

## **Rugby & Northampton Athletic Club Committee Meeting**

Date: 2 October 2019, Venue: Hartwell Close, Northampton, Start: 7.30pm

**Present:** Adrian White, Amanda Gurney, Terry Akiens, Vince Carroll, Kate Williams, Dave Burge, Paul Cooper.

**Apologies:** John Geracs, Janet Wright, Mark Barrowclough, Charlie Barker, Paul Furness, Nigel Roberts.

<b><u>Item</u></b>	<b><u>Agenda Item</u></b>	<b><u>Actions</u></b>
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<b>1</b>	<b>Minutes of previous meeting</b>	
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The Committee agreed the minutes from the September meeting were a true record.

<b>2</b>	<b>Matters Arising from Previous Meeting</b>	
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<b>2.1</b>	<b>Rugby Junior Athletics</b>	
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As agreed at the previous meeting, James Wright had sent a cost estimate for managing and staffing U11s sessions by WTC. The committee agreed to go ahead for this term, but we need to monitor progress with increasing the numbers and review the situation in December. Paul will draft a response to James and circulate it to check that it correctly records the committee's decision before sending it to James.

Paul

Paul has informed the Sub-Aqua Club that the main part of the Clubhouse meeting room will only be available from 8:30pm on Mondays in future. The track and sportshall bookings agreed at the previous meeting have been made.

There was some discussion of the Warwickshire Councillors' Grant Fund awards. These will be discussed again at the next meeting.

<b>2.2</b>	<b>Northampton Junior Athletics</b>	
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The new flyers have been printed and T-shirts obtained.

<b>2.3</b>	<b>Club merchandise</b>	
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Dave has been in touch with Kukri and showed pictures of some items. He is waiting for information on prices. It was agreed to order one of each of the items of interest (estimated cost £200) to look at at the next committee meeting.

Dave

Kukri would set up a "Teamshop" for us free of charge and handle the whole process, although with no income to the club. See the link below for existing Teamshops of other clubs.

<https://www.kukrisports.co.uk/teamshop/kukri/showAllTeamshops>

<u>Item</u>	<u>Agenda Item</u>	<u>Actions</u>
	<ul style="list-style-type: none"> <li>We can personalise chosen stock products by adding logos, names and numbers.</li> <li>Single customer orders possible.</li> <li>Personalised garments are delivered within 15-20 working days.</li> <li>'Off the shelf' stock items (not personalised) will be delivered in 48 hours.</li> </ul>	
<b>3</b>	<b>Committee/Secretary activities</b>	
	<b>Committee/Club Secretary</b>	
	No progress with finding a possible candidate for Secretary.	
	<b>2020 Virgin Money London Marathon</b>	
	On-line applications for club entries will open on Monday 28 October and must be submitted by 17:00 on Monday 25 November. The number of entries is based on the number of first claim-registered members over the age of 18 on 28 October. We should receive 3 entries. The deadline for people awarded a club entry to submit their entries is 17:00 on Friday 24 January 2020.	
	Amanda will look after arrangements. We should ask for applications for the entries by end November and allocate them at the December committee meeting.	Amanda
<b>4</b>	<b>Finance</b>	
<b>4.1</b>	<b>Summary Statement from Paul</b>	
	PC had circulated the usual finance reports before the meeting. The reports were up to end of September, the end of the third quarter of the financial year. Paul provided an estimate of the year end position.	
<b>5</b>	<b>Membership</b>	
<b>5.1</b>	<b>Current Membership Statistics</b>	
	Dave Burge has generated a membership database, which combines information from the EA Portal, GoCardless site and will also contain information on subs payments by BACS, cheque and cash. It is intended that this will be the master database in future, from which the membership is managed and extracts are provided to coaches and team managers. Paul will set up a OneDrive site where the database can be stored securely.	Paul
	Dave will circulate the database to the committee members for review. Any comments to be fed back to Dave. We will decide at the next committee meeting on the final format and contents of the database.	Dave (done) ALL
	It was agreed that we need to appoint a membership secretary. The absence of one is one of the main reasons for below-budget subs income. Post to be advertised in next newsletter.	News- letter
<b>5.2</b>	<b>Other membership Issues</b>	

<u>Item</u>	<u>Agenda Item</u>	<u>Actions</u>
	Nothing to report.	
<b>5.3</b>	<b>Elections</b>	
	18 new members were elected (including 13 LRG members). The election of 6 others effective from the previous meeting was confirmed. There has been one transfer to us via the Change of First Claim Club process: Alice Burke (from Wadhurst Runners).	
<b>5.4</b>	<b>Resignations</b>	
	There have been no resignations or club transfer requests.	
<b>6</b>	<b>Facilities</b>	
<b>6.1</b>	<b>Northampton</b>	
	Adrian confirmed that we are continuing to use the Moulton College strength and conditioning suite on Mondays.	
	The college have changed their invoicing dates – they are invoicing for each month of facility hire before the start of the month, although payment is not due until the end of the month as in the past.	
<b>6.2</b>	<b>Rugby</b>	
	A revised draft of the Clubhouse lease has been received. This appears to contain all of the changes requested in the solicitor’s review – Paul to make a final check. If so, it will be signed by the Club trustees.	Paul
	The draft lease still does not include land for an additional trackside storage building. It has been proposed that, if we want to go ahead with one, subject to the formal release of the land by GLL, Rugby Borough Council could agree a separate lease with us for the land. The GLL lease is due to expire on 30 August 2028, when there could be an opportunity to transfer the land to us if not already done and if we still want it.	
<b>7</b>	<b>Competition</b>	
<b>7.1</b>	<b>Forthcoming events</b>	
	6 October – Rugby 10 All arrangements in hand.	
	11 January 2020 – Birmingham League at Abington Park, Northampton Vince requested more stakes for marking out the course (the stakes previously appeared to have been lost). Terry and Paul will investigate possible suppliers.	Terry/ Paul
	28 March 2020 - Rose of The Shires Ultra 54 (54-mile circuit around Northampton)	

<b><u>Item</u></b>	<b><u>Agenda Item</u></b>	<b><u>Actions</u></b>
	We have been asked to man the first of 6 checkpoints on the circuit. We will need 6 people and the checkpoint needs to be themed.	
<b>7.2</b>	<b>Team Management</b>  West Midlands YA CC League Hayley Clarke is assisting Tim Hill with management of the U11s.	
<b>7.3</b>	<b>Coach Development and Training</b>  Coaching Assistant course (Rugby, 28 & 29 September) Athletics Coach course (Rugby, 26 & 27 October)	
<b>7.4</b>	<b>Officials Recruitment and Training</b>  Nothing to report.	
<b>7.5</b>	<b>Recent Competition Results</b>  21 September Midland Counties Autumn Road Relays, Sutton Park U13 Boys: 14 <sup>th</sup> (9 <sup>th</sup> fastest – Oliver Bell) U13 Girls: 9 <sup>th</sup> U15 Boys: 12 <sup>th</sup> (A team), 24 <sup>th</sup> (B team) U15 Girls: 11 <sup>th</sup> U17 Men: 2 <sup>nd</sup> (A team), 17 <sup>th</sup> (B team) (3 <sup>rd</sup> fastest - Fergus Scott, =6 <sup>th</sup> Tom Tyler) U17 Women: 12 <sup>th</sup> Senior Men: 8 <sup>th</sup> Masters Men: 7 <sup>th</sup> (7 <sup>th</sup> fastest: Michael Salisbury) Senior Women: 38 <sup>th</sup> (A team), 62 <sup>nd</sup> (B team), 67 <sup>th</sup> (C team)	
<b>8</b>	<b>Future Strategy</b>  The separate meeting to review the SWOT analysis and consider future strategy was proposed for 30 <sup>th</sup> October. This falls during half term. A new date will be found.	
<b>9</b>	<b>Governance</b>	
<b>9.1</b>	<b>Club Policies</b>  <b>Review of disciplinary policy</b> Vince summarised the headings and process map for the new disciplinary policy. Vince will write up a standard and process map. Vince to update on progress at the next Committee meeting. It was proposed to target an EGM in March 2020, immediately before the AGM.	Vince
<b>9.2</b>	<b>Review of Constitution</b>  See 9.1. Change back to rolling subs year also required.	
<b>10</b>	<b>Communication</b>	

<u>Item</u>	<u>Agenda Item</u>	<u>Actions</u>
	<p><b>Website</b> We have ordered an SSL certificate for https secure pages on the website. This should cure the problem discussed at the previous meeting.</p> <p><b>Facebook</b> Terry is dealing with applications to join our FB group. If any of the other administrators recognise applicants, they should process them as soon as received.</p> <p><b>Northamptonshire Sport</b> Adrian has updated our contact details on the Northamptonshire Sport website.</p> <p><b>Twitter/Instagram/Snapchat</b> It was agreed that we should close this existing site and set up new sites on Instagram and Snapchat. Amanda and Dave will do this.</p>	<p>Amanda Dave</p>
<b>11</b>	<b>Any other business</b>	
<b>11.1</b>	<b>Visit from Amy Frith, England Athletics Club Support Manager</b>	
	<p>It was agreed to invite Amy to our next meeting. Adrian will contact her to arrange it.</p> <p>Meeting ended at 10.05 pm.</p> <p><b>Next meeting:</b> 6 November, 7:30 pm. (Venue: Rugby Athletics Track Clubhouse)</p>	<p>Adrian</p>