

BEDFORD & COUNTY ATHLETIC CLUB

MINUTES OF COMMITTEE MEETING

Tuesday 14th June 2022

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

Apologies

Pete Webster [PW], Pete Carpenter [PC],

	>	Action
1	• Minutes of Previous Meeting • Agree accuracy - Agreed • Matters arising - No matters arising	
2	Reports • Finance - Report held. • Membership - We are still chasing up renewals. Must be registered by the end of June. MB to be sent to send email with a reminder. Athletes who are not members will not be able to compete in EA licensed competitions. 225 members at present. • Volunteers - See Club Standards • Safety, Welfare & Grievances- See Club Standards • Club Standards - BT took committee through the latest draft of the <i>Development Plan</i>. • Articles of Association [AofA]. Changes to 'glossary of terms' , all members of the committee will be considered 'club officers' as regards the AofA. Some discussion on non-executive directors, will be considered later. Reference to portfolio holders deleted. Suggestion that the club has a 'memorandum of association' or/and 'club rules'. CG/AA to look in Dropbox. Reference to audit to be deleted, changed to 'statement of accounts'. BT to make changes to AofA. But we still need to audit 2019/20 and 2020/21 accounts. • Club Policies. BT to produce a timetable for agreeing club policies. At present we have a Grievance and Privacy Policy on the web site. Both have been agreed. Discussion a clarifying the documents we hold: Policies; Procedures, how we carry out policies; Codes of Conduct, members sign up to these on EA club hub; Guidelines; Role Descriptions. Policies need to be more clearly signposted on our web site. AA to contact PW • PB working on GDPR policy, she needs to know the following regarding data; what do we hold, who has what, where and why, the form of that data. PB to start with asking members of the committee the above questions. • Privacy Policy, Our present policy needs to come into line with EAA recommended policy [PB?] Use of photos of club members on web site and Newsletter. We need an opt in clause on the membership form. [MB?] to look into.	MB CG/AA BT PC AA/PW PB MB BT

	• BT believes we require a 'Club Risk assessment' BT to look at EA document. • Similarly PB to look at Health and Safety Policy on EA web site. • Volunteer Recruitment and Support. It was agreed that this should be a priority. Two adults have volunteered to staff the club reception. Look at asking these parents to lead on volunteering, perhaps becoming volunteer coordinators [who was going to lead PB or/and BT]. Call another parents evening. 4-5 parents have been helping officiate at junior fixtures, some interested in gaining qualifications. Suggested that volunteers should be supplied with club vest or hoodie. • Performance/Event Management - Review of NAL home fixture. BT questioned if we have the capacity to stage such meetings now they are a Level 2 meeting and require L3 lead officials. AA to ask NAL what is the role of the designated 'support' club in organising the match. CE questioned the need to have a team in the SAL. At some stage we need to discuss fixture congestion with officials, athletes, team managers and coaches. John Watt leaves Fusion at the end of July. The club requires clarity regarding how bookings, preparation for and they running of home matches will be fulfilled in the future. AA to contact Fusion area manager and arrange meeting.	PB ?? AA
3	Agenda Items • None	
4	AOB • CG raised the question of the validity of PF results because the PF camera has not been recalibrated.	
	Date & time of Next meeting Tuesday	

Meeting closed 2145 hours

Signed as a true record