

BEDFORD & COUNTY ATHLETIC CLUB

MINUTES OF COMMITTEE MEETING

Tuesday 8th November 2022

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

Apologies: Pete Carpenter [PC]

	➤	Action
1	• Minutes of Previous Meeting • Agree accuracy - Agreed • Matters arising - Change September minutes voting numbers, 6 for 1 against. League AGMs: SAL 18/11;NAL 20/11; EYAL 11/12	
2	Reports • Finance - Account details held. CG requested the committee mandate the signatories on cheques. The meeting agreed that the following, Peter Carpenter, George Allen Adamson and Courtney Gunn to be the signatories. Constitution [articles of association] and club rules required. BT to update. To be completed in January. BT paid starter £30.60, treasurer to recompense. • Membership - Discussion on how members become members of the club. MB to produce charts showing breakdown of club membership, gender and age. In addition indicate where new members have come from. BT asked what happened on the trial month.PB suggested that new athletes try a number of events during their trial. PW to check membership fees as listed on web site and confirm with MB. The coach list on the web site to be updated. MB is putting coach and athlete lists on the EA web site. • Volunteers - Following the coaches meeting on 24/11 sort out induction meetings for athletes and families. • Welfare & Grievances- James Danobregha appointed as Health and Safety officer 7 for 0 against. Zoe Luscombe appointed as second Welfare Officer, 7 for 0 against. AA to get contact details for the Welfare Officers and photographs.BT suggested photographs of club officers should be on the club notice board. Two other items has been redacted. • Club Standards - Various reviews of policies and risk register covered last meeting. Health and safety and Grievance policies to be uploaded EA club hub. They need to be in PDF format. AA to upload New Safety Officers need to complete the 'Time to Listen' course. • Performance/Event Management - Coaches meeting,24/11 7.45pm Three items on the agenda; Presentation on Posturefit by Darren Kerr; New requirements off coaches in terms of risk assessment and First Aid; new equipment. MB to circulate agenda to coaches. Time limit of 15 minutes on each item. AA suggested a future coaches meeting topic, club targets for competition and how team managers, coaches and officials work together to fulfil club competition targets. AA,BT and MB to meet next Tuesday 15/11 7.45pm to discuss meeting.	AA/CG BT PW/MB MB BT/PB AA AA AA/BT/MB

	● Communication - PW talked about our social media accounts, Facebook and Twitter. They have been largely inactive. PW has restricted access. To comply with our GDPR/Privacy policies we need 2 volunteers to monitor the content. Suggested that we find a younger member of the club. MB to post an advert for the post. PB hoping to talk to Gemma Jones about representing younger athletes on the committee.	PB
3	Agenda Items ● Recognising the contribution of Alex and Rosemary Stanton. PB to find out when they started coaching and produce prose to go on a salver. AA to go to trophy engravers to order salver and a plaque to be displayed in the clubhouse. Organise a meal for Alex and Rosemary with the committee and other club officials who have worked with Alex and Rosemary. AA to set date. In addition arrange something at the Road and Cross Country Presentations.	PB/AA
4	AOB ● One redrafted item ● CG mentioned T&F Awards Evening. To be discussed later. ● AA said that Dennis Johnson would put forward candidates for the Borough Sports Awards	
	Date & time of Next meeting Tuesday 13th December	

Meeting closed 9.40pm

Signed as a true record