

Bedford and County AC

Minutes of Executive Committee Meeting

Tuesday 9th August

	Present: Martyn Blackwell [MB], Allen Adamson [AA], Craig Emmerson [CE], Penny Butcher [PB] [by phone], Courtney Gunn [CG], Bob Thompson [BT] Apologies: Pete Carpenter [PC], Pete Webster [PW],	Lead
1	Minutes of Previous Meeting Agree Accuracy - Agreed Matters Arising - No contact from previous secretary. AA to check with Post Office regarding recorded delivery. Contact by phone to arrange to collect club lap top and files. Other items on the agenda.	
2	Reports Finance - Report held. MB spoke to PC over the phone. Finance sub committee to meet Monday 22nd August, time to be confirmed. Sub committee to prepare for EGM in September and consider how members purchase a track card. We are up to date with Fusion payments. Membership - Increased by 15 this month. Still to pay a number of members who are training. MB to follow up. Volunteers - BT has updated the Volunteer Coordinator job description. Safety, Welfare & Grievance - Two members have expressed an interest in becoming welfare officers. One has submitted letter of detailing experience and skills. Meeting agreed that we are happy to have three welfare officers. Consider applications September meeting. RW not a club welfare officer. Grievance to EA, the accused have replied to the EA. BT, PB and AA meeting Kirsty Fardell, EA Club Support Officer,, on Tuesday 16/8 1630 at BIAS. Club Standards & Governance - BT reported that work is continuing with the Risk Registrar. Concerns about equipment owned by the club. We need an inventory of what we own. AA to coordinate with members to create inventory. A further risk is fraud. To be considered at finance sub committee. BT to to look at extra insurance, through our EA insurance, for fraud and club equipment. Inclusion Policy was discussed. PB to go back and look at previous EA policies to incorporate more detail. Discussion on ECHD [children with special needs], the club does not have a list. Look at ways membership applications can be considered at executive committee of a separate membership sub committee. Look at committee role descriptions next meeting. Health & Safety Policy and coordinator. EA drafts presented. Decided that we first need a coordinator before adopting the policy. Performance & Event Management - EYAL Sunday 14/8, still no chief Timekeeper, appoint on the day. NAL Plate final Sunday 21/8. AA to find timetable. One of our field officials may need to to take role of technical officer [weigh in ?] Awards Evening - No awards since 2019. Opportunity for review. Sub committee to include cross section of the club. Communication - PW working on changes to web site.	AA call meeting. MB PB/BT/AA AA BT PB AA AA

3	Discussion Items EGM - Proposed date 27/9. We need to give two weeks notice. Finance sub committee to prepare agenda. AA to put out agenda. General meeting rules apply, ie quorum of 10.	
4	AoB None	
	Meeting Ended 2115 Date of Next Meeting Tuesday 13th September	