**Juyu,.juhjMinutes for Committee Meeting**

**Monday 19th April 2021**

**Present:** Paul Sandford (PS), Ken Littlejohns (KL), Felicity Edwards (FE), Anna O’Neill (ACO), Jackie Tobin (JT), Leigh Henderson (LH), Terry Wegg (TW), Carol Quinn (CQ), Nick Wells (NW), Ian Byett (IB), Edward Thomas (ET) Jo Breeds (JB).

**Apologies**: Ann Henderson

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|  | **PART 1** |
| 1 | PS welcomed all attendees to the meeting.**Minutes of the last meeting (15/03/2021)**Minutes of the last meeting were approved. |
| 2 | **Matters arising from the last minutes** The Committee Tracker was reviewed and updated.It was noted that the work to replace the track will commence on the 5th of July and is expected to take between ten and twelve weeks. |
| 3. | DISCUSSION TOPICS**Club President Role**KL advised that he had spent some time looking at the role of the Club President and wished to reach agreement on the scope of the role. It was agreed that the role is to guide the Committee in running the club in accordance with the Constitution and acting as a figure head undertaking ceremonial roles as required.**Hampshire Hoppit**Tim Fowler joined the meeting at 7.30pm for this agenda item only. He presented a slide pack about the Hampshire Hoppit race, providing details about the organising team, the likely revenue/profit and the race capacity. He explained that Vassos Alexander has featured the race in a book and this is part of the reason why the entry numbers are rising quickly. Tim provided an overview of the merchandise and prizes and the services that will be available on the day. The race has made a profit every year and part of this is earmarked for the trackside fund. This year Tim wants to rework this message and provide focus on a different use of the funds. The Committee supported, in principle, a message that a percentage of the profit will go towards development of local athletics including subsidised physio type treatment for the Club road runners. Tim agreed to draft some wording and send it to PS.**GDPR Subject Access Request**PS advised the Committee that a subject access request has been received by the Club asking for copies of personal data held by the Club. Agreement is required on who should own the process and associated response.It was noted that Emma Wells has produced a short paper on the use of Loveadmin and ACO highlighted the close linkage between Loveadmin and the development of a GDPR policy. ACO advised the Committee that work is needed on GDPR to produce a privacy policy and to understand the personal data being processed by the Club. A meeting will be set up following the Committee Meeting to explore how this can be pursued in tandem with the work on Loveadmin. **Stand Development Update**FE advised that the development budget for the stand is still to be confirmed. The track replacement is ready to commence.**Disciplinary**PS reported that a disciplinary process is currently being carried out and sought confirmation that the information had remained confidential. Whilst respecting confidentiality it was confirmed that knowledge about the scope of the process was limited to those involved in the disciplinary process and one additional committee member who was aware due to information provided outside of the Committee. |
|  | **PART 2** |
|  |  REPORTS**Reports**The following reports were included in the meeting and were circulated in advance to the attendees:Membership ReportCoaching Co-ordinator and COVID ReportCompetitions MattersRoad Runners ReportGeneral Secretary ReportThe reports were reviewed, and the following comments and actions noted.*Membership*From 19/4/21 membership revenue has increased to approx half of what was forecast. 248 Athletes have been registered (17 newly) as Competitive with England Athletics to date. Some concern remains about whether the budgeted revenue will be met.*Coaching*LH acknowledged that the Committee had previously approved an extension to the agreed track time however this has not been taken up. This will be discussed further at the forthcoming coaches meeting.LH has looked into the available grants as discussed at previous meetings. Focus will be provided on round 3, which allows for applications to fund improvements in training environments. The temporary toilets have been retained, as there is currently no update on when the hockey club ones will be available.The coaching strategy workshop is still under development and coach recruitment continues although LH reported that an assistant throws coach has started assisting Deborah.The competition plans survey will be circulated again with information being shared with coaches.LH provided an overview of a planned 800m race on the 22nd May 2021. The arrangements are in place including entry arrangements, refreshments, first aid and pacers. CQ can assist with the permit application if required.*Competitions Matters*TW reported that the first Wessex league match has been cancelled. Furthermore there is no Wessex team manager for boys u13 and u15 or a league secretary for Wessex or SAL. It was agreed to send out a coach comms asking for the team managers.**Action**: CQ to produce notes on what is expected by the SAL from a league secretary.JT suggested that a meeting be arranged for the team managers to come together and share information.Alternative facilities are still required whilst the track is closed. **Action**: CQ to look into whether other local tracks are available whilst the Down Grange track is out of action.*Secretary*It was agreed to register an interest in being considered as a training venue for the 2022 Commonwealth Games although it was noted that Council approval would be required. |
| 5 | **AOB****Reimbursement of expenses for NAL matches**It was agreed that a process for claiming reimbursement of travel expenses is required. A quick discussion resulted in agreement that ET would look at producing a simple form, which will assist in electronic rather than cheque payments. ACO will check the GDPR implications once the form is agreed.**Action**: ET to produce a form for expense claims**Road Runners**TW had requested approval of the funds for minibus hire for the South Downs Relay. The Committee approved this request.**English Cross Country Association**IB requested Committee endorsement to stand for re-election as the Honourable Secretary of the English Cross Country Association. The Committee unanimously agreed to support IB. |
| 6 | **Date of next meeting** Committee Meeting – Monday 10thth May 2021 7pm |