachy, Sam Robins, Ben Robins

<u>ITEM</u>	<u>NOTES/ACTIONS</u>
Club Championships for 2020 Season	Good feedback from members so far, increased interest and signups to champs races. David has updated links for all races that are available, still waiting for dates and links for Meanwood Valley Trail and Rougemont Chase. ACTION: A half year review of club champs and working group volunteers suggestions to be included in the agenda for April's meeting. Suggesting a half year review with the smaller working group that includes 2/3 committee members, Des and volunteer members. Committee to provide suggestions of volunteers in April. DECISION: working group to consider participation, people and spread of points at half year. As well as gather knowledge from Des in case he does not want to continue running champs next year.
PECO XC 2019/20	Volunteer briefing done last week with RR, felt that roles had mostly been allocated to RR and perhaps slightly unfairly weighted towards them. Potential to increase our volunteer numbers due to RR drop outs. Some confusion over roles for CA, perhaps a debrief/conversation following the briefing could help. ACTION: David to contact RR about our representation and if we can increase it, discuss how we can work better in the future to ensure the split is fair. Planning to check in with Denise first on conversations already had with RR to avoid duplication. ACTION: Nearer to the race committee to send out instructions to the team and volunteers as per previous races.
Beginners' Course 2020	Committee acknowledged that lots of hard work has already gone into this from Ben. DECISION: Agreed that advertising for beginners should start a month before the course, last year worked well. Also suggested a final push around London Marathon, promote our successes there and target beginners who might be encouraged to get into running after watching it.
Club Trip 2020	Away Trip - Destination agreed on Munich. Paul has put together the email broadcast for this and details for the event page ACTION: Paul to announce the destination on Wednesday (12/02), provide members with details on early bird entry deadline of march and Manchester flight details. ACTION: Paul to send out email broadcast and set up event page after the announcement Home trip – Keswick. Paul raised that accommodation availability becoming more limited ACTION: increased push on booking for new and existing members required. Committee members who are attending to start a discussion on the event page/social around accommodation and booking ACTION: Tiff to set up google tracker doc for members attending to help reach out to others for lift sharing/accommodation etc. Login details to the google and permissions to be shared for all committee members
Membership Renewals 2020	Agreed that the process from last year worked well. Suzzi updated committee that the plan would be to send 3 emails: one at the end of March and April and then a targeted chaser at the end of May. Then also take laptops to food socials to get members to sign up at the club.

	ACTION: Jen to chase confirmation of £29 agreed membership cost for Gledhow ACTION: Suzzi to pick up with Rose at Gledhow about membership cards, to see if they are necessary or if there is a better less time consuming solution
Stop Start Continue	Jen provided an update on SSC, all points provided by members have been typed up with appropriate responses included. ACTION: Committee to read and feedback to Jen ACTION: Once feedback is complete Jen to upload to the website in the committee section
Awards & Prizes Expenditure	Jen also provided a review of expenditure on prizes from the AGM this year. Discussion around the number of trophies and the 'green' credentials of the plastic records trophies and the number of records trophies given out to individuals. DECISION: Agreed capped limits suggested by Jen but to look at alternatives for Funnies this year perhaps certificates as a more cost effective option. Agreed to remove rosettes altogether. Also agreed to look at one trophy per record holder rather than one per record. ACTION: Kath to pick up with Nicola on a wooden alternative to plastic trophies.
Committee Roles	Membership secretary workload – committee discussed where elements of the role can be shared or tasks to be split out. A welcome letter to members was suggested as an option to help new members get set up (including: new members checklist, membership cards, website profiles, social links, power of 10, 2nd claim etc). ACTION: Suzzi to look at current content on the website, where we can simplify the journey for new members through the checklist and possible flow chart. ACTION: Paul to work with Suzzi on the above and any other membership tasks to help share the workload ACTION: Laura and Tiff to assist on membership DECISION: to on board members on a set day a week to reduce the amount of time spent spread out across the week. We want to keep the process quick for onboarding new members as this helps keep them engaged, it was felt that one day a week will still keep to this and also provide Jen with a number of new members per week to help with financials. Kath Introduced the Actions Tracker document, this is to be kept updated with daily/weekly/monthly tasks ongoing
Regular Updates and AOB	<u>Spring newsletter</u> – this will be the first of the relaunched newsletter, David will be reaching out for race reports and content <u>CAR relay race</u> - similar format to Golden Acre, a mid-week relay race. Suggested venues: Eccup or Rounday DECISION: to proceed with Roundhay over Eccup. ACTION: David to reach out to Roundhay Park initially. Suggested that further down the line we get in touch with RR as a courtesy, committee to agree when to do this. <u>Vets races</u> – trying to narrow down events with Bob, suggested that Vets races is included in announcements and Bob to spend time talking to people individually at the food social.