

**Rugby and Northampton Athletic Club Committee Meeting**  
**Wednesday 5<sup>th</sup> February 2020**  
**Rugby Clubhouse 7.30pm**

Attendees – Jenny Eaton, Terry Akiens, Ruth Woodward, Janet Wright, John Gercks, Adrian White, Dave Burge, Amanda Gurney

Apologies – Kate Williams, Mark Barrowclough, Paul Cooper

Jenny sat in the Chair and led the meeting.

1. Minutes of the last meeting	With no changes requested the minutes of the January meeting were accepted as a proper record.	
2. Matters Arising	<p>i) Amy Frith had been in touch with Adrian sending dates and times she was available to meeting with the subset of the committee. Adrian agreed to follow that up with Janet, Paul and John who along with himself make the up the subset.</p> <p>ii) Janet had a series of productive meetings with coaches from which a list of useful things had come out. Janet to send out the information to coaches and committee members in a spreadsheet. One of the things to come out of it was that the role of each committee member needed to be better defined so members and parents knew who to approach. They also defined a coaching structure with the following co-ordinators: -  Tim Hill and Nick Garner – Distance  Janet Wright – Sprints  James Wright – Jumps  Kevin Murch and Sara Bowers – Throws  Janet has also identified through those meetings a list of help required and will be making a plea for volunteers</p> <p>iii) Adrian was unsure if the coaching planning meeting had taken place between Kate and Brendan so this will be followed up at a later meeting.</p> <p>iv) Dave had been looking into sourcing more blue jackets but had been unable to find the same style in the same colour. He has a couple of other options which he will send us links to so we can look at it.</p> <p>v) On the Social Media front Jenny had received the information from Dave and was in discussion with both twitter and Instagram to get the accounts shut down. Following a discussion with Adrian, Jenny also offered to run an online training session on the best use of social media for the club. This will take place after the AGM, Jenny will send out dates to get this organised.</p> <p>vi) Janet had provided an equipment list for Rugby prior to the meeting, some of which will be purchased with funding from the Ladies Running Group. The committee felt the</p>	<p>Adrian</p> <p>Janet</p> <p>Dave</p> <p>Jenny</p>

	<p>items and estimated costs were reasonable and agreed to make the purchases.</p> <p>vii) Paul had sent out a budget and subs proposal prior to the meeting. After a lengthy discussion regarding the systems used and how we might bring in the remaining 2019 subs we agreed the following:-          Anyone not using GoCardless needed to pay in full upfront.          Number of instalments to be increased to 6 – details to be discussed with Paul.          Increase in subs by £5/individual, £10/family          Committee to approve a 12 month payment plan for Hardship Cases.</p>	
3. Membership	<p>i) We agreed the elections of 10 new members.          ii) Five club transfer requests were agreed as resignations.          iii) We looked at the email Janet had sent regarding the membership and how we manage this in the future. Our focus was on the outstanding payments for 2019. We agreed that Dave Burge would provide the list to Janet, John and Adrian, they would identify those people who could be approached through their coaches and those who would need a Final Demand letter. We agreed that those who were still on this list would need to reapply for membership in 2020 and not receive an automatic renewal. Final Demand letters would then be sent out by Jenny as we had received no response from recent emails.</p>	Dave, Janet, Adrian, John, Jenny
4. Governance	<p>i) We agreed to accept the Club Disciplinary Procedure as it was likely that we would need to make small tweaks every time we used it to accommodate each individual circumstance.</p>	
5. AGM	<p>i) We approved the Agenda with a Extraordinary General Meeting first to agree the changes to the constitution. Amanda Gurney Proposed Paul Cooper for Treasurer, seconded by Terry Akiens. Janet Wright proposed Jenny Eaton for Secretary, seconded by Adrian White. Terry Akiens confirmed that he had spoken with Vince about taking over as Club President. In order to keep the AGM moving swiftly we felt that the treasurer's report and constitution changes should be circulated with the Agenda, with any questions sent in to the Secretary in advance so that we can prepare responses.          ii) Watford Village Hall has been booked for the night.</p>	Jenny, Adrian, John, Paul
6. Facilities	<p>i) Northampton has all the equipment it needs and we have secured use of the track until 2029. There are no issues with the facilities that need addressing.          ii) Janet advised that a £250,000 track 6-8 week refurbishment was planned to start 20<sup>th</sup> August 2020. This put us in the Working Towards Track Mark category showing we would have completed the work by 1<sup>st</sup> April 2021. This allows us to hold league meets. The track would be replaced and treated, the outside of the track would be tarmacked which would help prevent damage to the track by mould, weeds</p>	Janet

	<p>etc. The pits would be dug out and made to health and safety specifications. Janet to put in a bid for us to have a sit-on Mower with a grass box, which would again protect the track. The committee felt that it would be easy for us to get volunteers to mow the infield. We also talked about getting more bins for in the clubhouse, as well as how our well the clubhouse looked now we were responsible to the cleaners.</p>	
7. Competition	<p>i) SPRING OPEN – 4<sup>th</sup> April. Entries will be online and Jenny will help Janet with organising. We will look at wider publicity in due course and YDL- Janet requested we approve £200 expenditure on electronic timing. We considered that we need to book timing for next year’s events so that we don’t miss out as they are booked out quite far in advance.</p> <p>ii) ROSE OF SHIRES – we are manning a timing station with our tent and Adrian planned to decorate with international flags, Janet to loan the ones Rugby use at Star Track. We will also be supporting the Primary Cross Country Championships on the 25<sup>th</sup> February.</p> <p>iii) Team Management – nothing to report</p> <p>iv) Coach Development – following Janet’s meeting we are in a good place. But some coaches would like some administrative support – this is on the list of things Janet will be asking people to volunteer for. Janet showed us a coaching structure she had seen at another club, she will be trying to get one made for us to put up in the Clubhouse.</p> <p>v) Officials – Janet will publicise the series of courses that are being put on a Coventry later this spring. We also commented on the fact that for our timekeepers to improve and work up the levels they needed opportunities to time against the electronic systems.</p> <p>vi) We did extremely well at the Midlands Cross Country Championships. We had 2 individual Golds: Arthur Tilt and Josh Lay. Team Gold for U17 Boys and Team Silver for U20 Men. As well as Gold for Angela Copson in the Womens 70 category.</p>	<p>Jenny Janet</p> <p>Janet</p> <p>Adrian Janet</p> <p>Janet</p> <p>Janet</p>
8. Any Other Business	<p>i) Warwickshire County Council Grants – Janet talked us through it. We have received £7k over 3 years. 2 have been completed and Active8 is now underway. We are focussing on getting into Primary Schools to run sessions on Jumps and Sportshall. We anticipate this program to be finished by the end of June.</p> <p>ii) Tent – the Ladies and Mens Running Groups have funded a new tent. Terry showed us pictures. We also considered purchasing new flags to live at the Clubhouse to be used at events.</p> <p>iii) Budget – the cost of the utilities seemed quite high. We wondered if we could negotiate a better price or if we were tied into a particular supplier.</p>	

	<p>iv) Bins – we now have our own bins that are collected by the council. We need to find out when they are collected and arrange a rota for putting them out.</p> <p>v) Janet is planning a Track Clean Day 28/29<sup>th</sup> March – details to be sent out shortly.</p>	
<p>9. Date of Next Meeting</p>	<p>The next meeting will be the EGM and AGM on <b>16<sup>th</sup> March at Watford Village Hall</b> Station Road, Watford NN6 7UX starting at 7.30pm –committee members to be there by 7.15.</p> <p>The meeting closed at 9.30pm</p>	