



Meeting: Committee Meeting

Meeting held: Monday 17th June 2024

Chair of Meeting: Maggie Pavlou

Present: Zoe Towers (ZT), Maggie Pavlou (MP) David Money (DM), Tommy Millmore(TM), Shannel Curtis (SC) Dan Jones (DJ), Val Baxter (VB); Dan Jones (DJ) Lee Drummond (LD) Stef Young (SY) Lee Drummond (LD)

Kirstin Farquhar. Paul Brennan

Apologies Steve Palmer (SP)

Minutes Taken: Lee Drummond (LD)

Actions arising from meeting - 17th June				
Item	Action	By Whom	By When	Status
4	Promo Opportunities – C25 leaflet produced	ZT / VB		
1	Promo Opportunities – Photographs and words	ALL		
2	Durham Schools Event – contact details to be provided	GC		
4	Date for AGM / Presentation evening to be identified	VB	ASAP	
5	Club Mark outstanding issues to be addressed	SY	15/7	
6.	Dan to try review options re web site	DJ	ASAP	
7.	Reminder to coaches of process for notifying SY re incidents	SY	15/7	
8.	Financial report to be circulated to com members	SC	15/7	
9.	Coaches to meet to agree an interim solution to coaching junior section	ZT	15/7	
10.	Contact GC to confirm position	SC	15/7	
11.	Jackets for coaches to be identified & purchased	LD	ASAP	
12.	2025 Draft budget to be provided FOR 2025 Xctry event	SC	15/7	

Outstanding Actions arising from meeting - 18th March & 15th April 2024				
Item	Action	By Whom	By When	Status
1	Dan to try review options re web site	DJ		
2	Storage Unit – to be shelved & all equip moved	GC		
4	Budgets – all to be agreed and details sent to SC	ALL		
5	Promo Opportunities – C25 leaflet produced	ZT		
6.	Promo Opportunities – Photographs and words	ALL		
8.	Durham Schools Event – contact details to be provided	GC		
9.	Ed – Retirement Gift sourced	TM		



Minutes

Item	Discussion & Action
Welcome & Apologies	Apologies received
Minutes & Matters & Actions arising	<p>Note that the meeting on 20th May had been cancelled.</p> <p>The outstanding actions from meeting held on March 18th and April 15th were reviewed</p> <p><i>Outstanding Actions</i></p> <ol style="list-style-type: none"> <i>1. A number of actions remain outstanding – these will be carried forward until the next meeting and after that they will be assumed no longer required and closed off.</i> <p>AGM</p> <ol style="list-style-type: none"> <i>2. Further discussion re 2025 AGM – need to link this to a social event / presentation evening – therefore need to change dates of Grand Prix to suit Date to be agreed ASAP</i>
Notification of AOB	Presentation Night results
Standing Items	Discussion & Action
Health & Safety / Safeguarding & Welfare	<p>Two incidents where ambulances have been called for runners who have become poorly during training sessions – all actions within our guidelines, however information of any incident must be passed to safeguarding officer ASAP</p> <p><i>Agreed Actions:</i></p> <ol style="list-style-type: none"> <i>1. Remind all coaches to need to ensure a mobile phone is available at all times with runners & to make sure SY is informed ASAP</i> <i>2. Refresh first aid training available</i>
Treasurer Update	<p>Verbal report presented</p> <ul style="list-style-type: none"> £2166 income v £2891 outgoings over a 6 month period £1033 surplus YTD <p><i>Agreed Actions:</i></p> <ol style="list-style-type: none"> <i>1. report to be circulated</i>
Secretary Update	No report received
Coaches Update	<ul style="list-style-type: none"> Concerns were raised about the sudden lack of a coach for the two official club nights for the junior section of the club.



	<ul style="list-style-type: none"> • Frustration was expressed at the lack of advanced notice re this change. • Advanced discussion would have allowed proactive communication to the parents and wider club which would have reduced the need for excessive drama and speculation. • Query re coaches jackets <p>Agreed Actions:</p> <ol style="list-style-type: none"> 1. coaches to have separate meeting to agree a way of providing appropriate support for the junior section on official club nights – ZT 2. contact to be made with GC to confirm his desire to remain as a Birtley Coach and understand the new focus, timescales and plans moving forward - SC 3. Coaching jackets to be identified and purchased - LD
Run & Talk	No issues were raised
Chair Update	<p>Verbal report received</p> <p>Sponsorship from Howdons agreed £200 annually</p> <p>Hayes Travel not able to support this year but they have provided access to a portal for us to apply for funding moving forward</p> <p>Several other local firms have also been approached.</p>
Specific Items	Discussion & action points
Club Relay	<p>Thanks were given to TM for organising the annual club Continuous Relay, York to Birtley via The People’s Kitchen (where the proceeds are going to.</p> <p>A great event enjoyed by all. Lots of press and social media support has been subsequently given and to date the club have raised over £800 for the charity</p> <p>Agreed Actions:</p> <ol style="list-style-type: none"> 1. To recruit additional drivers and bikers for any future events 2. To plan next event 3/6 months in advance to ensure more support from whole club
Club Events	<p>Noted that the Club Xctry events in January will soon need to be advertised. Discussion around amount of prize money needed to be distributed – SC to provide estimates and a draft budget with prize variables so that a final decision can be made prior to anything being committed to.</p> <p>Schools Xctry events – still a very real possibility however potential single point of failure so more people need to understand who to contact and what needs to be arranged by when. Club also needs to agree a budget for this</p>



	Actions Agreed: 1. SC to provide draft budget for 2025 Club Xctry 2. GC to provide contact details and outline plan for the schools Xctry event
AOB	None Raised
Actions	All of the action points were summarised by LD
Meeting Review	Discussion was had about the way in which the meeting had been conducted, to make sure that everyone felt they had had the opportunity to speak and be heard.
Dates of Next meetings:	Monday June 17th
Meeting Closed	8.15pm