

BEDFORD & COUNTY ATHLETIC CLUB

MINUTES OF COMMITTEE MEETING

Tuesday 19th April 2022

Present: Martyn Blackwell [MB], Bob Thompson [BT], Pete Carpenter [PC], Allen Adamson [AA], Craig Emmerson [CE], Penny Butcher [PB] Courtney. Gunn [CG]

Apologies

Pete Webster [PW], Rachel Wellbourne [RW]

	>	Action
1	> Minutes of Previous Meeting – > Not available. Minutes from, November and February accepted. March still to be agreed. PB to write up January minutes, if there is a recording of the zoom meeting. MB to request. Minutes of the March Executive Meeting from the secretary. > PC to change names of Club Directors on Articles of Association. > Agree accuracy - to be agreed > Matters arising. > BT as President of the club made a statement on his concerns regarding, 'where we are as a club'. He asked that as a committee we improve the governance and communication of the club and that we 'we respect each other' and 'be open and transparent'. The upcoming AGM would be a chance to reset the vision and initiate a development plan for the club. > MB to write to RW > CE asked that we look to restore someone one at reception on club nights > BT to address the AGM on a 'reset' for the club and introduce the development plan and club standards.	PB MB PC MB BT
2	Reports • Treasurer - PC circulated report. We have, more or less, broken even this year. • Membership - Renewals increasing. PC and MB to look at reducing the number of categories of membership • Volunteers - No report • Welfare & Grievances- We are following UKA approved procedures as regards one report. PC to write to Welfare Officer with regard to a grievance with the intention of resolving the issue. The committee does not think the reporting '1 to 1' coaching policy has been adopted. It is not in the minutes that have been agreed. Some discussion on what data the club and coaches should be keeping and how coaches communicate with athletes. The present procedure of reporting to remain on the web site. The issue to be reviewed by the incoming committee in light of the EA GDPR policy. Welfare Officers are looking at the Social Media Policy, which needs to be brought to the committee. • Club Standards - The standards recommended by EA will play a major part on how the club is run in the future. Important that club	PC/MB PC

	members and parents understand the expectations of the standards. BT will mention it at AGM.	
3	Agenda Items • Development Plan - BT to look at constitution[articles of association]. Clarify the definitions of club officer and director in the glossary. PC to look at a Finance Policy. Generally we will use EA policies. Secretary to bring these to the committee over the next six months, under 'club standards'. BT to fill in timescales and actions on the development plan. Look to set up a group to purchase and erect a 'club shed'. • PC suggested that we meet every two weeks to cover the extra commitment to the development plan and club standards. Agreed. Next meeting Tuesday 3rd May 1945. • AGM - PC and MB working on adjusting some membership fees. AGM date Tuesday 24th May. Notice of meeting to be circulated on or before 3rd May.	BT PC Secretary
4	AOB • BT- will abbreviate the club's ethos statement. • AA - has secured a caterer for club home matches. Order 500 E bibs for senior teams. Check stationary supplies in cabinet. Order 2x rule books • CG- clarification of officers standing for committee. Storage of hurdles in the summer. AA to look at purchasing cover or garden storage units. CG stepping down as County AA Competition secretary. Possibility of a three counties championship 2023. AA send contact details of caterer to CG	BT AA AA
	Date & time of Next meeting Tuesday 3rd May 1945	

Meeting closed 2155 hours

Signed as a true record