

Meeting: Committee Meeting

Meeting held: Monday 14th November 2024

Chair of Meeting: Maggie Pavlou (MP)

Present: Zoe Towers (ZT), Maggie Pavlou (MP) Tommy Millmore(TM), Dan Jones (DJ), Val Baxter (VB); Teresa Palmer (TP) David Money (DM) Lee Drummond (LD) Dan Jones (DJ)

Apologies Stef Young (SY)

Observing -

Minutes Taken: Lee Drummond (LD)

Actions arising from meeting - 18th November				
Item	Action	By Whom	By When	Status
1	Book school for an additional hour for Jan 12	VB		
2	Confirm all active members of groups	TM ZT LD DJ		
3	Family Membership proposal	TP		
4	Update terms of Social Membership on website	VB		
5	Source audit support	TP		
6	Contact Lord Lawson re new contact	MP		
7	Introduce TP to Lord Lawson finance dept	VB TP		
8	Purchase BAC Banner for general PR and presentation night back drop	LD		
9	Purchase Walkie/Talkie set to help with XC Relays	DJ		
10	To promote Celebration Night after Christmas	VB		
11	To coordinate BAC volunteers to help support DBGXC event	TM		
12	Actions for relays as indicated below:			
A	Race Director – responsible for coordination of everything on the day	ZT		
B	Course Set Up	TM		
C	Marshalling	LD		
D	1st Aid to be booked	VB		
E	Results	VB		
F	300 Small bottles water - purchased	TBC		
G	300 Muffs / socks purchased	LD		
H	Goody Bag filling	MP		
I	Car Park	TBC		
J	Cakes / Bakes - coordination	TBC		
K	Tea / Coffee / Milk / Hot Water	GS		
L	Presentation – arrange stand / agree with NEECCA	TBC		
M	Presentation Money -	TP		

Outstanding Actions from previous meetings				
Item	Action	By Whom	By When	Status
1	To identify new run leaders / coaches	ALL	16/9	
2	KF & PB to complete run leader training ASAP	KF & PB	ASAP	
3	Long Jump Pit – still need to speak to D Hoskins	ZT		
4	Gate Access to extend XC course – still need to speak to D Hoskins for update	TM/LD		

Minutes

Item	Discussion & Action
Welcome & Apologies	Apologies received
Minutes & Matters & Actions arising	<p>Minutes were acknowledged as correct and signed off.</p> <p>Most of the matters arising had been achieved with only 2 being carried forward to this meeting</p> <p>3 matters remain outstanding from previous meetings</p>
Notification of AOB	None received
Standing Items	Discussion & Action
Health & Safety / Safeguarding & Welfare	<p>No new issues reported</p> <p>Agreed: NFA</p>
Treasurer Update	<p>No report received</p> <p>Following an initial review, TP presented an overview of the finances of the club today., although to date she still has not been able to get access to our Bank Account</p> <p>She explained where more information was required, in relation to family memberships, social memberships, sign up after C25 and accuracy of data relating to active club memberships. TP outlined the plan to try and simplify the processes for both members and also from an accounting perspective.</p> <p>TP also to source support to have accounts audited</p> <p>Agreed:</p> <p><i>TP to investigate other clubs approaches to weekly fees</i></p> <p><i>TP to produce an options paper relating to family memberships for discussion</i></p> <p><i>TP to look into expanding use of SPOND</i></p> <p><i>TM ZT LD DJ to confirm all active members of their groups</i></p>
Secretary Update	<p>London Marathon place – criteria for being able to enter discussed, already been circulated</p> <p>Agreed: NFA</p>
Social Secretary	<p>Informal social night at an Indian restaurant had been well attended in October</p> <p>Discussion about how to make Christmas Party a little more special.</p> <p>Agreed : DM to speak to the Lambton to request some level of Christmas decoration and to ensure enough food available for all..</p>
Coaches Update	Juniors / Under 11's : All going well

	<p>Intermediates/Youth : Kids enjoying being able to run outside of school</p> <p>Joggers (inc. C25 & Ru Talk) all going well with a committed and keen group currently in progress</p> <p>Seniors <i>Very good , significant increase in numbers, primarily because of the change to youth section, but all working well - good attendance</i></p> <p>Agreed : <i>New Run Leaders to be identified and approached</i></p>
Chair Update	<p>Verbal Update</p> <p>Relationship with Lord Lawson , with James Pedlingham leaving, we need to understand who we should now be dealing with.</p> <p>Charitable Status – it was discussed if this should be something the club should look to pursue – there was no support from the committee to do so - NFA required</p> <p>Agreed: <i>to contact the school to find out who our new contact is and to introduce Teresa as point of contact for all financial matters</i></p>
Specific Items	Discussion & action points
Upcoming Events	<p>January XC Relays – Sunday 12th January 2025 inc. NECCAA</p> <p>Youth XC Relays – Sunday 9th March</p> <p><i>Discussion around</i></p> <p><i>Presentation money, arranging a formal presentation, agreeing amount to be allocated</i></p> <p><i>allocation of roles and responsibilities</i></p> <p>Agreed: <i>All roles allocated as indicated on action sheet</i></p>
DABG CX	<p>Despite VB initially explaining to DABG that we were unable to support this event due to a lack of availability of our own club members to help set up etc, subsequent conversations had taken place and verbal assurances were given that we could actually do this.</p> <p>Agreed: <i>TM to coordinate with BAC volunteers to support this event</i></p>
AOB	None
Actions	As indicated on the front table
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:	Next meeting - Monday January 20th 2025
Meeting Closed	8pm