

**Committee Minutes 3rd May 2016 at ILTSC**

**Present:** Martin Archer, Petra Bijsterveld, Rachel Carter, Hilda Coulsey, Val Kerr, Jane McCarthy, Helen Waddington, Shirley Wood.

**Apologies:** none

**Minutes of meeting 5th April:** Agreed

**Matters arising:** Covered in agenda and discussion in the meeting.

**Running the Club**

1. **Harrier of the month and Volunteer of the month.**

Nominations as follows:

**Harrier:** Alex Hyde for Paris and London, Jane McCarthy for Open 5, Tom Worboys for 3 marathons in 3 weeks, Jack Wood for 3Peaks, Alison Weston for anniversary Waltz and 3P, Ruaridh Mon-Wiliams for Pendle, Matt Cox for Dick Hudsons, Mary Gibbons for Dick Hudsons, Outi Kamarainen for Teenager with Altitude, Jann Smith for Blubberhouses, Dan Wilkinson for Blubberhouses, Ton Adams for Baildon Boundary Way.

**Volunteer:** Hilda Coulsey for committee work, Peter Lewis for newsletter, Petra Bijsterveldt for social media.

The **Harrier** was voted as Tom Worboys for his 3 marathons this spring plus 3 in the past autumn for charity. The **Volunteer** was voted as Peter Lewis for the newsletter. Just about everyone recognised Jack Wood for his amazing 3 Peaks time and Yorkshire silver medal. He received the award last month and recommended it should go elsewhere this month, however his achievement is noted.

We decided that there may be occasions when we might like to reward 2 harriers in a month and no volunteers or on a 3 monthly basis, last month we awarded 2 volunteers, hence we wish to remain flexible in each month.

**2. HDSRL first race plan**

Neil has made the detailed arrangements for Thursday. Enough marshals have volunteered and Val will help to manage these on the night. The harriers (marshals and runners, although it seems there may not be many runners) will be asked to bring additional food to the rugby club and Jane and Helen will take these to Clark Foley and organise there. Neil will remind harriers of the need for food and initial arrangements on the night. **NC**

**2. Kit Storage at ILTSC**

Val and Neil recommend the purchase of a shed-shaped construction for around £650. This was agreed and when it is convenient with ILTSC, in July possibly, it can be purchased and built on a platform with the offer of help from Ben and perhaps Will. **VK/NC**

 **3. Spring Newsletter**

This is now published and available for distribution, thank you to Peter Lewis. The publication is expensive and distribution is never easy, thank you to the volunteers who help with this. We considered possibilities for alternative options to keep the novelty of the printed version, particularly the interest in the extended articles, reports on key races and the profiles, but take more account of what might be more sensible to be done electronically. It is appreciated that pulling together news reports and races coming up that already exist on the website is quite onerous and a duplication, however “the reading of interesting articles in the bath" is also therapeutic! Jane will discuss with Peter. **JMcC**

**4. Beginners group**

This was the first session this year and we had an amazing response. With over 60 names previously registered with Hilda, another 17 arrived unannounced on the night which meant that we had some 75 attendees. Jane Bryant did an excellent job with the whistle and augmented by 8 other harriers volunteers there was lots of chat and smiling amongst the ‘runners’ whilst exercising. There are obviously a range of capabilities, with over half absolute beginners and the key is to retain as many as we can. The need for the next stage/ follow on ‘Improvers’ is therefore strong and needs to be planned properly with the experienced coaches. **HC**

**5. Membership and EA registrations**

The onerous task of EA registration in April has been completed by Rachel for our 269 members. We will keep under review whether EA registration should be completed for all, what the fee might be next year and indeed whether individuals could or should register themselves. This will be for discussion again next month together with an update of finances. **RC/ MA**

**Developing the Club**

1. **Update on the proposed new athletics facilities**

Two meetings were held in April, one between ourselves (MA, SW and HC from the committee together with Paul Stephens, Steve Maslan and Rob Cunningham) and the other with Richard Giles and Jim Dale of Ilkley Town Football Club (IT). The discussion centred on the lease arrangement for the ground required and the construction of a suitable company which would most effectively enable access to and manage the investment loans and other funds required with best advice regarding social investment tax relief and VAT. The IT business plan has been compared with or own and is not dissimilar, albeit about twice our financial commitment, which potentially will help in joint ongoing cooperation and investment. By the end of this month we expect to hear about the planning application, to have drafted a company articles and a business plan presentation for investors. The lease agreement will be pursued by IT with the school. When available these will be presented for committee consideration and decisions. **SW/ MA/ HC**

**2. Duty of care arrangements for U18s and seniors**

A meeting was held with Jane Bryant and Neil Chapman to find practical ways to ensure coaches can be aware of who attends their sessions as well as emergency actions if incidents happen during, or are subsequently reported after, sessions. Tuesday evenings arrangements are loose, perhaps more social, and it is not always apparent beforehand who will be the leaders or who will turn up to run. The proposal to address this, including registration with emergency contact details and the availability of identity/ emergency wrist bands for individuals, was discussed. Some comments on data protection safeguarding need further exploration but otherwise the system proposed should be implemented for trial. **HW/ JMcC**

For under 18s specific arrangements are required for each training session and these will be specific and documented as agreed for each of Jane’s and Neil’s sessions. Arrangements therefore for U18s at Tuesday evenings need also to be specified. We discussed that for 15 year olds this session, as it is now, is not suitable. This is not a problem as there doesn't seem to be a need, however we must say this as we do not want 15 year olds to arrive on the night and join a group randomly. In the past Val did run a session and this could be restarted, reviewed on a annual basis when we know the cohort of 15 year olds. As part of this exercise, it could be documented that Val is the named contact for these. **HW/ JMcC/ VK**

**AOB**

1. Manchester marathon distance was measured short by 400m in 2013, 2014 and 2015 and a note will be added to our records page.
2. It was agreed that our account with Yorkshire Bank should be closed in favour of Lloyds which enables on-line banking but also with adequate safeguarding for additional approvals.
3. Help for the Jack Bloor race was requested by Neil.

**Next Meeting: 7th June 2016, 8.30 at ILTSC**