

Management Committee Meeting:	Wednesday 22 May 2019
Attendees:	Chris O'Hara; Neil Thomas; Ian Ainscough; Leigh Jenkins; Aaron Riley; Nigel Waterhouse; Anthony Brennan. Jess Archer-Clowes joined for Social update.
Apologies:	

## Minutes

1. Previous minutes approved.
2. **Christleton 5k** – Sean Simmons has indicated that work commitments mean he is not going to be able to organise the race next year. IA indicated that he was happy to take it on and Sean had offered to support him next year. IA suggested it should be opened up to the membership to see if anyone else was interested. **CO'H** to ask Lizzie to put something in the newsletter and note everyone's thanks to Sean for all his efforts.
3. **Social Reps.** Jo Harding has stepped down as Social Rep. It was agreed that JAC would be Social Lead for the club and we would look to recruit two reps to support her this year. **CO'H** to ask Lizzie to put something in the newsletter and note everyone's thanks to Jo for all her efforts.
4. It was agreed that 'Social' should form an element of the Club Development Plan and Jess could use this a basis to hold a meeting with the new recruits so that they could have an input into the deliverables for this year COH to hold off formally issuing the Development Pan until then.
5. JAC discussed the list of social events that had been circulated in the past and those which are fixtures in the calendar and which are optional. The essential events were: End of Season Party; Ravi's quiz (although not necessarily in January) and open-water swim event. The optional events were: Christmas family event; Run and Christmas Dinner; Orienteering, Ferry to Ferry.
6. JAC had been looking at locations for the 25<sup>th</sup> Anniversary celebration / EOSP. Looking for a Saturday evening in October, JAC had shortlisted a number of locations. JAC was to consider the availability and cost of location. In this anniversary year, it was agreed that we should explore options to involve the original / life members where we can.
7. It was agreed that the club awards would be presented at the EOSP. The availability of dates may mean that engraving of awards has to follow the event, but that can be reviewed when we know the available dates.

8. Given the significance of the 25<sup>th</sup> year, the Committee agreed that there should be a sensible subsidy from the club, but the event would not be free to attendees. It was agreed that a budget of £5,000 would be provided.
9. It was also re-confirmed that a budget for the Social reps had been approved at a 2018 meeting. This was noted as £2,500, not including the EOSP. The committee confirmed that budget for 2019.
10. JAC confirmed that she was looking at options for an open water swim event. Using the canoe club was an option and Ferry 2 Ferry had been popular in previous years.
11. **CO'H** to confirm with Iain Wood that the awards will be presented at the EOSP and highlight we might be tight on dates to hold the event in December.
12. It was agreed at the meeting that JAC would get quotes/dates and put a post on Facebook. JAC subsequently confirmed to the committee that only Oddfellows was available from the agreed shortlist and for 5<sup>th</sup> October. This was agreed and IA was to pay the deposit.
13. It was also agreed that there wouldn't be free places offered for the event, including committee, organisers and award winners.
14. JAC left the meeting and previous actions were reviewed.
15. NT will lead on a review of investment/strategy for the club. **CO'H** will ask Lizzie to put something in the newsletter.
16. NW confirmed that he has spoken to DC about the audit of Deva accounts. DC is putting the appropriate structure in place for his accounts for 2019 which aligns with the clubs Development Plan to achieve Silver Tri-mark accreditation.
17. NW confirmed that 35 marshals have been reserved for Deva to use on the bike course. We are currently at 70% of the required number of volunteers.
18. **CO'H's** proposal for the awards for 2019 was discussed and subsequently approved. The current approach will continue for club championship awards based on individual results.
19. Club awards will be nominated by members. Awards will be voted on by the management committee, with input from coaches and the wider committee (if required). **CO'H** to advise IW of the new changes
20. The winter league for 2018/19 still needs to be reviewed and next year's league is still yet to be approved despite Iain Wood already advertising races for 19/20. **CO'H** confirmed he has written to IW and awaits a response. Hopefully, IW will respond before the next meeting so it can be reviewed then. Concern was also expressed that it has been proposed to include Sandstone Trail race (when it was already sold out) and a marathon in the list of races. **CO'H** to ask IW for a proposal for 19/20 league

21. **Operating Procedure** – Sue had previously started an operating procedure to capture agreed procedures and practices. Two points were to be added: (i) the agreed approach to obtaining and storing CRB checks; and (ii) the awards process. **CO'H** to review and consider further additions to this procedure over the next months and will advise/propose items at each meeting
22. AGM – **TB** to book Hoole Community Centre for 6<sup>th</sup> or 7<sup>th</sup> November for AGM. **[TB contacted HCC after meeting and only available date was 30<sup>th</sup> October. Rooms have been booked – awaiting confirmation.]**
23. The fact that LJ's and NW's three year tenure in their roles comes up this year was discussed. The Volunteer Co-ordinator role was discussed. It wasn't formally agreed, but it was broadly accepted that it would be sensible to extend that role into an Event Co-ordinator role supporting the events and a broader view on club activities. Consideration to be given at a future meeting as to how we encourage members to consider joining the committee.
24. NW mentioned an approach taken at another club where the Captain role is a three year process. In the first year an elected member is Vice-Captain; Captain in the second year and then another Vice-Captain position in the third. That would ensure continuity and support for the Captain and committee. This was to be considered further and would require an amendment to the constitution at the AGM to bring in from 2020.
25. The 2020 spring international training camp was discussed. **NT** is to see if someone will agree to organise it. It was agreed that this could be a co-ordinator role and out of courtesy, a previous camp organiser would be approached first to see if they would take the lead, rather than building arrangements from scratch. AR highlighted the need to be clear on the requirements of the group for leads. AR also suggested an idea to arrange a camp through a third party which would take away the responsibility of our members/coaches leading the rides.
26. AR advised that Grant Carter-Moore wants to do his Level 2 qualification. The Committee was happy to support that.

**END**