## **BEDFORD & COUNTY ATHLETIC CLUB**

## **MINUTES OF COMMITTEE MEETING**

## Monday 8th January 2024

<u>Present:</u> Paul Gooding [PG], Martyn Blackwell [MB], Allen Adamson [AA], Penny Butcher [PB], Courtney Gunn [CG], Bob Thompson [BT], Pete Carpenter [PC], Ewan Wilson

**Apologies:** Craig Emmerson [CE].

	<b>&gt;</b>	Action
1	Minutes of Previous Meeting	
	<ul> <li>Agree accuracy – Agreed. Development Plan details added.</li> <li>Matters arising -         <ul> <li>Review of policies and risk register to be included on all agendas. Articles of Association next meeting.</li> <li>PG to send out notice that IR has no case to answer as regards grievances.</li> <li>Cabling in sportshall. GLL likely to assess.</li> </ul> </li> </ul>	
2	Reports	
	<ul> <li>Finance -</li> <li>Higher interest account has been opened. 351 paid members. EW, PG and PC checking numbers.</li> <li>Amounts for wind gauge and Beagles clarified.</li> <li>£36,000 in account (without Fusion or Wheelchair ring fenced account)</li> <li>CG asked for clarification on two payments from £250, there were two payments.</li> <li>CG will pay outstanding invoices this week.</li> <li>We are running a deficit each year. We must acknowledge this and look at how we can run a neutral budget.</li> <li>Budget for 2024-25. PC presented a budget. Discussion on amounts for transport, which were increased. It is unlikely that we will host Chiltern League next year. Keysoe unavailable. Agreed that we pay for coaches' expenses for Safeguarding and First Aid courses. Now requirements on renewal of older DBS. Agreed that we buy another laptop for photo finish. Discussion on increasing membership fee to reduce deficit. We intend to set a budget that is targeted at achieving breakeven. It is expected that GLL will control the payments for track cards. The club will collect money for EA registration and club membership. It was proposed that membership fees should be as follows:</li> <li>Senior - £60 full year</li> <li>Junior - £50 full year</li> <li>Over 60 - £50 full year</li> <li>Student - £50 full year</li> </ul>	CG/EW/PG

The above will include EA licence fee The increase in fees and membership numbers will hopefully mean we are closer to breaking even. EW had looked at other club fees which were similar. EW noted that this simplified our present complicated membership system. PC PC to 'crunch' numbers, adjust budget and present to next meetina. Membership -GLL will adhere to our present T&Cs **EW** Agreed that we are happy to divorce track fees from club fee. EW to look again at discounts for children of coaches. Only to include EA registration and club membership. PC card reader not required. Volunteers - No items Safety, Welfare & Grievances- No items Club Standards & Governance -Safeguarding discussed last meeting. Changes to **PG** safeguarding policy suggested by the committee were being looked at by Welfare Officers. PG asking BCC/GLL if the track refurbishment is in the maintenance budget for the coming year. Need to have flood lights recognised under Track Mark. Agreed that Steve Feely be made an Honorary Member **Performance/Event Management -**Bambera – Agreed that we send representatives from the club to compete in the World Heritage Races in Bamberg in May 2025. EW thought that there would be interest from the adult MD group. Level Ground Coffee Co. to be kept updated on catering at our club events and training. Will depend on outcome of BT/CG present contract Fusion and Trackside. Lead Officials for T&F Fixtures 2024. BT reported on progress. Recruitment is going well. Notable omission is a Field Referee for NAL match. CG may miss some matches as he may be recuperating from an operation. CG to brief BT on PB recording results. Promotion of Coaching Capacity. PB has produced details of **EW** our coaching staff and qualifications. Agreed that, with agreement of coaches, this list with pen photos be displayed on a club noticeboard and website. EW has nearly completed lists of coaching groups. Asked for help in allocating remaining athletes. Communication **EW** Branding. EW presented designs for a club badge, which would make it easier to display digitally and print. Emma Smith has worked hard and done a very professional job. EW to select 4 options for February meeting. Agreed that we could garner opinion from club members through google forms survey within a week. Accepted that we will be using No Limits sports retailers, based in Bedford, as our agent to sell kit. Advantages to the club are that we do not have any financial risk and we could increase the number of items we offer. Aim to launch new kit in April. This will not affect the sale of vests, which do not have the club badge, for the Summer. Sales can be made online. No Limitz can offer a discount that is not time-constrained, but is based on having localised "cluster" promotions to allow bulk processing of brandspecific goods Our social media platform numbers are increasing, especially Instagram.

to discuss with Gavin Fordham. s by IR. AA to look into.	AA
	AA
CG asked for clarification on the and Sunday track booking. On the os the track is unavailable on one	
2 <sup>nd</sup> February for the change over aches	EW
ent for track fees in February and payment of fees to Fusion. Agreed rs but noted that we have lost e had a contract for the use of the	PG
	ers but noted that we have lost e had a contract for the use of the

Meeting closed 2110 hours

Signed as a true record