

Goring Road Runners - Organisational Meeting
6pm Wednesday 8th November 2023 at the Thomas A'Beckett

Attendees: Charles Simmonds (Chairperson), Bryan Darney (Vice Chair and Club Secretary), Martin Loose (Membership Secretary), Sarah Mann (Treasurer), Steve Pigott (Health and Safety), Lynz Osland (Welfare), Rachel Allison (Welfare), Josephine Izard (WSFRL rep and Social Secretary), Nick Beaumont (Kit Manager), Amelia Brown (XC Manager), Steve Feest (XC Manager), Emma Pigott
Apologies: Bowie Lycett (WSFRL rep), Megan Griffiths (Social Media)
Minutes by: Josephine Izard

1. Review and approve EGM minutes

Decision: EGM minutes approved - adding in Emily Fleming as an attendee
Signed by Martin Loose and Steve Pigott

2. Club Name - Review and ratify outcome of second membership vote

Second survey results reviewed - All agreed
*Decision - **Worthing Gazelles*** is the name of the club - All agreed

3. Review roles proposed at the EGM

Decision - No opposition to roles allocated - All agreed

4. Role transition progress

Nick Beaumont - kit manager

Looking at New Balance - lots of options available, can order in bulk or online as individuals want. We can do a vest or t-shirt option of the same design.

Nick has a meeting next week w.c. 13th November with the design team from NB.

They send a mockup of a vest. 8-10 weeks for ordering. No min order. Basic kit is plain in black and white. £25 for a vest.

Vest/t-shirt options were shared during the meeting via whatsapp. Opinions around the table; needs to be distinctive and professional.

Decision - Vest/t-shirt with the horizontal stripe of white and pink, ensuring Worthing Gazelles name is on the back.

Action - Ask the design team about reflective lettering or colours

Action: Ask NB in the design meeting if we can pay by invoice for bulk orders

Lynz Osland/Rachel Allison - Welfare Officer(s)

Lynz and Rachel are aware they need to attend some courses for this role which they are happy to do.

Action: Secure email address to be set up (Charles)

Action: DBS checks carried out on both

Action: Martin to look into how we ratify Lynz and Rachel as Welfare Officers on the EA website

Sarah Mann - Treasurer

Sarah and Bryan met up to do a handover. Charles and Sarah set up a spreadsheet for reconciliation.

Sarah and Charles are being added to the bank account. Further info in agenda item 5.

Amelia Brown/ Steve Feest - XC Officers

Steve/Amelia to encourage people to join XC league

Need to stay Goring Road Runners for this season due to points system

Both committed to attend as many XC events as they can

Discussion point around other races that fall into Sussex Athletics Association, potential to change this role from purely XC to encompass other SAA races.

Martin Loose - Membership secretary

Bryan had a handover meeting with Martin yesterday (7th November) for membership secretary.

Martin has access to appropriate sites. Martin is happy to answer membership enquiries.

Phina Iazard - WSFRL and Social

Phina, Bowie and Bryan will be attending the WSFRL AGM and will be completing handover of the role of club rep from Bryan to Phina and Bowie

Smart R's system may be changing, to be discussed at 18th November

Bryan contacted WSFRL to discuss adding our name change and barcoding to the agenda.

Point raised around Inclusivity - Male/Female only entrants so far

Action: Phina/Bowie to raise inclusivity at WSFRL AGM

Action: Phina/Bowie/Bryan WSFRL AGM - Ask about scanners

Social - Christmas do being organised

Steve Pigott - Health and Safety

Main policy completed, other documents can be shared, ratios and insurances information around run leaders/coaches

Risk assessment done (inc. trails)

Run leader - Responsible for making sure session is run safely, individuals are responsible for themselves

Question: Do we have an accident book? - Could this be a password protected document on the website.

Action: Steve to look into putting an accident book together whether that be online or a physical book

First aid kit - Someone could have one in their car at the start/finish of a run

WSFRL H&S:

Question from welfare - Do we need further safeguarding/health and safety for putting on the Junior Mile - Answer from Bryan: Most parents are with children, they stay on the field, we are insured, this is on council property.

Steve has a first aid kit

Medi4 will be there at the event

5. Financial oversight

Which roles require account access and at what level

Decision - Charles Simmonds and Sarah Mann to be added to the bank account. Approved by all.

Treasurers account forms from santander signed by committee members Steve Pigott (Health and Safety) and Martin Loose (Membership secretary). This is to gain access for Sarah and Charles to the bank account.

Action: Reg Shirley and Luisa Giamattei to be removed as they are no longer on the committee
- All approved

Action: Sarah to discover who is on the bank account and at which level

Question: How long do we need to keep receipts?

Move towards electronic receipts so there is less to keep hold of and store.

There is £2,300 in the bank and £600 in savings.

Action: Close savings account and move the funds to the main account.

Action: Put together financial year costs. Club committee needs to know basic costs, insurances, kit, flags etc so we have a clear plan for spend.

Hangover - £1,100 outgoing, £1,800 incoming

6. Define committee roles

EA defined roles - Chairperson, vice chair, club secretary, membership secretary, treasurer, welfare and H&S

GRR current constitution - Chairperson, vice chair, treasurer and one other

Decision: Organisational team too big to all be committee. Plan moving forward - Chair, vice chair, club sec, membership sec, treasurer, welfare, h&s will form the committee.

We would need more than half of the committee roles in attendance for a quorum.

Action: We need to update the constitution - New name and kit and committee definition

7. Contact email addresses

We have set up a @worthinggazelles email address.

Decision: Set up other email addresses

Action: Email addresses to be set up

Contact@ - *Action*: Set up an auto response

membership@, welfare@, WSFRL@, kit@, accounts@

8. AOB

Discussion - Are we going to be including vests as part of the membership fee?

Decision: First vest/t-shirt half price

Action: Put link on website for kit ordering once this is available

Action: Set up committee meeting to discuss membership fees and financial structure

London marathon place - We now need 40 members as of July each year to automatically get a place. Between 10 and 39 you go into a ballot to get a space for your club.

Next Hangover 5 meeting is set for Wednesday 13th December with Bryan, Charles, Steve, Martin and Reg.

Actions summary:

Action	By whom?
Ask the design team about reflective lettering or colours	Nick
Ask NB in the design meeting if we can by invoice for bulk orders	Nick
Secure email addresses to be set up - contact@, membership@, welfare@ , WSFRL@, kit@, accounts@	Charles
DBS checks carried out - contact EA to sort this (ask EA on the welfare training)	Lynz/Rachel
Look into how we ratify Lynz and Rachel as Welfare Officers on the EA website	Martin
Raise inclusivity at WSFRL AGM	Phina/Bowie
Ask about scanners at WSFRL AGM	Bryan
Put an accident book together whether that be online or a physical book	Steve
Reg Shirley and Luisa Giamattei to be removed from bank account as they are no longer on the committee	Sarah
Discover who is on the bank account and at which level	Sarah
Close savings account and move funds to main account	Sarah
Put together financial year basic costs	Sarah/Charles
Update constitution to clarify new name and kit colours - Write first draft	Charles
Set up auto-response on contact@ email address for potential new members	Charles
Put a link on website for ordering kit when available	Nick/Charles
Set up committee meeting to discuss membership fees and financial structure	Charles/Sarah

Decisions summary:

EGM minutes approved - adding in Emily Fleming as an attendee

'Worthing Gazelles' is the name of the club - All agreed

No opposition to roles allocated - All agreed

Vest/t-shirt with the horizontal stripe of white and pink, ensuring Worthing Gazelles name is on the back - All agreed

Charles Simmonds and Sarah Mann to be added to the bank account - All agreed

Organisational team too big to all be committee. Plan moving forward - Chair, vice chair, club sec, membership sec, treasurer, welfare, h&s will form the committee - All agreed

First vest/t-shirt half price - All agreed

Signed by:

Date:

Signed by:

Date: