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**OVERSEAL RUNNING CLUB**

**Minutes – Meeting 13th August 2017**

1. **Attendees**

Julie Chamberlain - Chairperson (JC), Amanda Chandler (AC), Simon Locker (SL), Steve Margetts (SM) Emma Thompson (ET), Jackie Bailey (JB), Alison Wright (AW), Carl Fairfield (CF), Melissa Howell (MH), Ashley Chandler (AsC), Kirsty Jones (KJ)

1. **Apologies**

Justin Kirkham (JK) , Marie Kirkham (MK), Tim Watts (TW)

1. **Review of last meeting minutes**

Minutes from last meeting were read and agreed by the committee

1. **Updates from committee** 
   1. **Membership**

As agreed in last meeting £15/year (or £30 including club t-shirt) - JC and ET to trial rolling membership instead of Feb - Feb with members receiving email when membership is due. Committee agreed concept of membership cards which would include emergency contact details. CF offered to print and laminate if volume is small. HL to design.

* 1. **Welfare**

JB discussed issues with turn around points to ensure member safety and welfare. SL stated all specific club runs (Thurs and Sun) should include a warm-up, cool down, check for any injuries, ensure someone has a mobile phone and explaining set turn around points. Club “ethos” to be made available on members only FB page to highlight.

* 1. **Media**

ET gave update on website – getting increased external traffic with people contacting through the website. Currently 2 Facebook groups (1 open and 1 private). SL and KJ suggested open page has many people who are not members and have never run with the club. KJ suggested removing open group and replace with information only “page” which will provide information on how to join the club etc. Committee agreed – ET to action.

ET suggested posting anonymous survey to gain feedback from members regarding continuation from c25k, what can be improved etc. Committee agreed ET and HL to action.

ET suggested adding to the website newsletter/flyer, posting club rules and ethos and in the member’s only section who the committee members are and their job roles and who are the job leaders and co-leaders. All committee members/jog leaders/co-leaders who are happy to be included to email a short profile plus image if wanted to ET.

* 1. **Kit and equipment**

KJ advised new t-shirts have gone out minus one outstanding which has been ordered. She advised payment on PayPal account is preferred method of payment to reduce holding cash

* 1. **Treasurer**

SL advised current club total is £799. This monthly outgoing was £160 for a jog leader course for TW. No income this month.

1. **Jog Leaders and Co-leaders**

JC advised both TW and JC to take jog leader course beginning of September. JC and SL advised currently no word about co-leader training from Cat at Jog Derbyshire – SL to chase up. ET suggested she would contact England Athletics to see if they could advise. JC suggested look to train more Jog leaders in near future and to continue to fundraise towards this.

1. **Couch to 5K program**

Committee agreed to postpone C25K start until 14th Jan 2018 to allow Jog leader training, ease membership payment complexity and to streamline the C25K to possibly once a year.

JC and MH advised they are setting up a “step up” programme for those who may have been out of running for a while, graduated c25K but not continued or want a more gentle 5K pace etc. MH to Jog Lead with co-leaders when possible on Tues 6:30-7:30pm starting in September

1. **Fundraising/club visibility**
   1. **Park run takeover**

Agreed to try to organise a Conkers park run take over as local course and could attract local interest. MH to check how to arrange a “takeover” would need significant number from club to volunteer.

* 1. **Events**

AsC suggested wait until affiliated to see if needs insurance etc. To be put on hold for time being.

* 1. **Sponsorship**

To be discussed at next meeting due to time constraints.

1. **Social events**

Christmas meal discussed previously – KJ to look into lakeside for hosting. Committee agreed awards night provisionally set as 6th Jan 2018 - JC to find availability of village hall.

1. **AOB**

CF discussed affiliation requirements. To be put on next agenda.

AC suggested rebranding of name/logo/slogan etc. to reflect inclusiveness of club - not just for “runners”. Committee agreed to ask for member suggestions and have a vote on best. Must take into account branded kit we already use and potential for affiliation requirements.

1. **Date and time of next meeting**

Provisionally 24th September YHA after club run

1. **Action Plan**

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| **Action** | **Actioned by** |
| To trial new rolling membership and feedback to committee | ET and JC |
| Design membership cards | HL |
| Remove public Facebook group and replace with info page | ET |
| Produce feedback survey for members | HL and ET |
| Produce short profile for website (if wanted) | ALL |
| Chase up contact from Jog Derbyshire | SL |
| Contact EA about co-leader courses | ET |
| Publicise new “step up” program on page | JC and MH |
| Check how to arrange parkrun takeover | MH |
| Check availability for Christmas meal at lakeside | KJ |
| Check availability for village hall awards night | JC |
| Post asking for members to submit entries for “rebranding” | ET |