

BEDFORD & COUNTY ATHLETIC CLUB

MINUTES OF COMMITTEE MEETING

Monday 15th July 2024

Present: Paul Gooding [PG], Martyn Blackwell [MB], Allen Adamson [AA], Craig Emmerson [CE], Penny Butcher [PB], Courtney Gunn [CG], , Bob Thompson [BT],

Apologies

Ewan Wilson [EW], Pete Carpenter [PC],

	➤	Action
1	Minutes of Previous Meeting ● Agree accuracy - Agreed ● Matters arising – Review of expenses policy in September. We have accepted participation in the NAL fixture on 3/8. Awards evening is planned for Friday 25th October [half term]. PB,PC and Dennis Johnson to meet and confirm. Restated that the number of awards will be as per June minutes [12 awards' plus team one award per manager and athletes breaking records or gaining national and international representation. AA to book room for awards starting at 1900, limit of 150 guests. Entries to cross country and road competitions, Tony Forrest aware of limitations	PB,PC,DJ AA
2	Reports ● Finance – Report held. PG went through financial summary [new format]. Just over £62,000 held. CG asked how much we owed other bodies. PG went through accruals to Fusion and GLL. In addition the ring fenced Wheel Chair Club account. ● Membership – Report held. We have now exceeded how target for membership. PG has been replying to each email enquiry, but will need only send pdf letter. Tom Hayman now checking up on trial members as to if they wish to join the club. ● Volunteers - PG in the process of composing letter requesting more volunteers. He had investigated EA advice and examples from other clubs. One suggestion that we do not use the term 'volunteer'. PB pointed out that Scotland AA have adopted this and other policies. PG to look at. In addition look for 'helpers' to carry out tasks rather than take on roles. Examples of tasks; serving refreshments on club nights; dealing with enquiries on club nights; selling club vests. More committed help with officiating and coaching. ● Safety, Welfare & Grievances- Nothing reported ● Club Standards & Governance - BT included company number on articles. It was agreed that we do not have a 'club athlete/coach pathway] but we do include a 'club structure' in the Induction Pack. ● Performance/Event Management - We are pushing GLL to train staff in the staging of track and field fixtures. Graeme Packman to liaise with GLL to check over field facilities. GLL to lead on setting up training for staff through GLL expertise at other centres. Photo finish computer not working. Steve Feely coming in to check. Question over visit of HS, booked by GLL, as to whether they fully tested system and if a GLL member of staff was in attendance. CG	EW/PG

	questioned if access to league recording systems could be send to the results recorder. Problem with NAL and Open track. CG also had concerns over the upcoming NAL fixture requires recording two matches at the same time. ● Communication – Emma Smith has taken over the website	
3	Discussion Items ● Gabrielle to attend coaching course. Steven Mienmbolo to be offered coaching course. AA check on Sam A progress towards L2 status. ● Timings of club use of the indoors and track to be discussed in September. AA inform GLL on dates for indoor facilities [15/10 to 13/4] and Beagles ● Gym to be upgraded 25/7. Present weight training equipment, owned by the club to be moved into the upgraded facility. AA, Darren Kerr[DK] and Barry Johnson to check on space for frame. It will be available during club hours. ● DK to speak about podiatry to coaches in the Autumn. ● New member protocol has evolved. One form goes to all new members; they complete a 'google sheet'. Arrangements made to attend first session on a Tuesday. They complete two week trial; Tom Hayman then follows up on full membership. They are sent a 'welcome pack'. The whole process is time consuming and this is an attempt to streamline the process. MB asked if there is any follow up on athletes who drop out. There is no formal process. ● Transport to Plate Final, Thurrock [if we make it]. PG had two quotes. Agreed that we make the booking and accept the cancellation fee if we do not make the Plate Final. ● Three Counties Radio to do a feature at the track. Agreed that it is not the clubs place to lead.	AA AA AA AA PG
4	AOB ● MB raised how the club uses higher claim athletes. Agreed that the details should be brought to the committee before they become members. Further discussion in September. ● CG- Expenses for NAL. PG to claim. ● BT asked if anyone knew why PANVC had dropped out of the EYAL? Suggested that the amalgamation of two clubs, Peterborough and Nene Valley was not working.	AA PG
	Date & time of Next meeting Monday 2nd September	

Meeting closed 2105 hours

Signed as a true record