

Portsmouth Joggers Club

Committee meeting 20 January 2014

Attendees:

Steve Bell

Jane Collins

Tony Conway

Kiernan Easton

Chris Gambs – meeting chair

Ray Ruzewicz

Dave Yetton

Del Roberts (from 8pm)

Claire Fleming (note taking)

1 Priority setting/Concerns

CG commenced by asking the team to highlight 2 or 3 areas of priority so that we could focus on the urgent matters. He also thanked JC and DY for remaining on the committee – resounding agreement by all

RR suggested that in light of the feedback given at the EGM and subsequently received from members that the committee should plan to meet every 2 or 3 weeks for the time being rather than once a month so that we can quickly start to deliver our stated plan of action.

TC -key priority to sort the groups, especially the beginners group since Dave Byng stepped down from his weekday group. There was particular concern over some confusion last week but before the new team had a chance to hold this first meeting. Need look at the group structure across the whole of the club to ensure that it was as inclusive as it could be.

SB discussed the position of welfare officers and the committee understood that there were two members currently in this role. The need for improved communication and suggested who now take the PR/communication officer role.

JC expressed concerns about signatories for the accounts and also mentioned the arrangements for the marathon coaches.

DY advised that the office roles of the committee should be elected at the AGM, but those present agreed that election of temporary officers was required in order for the club to continue its obligations. The committee looked at the constitution and noted that there was no provision for signatories for cheques/banking. Discussions followed as to the appropriate way forward, with the options being asking the existing signatories to continue signing until the AGM, or nominating new signatories to cover the period up to the AGM. Agreed have 2 new signatories and to ask Alan Shons (AS) if he would remain as signatory with JC until the AGM.

KE agree points above.

CG highlighted concerns around the facebook 'Portsmouth Running Group' and wished the committee to discuss it's reversion to 'Portsmouth Joggers Club' which is what it was called before.

CG also suggested to those present that with more regular meetings there was an opportunity to engage with those people who had an interest in joining the committee at the EGM; recognising that there is a belief that the committee consists of 'fast group' members, representation across the club by these members at committee meetings would be invaluable. It was proposed that these members be invited to attend the committee meetings to contribute (with no voting rights). It was agreed that 2 or 3 additional people per meeting would be appropriate given accommodation restrictions.

Action: Individuals to be approached and invited to attend and participate at committee meeting.
Responsible: DR

2 Election of Chair and Secretary for period up to AGM

RR proposed DR for Chair, seconded by SB
Motion was agreed and carried by the committee

TC proposed CG for Secretary, Seconded by RR
Motion was agreed and carried by the committee

JC agreed to continue as club Treasurer.

The committee expressed formal thanks to both JC and DY for continuation on the committee.

3 Health and Safety

The committee discussed welfare officers. It was agreed that the club should have two, one male and one female. It was understood that Bert Shepherd currently undertakes role and there was discussion as to who the female officer was – checked and confirmed Linda Stead. CG to see if happy to continue.

Action: CG to speak to both
Responsible: CG

4 Public Relations/Communications

The committee discussed the role of PR/communication representative. It was agreed that it was important to inform the club members what is going on and recognised that it was a significant task for just one person to undertake. KE agreed to take the lead on PR/Communications but with the understanding that he would require support from the committee. Several members have expressed interest in assisting with this challenging agenda and KE would be discussing this with them. This is particularly to ensure effective overlap new website/ facebook etc.

CG advised Dennis Broadway had indicated potential sponsorship proposal - details awaited before can discuss further. CG will follow up and initial contact with him. Thereafter pass to PR officer.

Vote: passed – KE elected

Action: It was agreed that KE would approach club members to utilise pro-offered skills and interest to pull together newsletters etc

Responsible: KE

5 Group Leaders

It was recognised that the group leaders played a vital role in the club. It was agreed that each group leader should have a profile on the website so that there is transparency across the club. Profile collation had been started last year – needs to be completed asap, meet with GLs.

The committee believed that the development of a Group Leader Coordinator role would be beneficial for the club. It was felt that this role would provide a point of contact for all leaders and would enable the development of a structured club covering all abilities from walkers to distance runners. Russ Bestley to be approached initially by TC to develop the idea as he had raised this with previous committee and then can be discussed further at committee / get others involved. GL input vital.

Historically the club had groups covering 4 levels and felt that this needed to be reviewed to see if this was still the case and still appropriate. It was noted that this would need to be an on-going piece of work.

CG suggested amending the way we deal with announcements which is messy and takes too long. Suggestion deal announcements inside – JC added GLs to attend inside in particular and then deliver to their groups on the runs – agreed excellent point by JC

Action: TC to approach group leaders to request they attend the announcements within MBC prior to the week day runs and ask them to announce their intended run for that evening upstairs, thus encouraging more members to attend the pre run meeting.

Responsible: TC

The committee discussed the beginners group and required assurance that the role of group leader was being covered. It was understood that Duncan and Alan were covering this but this needed to be clarified. It was recognised that these individuals may not wish to cover this group long term.

Action: RR to speak with Duncan and AS about coordinating the beginners group to cover the loss of Dave Byng as group leader prior to further strategic planning.

6 New members

There were discussions around new member packs and it was agreed that they needed to be made available both on club nights and via the website. It was felt that the information that would be provided would be replicated on the website and new members may not wish to be presented with a printed 'pack' prior to a run. Ideas followed as to how this could be resolved, including a pdf download on the website which could be emailed as well as provided on club nights. CG suggested handing out just a printed business card with a new member coordinator contact on it and web detail.

CG proposed initial discussion with Davina and Trudy Bishop following her excellent EGM presentation. Agreed.

Responsible: CG

7 Club Assets

Action: Chair to establish assets of the club and the repatriation of these assets to the committee, with an understanding of what is held and where. This is to include location of keys. Responsible: DR

DR joined the meeting at 8pm

8 Website/Facebook

There was significant discussion about the future of the 'Portsmouth Running Group' facebook group. It was understood that the group currently consisted of club members as well as non-members.

It was felt that if a new forum was made available for club business on the revised website that the 'traffic flow' via the facebook page would reduce. This was not agreed by all present and with the website being unavailable at the moment the facebook group remained one of the few means of communication to the membership. Not all committee members were happy with the existence of the facebook group but it was recognised that it does have a place in the current 'digital environment', however it was agreed that moderation of the page may be necessary.

It was agreed in the interim that the facebook group would remain as 'Portsmouth Running Group', with additional administrators, pending further development of the website.

Action: DR, TC, KE and CF to meet to review the facebook page, adding a 'pinned post' of 'rules', stating that the group is administered by Portsmouth Joggers and that official Joggers business should be directed via the website 'Members Forum'.

Responsible: TC

DR advised that the website host, 1&1, had been hacked/compromised. The website was up and viewable but was unable to be accessed for amendment. PJC used Wordpress to manage the page

and as this is a third party service, the webhost has no obligation to support it, however the issues were being looked into by the host's technical team. The host have advised that there is no guarantee that the issue can be resolved.

The committee agreed to wait a few more weeks to see the progress made, and in the meantime development of a website can continue. Bill Scales is currently working on the website development. CG said had spoken to Bill to offer thanks for his kind help doing this which was a very significant time contribution.

Given the change of committee membership, the domain registration paperwork needs to be changed. It is understood that the nominet registration is in an individuals name and this will need to be transferred, but has to remain as a named individual and not a club position.

Action: DR to continue to monitor the web host issues and provide update.

Action: DR to look into process for changing nominet registration for AGM

It was agreed that communication over the next few months, in particular with the up-coming AGM, was crucial. CG suggested moving to paperless communication would be preferred – quicker and cheap. Vital that is not to the prejudice of members who don't use computers/ facebook / digital media. DR advised that there are approximately 40 members who have not provided email addresses. It was felt that there should be a focus on communications from group leaders, as covered earlier in the meeting, and in addition when the notice of the AGM is issued that responses request an email address be supplied to the membership secretary.

Action: CG to check with membership secretary regarding the receipt of members email details.

9 AGM

Action: CG to contact MBC for availability of room for AGM April 24 2014 Agreed hold run night – concern EGM on non-run night had caused some childcare issues for members – we want to avoid that if possible.

10 Race Reports

Action: CG to speak with GR re marathon coaches and continuation of ladies 5 role.

Action: CG to contact Den Broadway to discuss ongoing commitment to today's runner (now Southern Cross Country League)

Plod- 9 Feb

DR advised he had received an email from AS advising that the Plod was all in hand. Marshalls were organised but more were always welcome.

JC advised the hall was paid for.

Ladies 5 - 15 June

KE volunteered to be race director for this event with support from an experienced race director. The committee felt that given it was a ladies race it would be appropriate for a lady to be race director. The committee questioned as to whether Gill Ripner had already volunteered to be race director. RR advised that Patsie would be willing to assist if required.

Action: CG to speak with GR re ladies 5 and then seek a race director if necessary with support from Patsie.

Summer XC – 25 June

KE agreed to be race director for this event with support from the club given his pre-existing links with QECP.

Concerns were raised that this race may be advertised as being cancelled on some websites.

Action: KE to look at race websites and confirm race is scheduled.

Slog – 20 July

RR advised that he will happily be race director for the Slog if Paul Bould is not wishing to continue in the role.

Action: DR to check with PS re the Slog and race director role.

The committee discussed the Denmead 10 k. It is understood that Denmead Striders are looking to take over this event if PJC do not wish to see its continuation. Concerns were raised about participant safety. Other options were discussed including a more cross country event, or the utilisation of the ladies 5 route.

Action: DR to contact Denmead striders to discuss Denmead 10k.

The committee discussed additional events including:

- Spring Series
- Club Challenge

Action: RR to formally present the proposal to the committee, including the route/dates for approval.

Short discussion if Dennis Broadway intends to continue with QE XC league event – CG had initial contact and response awaited.

11 Social

TC agreed to take on the role of Social Secretary and advised that Meranda Winter had also expressed an interested in getting involved with this side of the club activities.

The committee discussed future events including:

- Curry night

Camping event
Disco (utilising TC's membership of Post office club)

Action: TC to speak with MW re social events.

12 Club awards

Action: DR to speak with Dave Blofield for an update on data collation for PB achievements.

Concern was expressed about a chairman's award given the committee changes seen this year and a committee award was discussed.

Item carried to next meeting for further discussion, and agreement of nomination processes. TC to deal with nomination collation agreed.

13 Finances

JC advised that the club balance as at 27 December . (details of the club balance is available to members upon request but will not be included in the minutes published on the club website)

JC advised that MBC had increased their fees by 70p per member, meaning that from the £21 membership fee paid, £14.70 now goes to the MBC. The committee discussed this and felt that a fee increase may be appropriate to consider at the AGM.

Item carried to next meeting for further discussion. The committee wished to clarify any requirement for a fee increase and inclusion of MBC membership within that fee, and further look at annualising membership.

Action: JC to provide last years annual accounts to committee members in order to understand the annual financial commitments of the club.

The committee confirmed that the Chair and Secretary would be nominated as new signatories on the bank accounts to cover the period up to the AGM, and additionally would ask AS if he would remain as signatory with JC until the AGM.

Action: DR and CG to complete bank mandate. DR to speak with AS re signatory. Responsible: DR

14 Date of next meeting

10 February 2014

Action: CG to book room

Matters for discussion at next meeting.

- Race director guide
- Succession planning for Plod (using sustainability centre)
- Club awards
- Membership Fees.

Meeting closed at 9.55 pm

Action point summary

1. Invitees next meeting. Russ Bestley for group leader review; Bill Scales – website. CG sent invitations / TC discussed with RB
2. Welfare Officers – CG to liaise before next meeting
3. Contact Dennis Broadway re sponsorship / XC – CG done, reply awaited to e-mail
4. Sign bank mandate and lodged with bank – DR & CG – done
5. PR – KE report progress next meeting
6. Group leaders – RR to liaise with Duncan / AS and others as needed – done and continuing
- 6.1 Group leaders – TC to speak to them and ask to make announcements inside - Done
7. CG contact GR – re continued role arranging Marathon coaches and question Ladies 5. Done – call made, await call back.
8. Facebook / Website. DR, TC, KE and CF to liaise report back next meeting. NB Bill Scales has agreed to do the web redesign.
- 8.1 IT general -DR sorting domain registration and 1&1 issues
9. New members – CG liaise with DG & TB. Done TB unable to assist with project at this time, CG & DG to meet 28.1 & TC volunteers to be part of new member greet team.
10. Move to paperless – announcement made – CG to continue to liaise with DG on member contact updates .
11. Races.
- 11.1 KE to report back on plans or summer XC
- 11.2 SB and RR to provide detail proposal for club challenge event at next meet.
- 11.3 RR to liaise Paul Bould re – Slog
- 11.4 Denmead 10K – DR to contact Denmead Striders to discuss their intentions.
11. Social – TC to report to next meeting on liaison with MW and proposals for social events
13. Club awards – DR to speak to Dave Blofield on data collected. TC to take charge of vote collation and DR will set up website to allow for on-line votes.
14. Accounts – JC to provide copy accounts to all – done
15. DR to check and report club asset – inc key to lockup – nb inc location clock to loan to Rowans
16. AGM – CG to contact MBC to book and next committee meeting room - done