



Meeting: Committee Meeting

Meeting held: Monday 14th September 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)

Apologies David Money (DM), Dan Jones (DJ) Stef Young (SY) Lee Drummond (LD)

Observing Kirstin Farquhar (KF) Paul Brennan (PB)

Minutes Taken: Val Baxter (VB)

Actions arising from meeting - 14th October				
Item	Action	By Whom	By When	Status
1	Present across next 2 meetings, an update on progress of reconciliation and a proposal re moving forward re budget expenditure payment of fees	TP	18/11	
2	Collect stakes from club on Thursday and to event	TM	17/10	
3	Speak to DM to request conversation with venue to ensure buffet is good quality and that sufficient food is available for all.	MP	18/11	
4	Potential new Run Leaders to be identified and approached	ALL	18/11	
5	Club AGM & Presentation Night to be advertised & promoted by all coaches	VB Coaches	18/11	
6	Catholic Club to be booked – March 22 2025	MP	18/11	
7	Change PR information re BAC XC Relay event to reflect inclusion of NECAA	TM	18/11	
8	Book school for 30 minutes longer & request larger hall for 12 th January 2025	VB	18/11	

Actions outstanding from meeting - 16th September				
Item	Action	By Whom	By When	Status
4	To return to indoor meeting point to allow for announcements and encouragement of race and fixture participation	ALL	After Oct Half Term	
5	Speak to school re Long Jump repair	DJ	14/10	
8	Identify suitable date in Jan / Feb for AGM Presentation Evening	VB	14/10	

Actions outstanding from meeting - 22nd July				
Item	Action	By Whom	By When	Status
	To identify new run leaders / coaches	ALL	16/9	
	KF & PB to complete run leader training ASAP	KF & PB	ASAP	

Actions outstanding from meeting - 17th June				
Item	Action	By Whom	By When	Status
12.	2025 Draft budget to be provided FOR 2025 Xctry event	SC		



Minutes

Item	Discussion & Action
Welcome & Apologies	Apologies received DM LD SY DJ
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 3 being carried forward to this meeting</p> <p>3 matters remain outstanding from previous meetings – they are all now in hand</p>
Notification of AOB	None received
Standing Items	Discussion & Action
Health & Safety / Safeguarding & Welfare	<p>No new issues reported</p> <p>Previous issue has been dealt with - action taken was to implement a one month suspension</p>
Treasurer Update	<p>No report received</p> <p>The committee welcomed Teresa Palmer to the committee who has volunteered to take over as Treasurer. VB has met with TP, banking access is in progress and access to all club systems is to be provided ASAP</p> <p>TP outlined her plan to ensure all expenditure and income can be easily reconciled easily. She queried the approval process for expenditure.</p> <p>She has also already spoken to several other clubs to ascertain best practice to ensure all participants pay annual and weekly fees.</p> <p>Agreed: TP to present across next 2 meetings, an update on progress of reconciliation and a proposal re moving forward re budget expenditure payment of fees</p>
Secretary Update	<p>Nothing to report, aside from 2 requests have been received</p> <ol style="list-style-type: none"> 1. We provided stakes for Lambton Club event 2. We host DABGC 9 on agenda as specific item <p>Agreed: TM to collect stakes from club on Thursday and to event</p>
Social Secretary	<p>No report presented</p> <p>Discussion about how to make Christmas Party a little more special.</p> <p>Agreed : MP to speak to DM to request he has conversation with venue to ensure buffet is good quality and that sufficient food is available for all.</p>
Coaches Update	<p>Juniors / Under 11's : Written report provided in advance by DJ. All going well. Numbers remain steady.</p>



	<p>Intermediates/Youth : Written report provided in advance by DJ. First sessions have been well received.</p> <p>Joggers (inc. C25 & Ru Talk) C26 commenced 8th October – great take up – 16 people</p> <p>Seniors : Increase in numbers, over 30 current runners attending weekly sessions</p> <p>Agreed : <i>New Run Leaders to be identified and approached</i></p>
Chair Update	<p>Announced delighted that Teresa Palmer has agreed to take on the role as Treasure, on a trial basis.</p> <p>Discussion re AGM combined with Presentation evening.</p> <p>Agreed: Date of Saturday March 22nd – date to be advertised by December</p> <p>Catholic Club to be booked for this event</p>
Specific Items	Discussion & action points
Upcoming Events	<p>January XC Relays – Sunday 12th January 2025</p> <p>Youth XC Relays – Sunday 9th March</p>
DABG CX	Club has received a request to host this event
NECCAA	<p>Club has received a request to host this race as part of our XC Relay event in January 2025</p> <p>Agreed: To host this event as part of our Annual XC Relay event</p> <p>To change the PR information to reflect this change</p>
AOB	Issue raised re unprofessional conduct from NECCA official towards club members
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 November 18th
Meeting Closed	8pm