

Portsmouth Joggers Club

Committee meeting 12 May 2014

Attendees:

Steve Bell Jane Collins (Treasurer) Del Roberts (Vice-Chairman)
Kiernan Easton (Chairman) Chris Gambs (Secretary) Ray Ruzewicz
Bill Scales Jeff Clark (JCI) Meranda Winter
Claire Fleming

1 Apologies

Tony Conway

Del Roberts was absent for the first part of the meeting.

2 Minutes

Minutes agreed subject to minor amendments .

Typo March minutes - item 15. CG spoken to MBC about annualised payments...minutes say "she" spoken to MBC - correct should say "he". Error noted by JC corrected by CG herein.

3 Chairman's Introduction

Decision reported on a complaint raised about a member. Matter now determined by the committee and concluded. Details remain confidential and held by committee only.

4 Allocation of 2 PJC UKA London marathon places

The committee discussed the allocation of the two PJC VLM places. It was noted that these places are awarded by VLM based upon the number of members taking individual membership with UKA.

The long standing arrangement is that one place goes to UKA members and the second is open to all club members. To clarify for next year it was agreed the system should continue and be subject to clarification:

Place one draw - open to any UKA member being a PJC member as at the anniversary of the previous year's VLM, who had entered but not obtained a place in the marathon would be able to enter a draw for one of the PJC places, regardless of whether they had previously obtained a place, meaning only personal UKA members would be considered in the first draw.

Place two drawer - the second place would be allocated to any rejected PJC member, being a PJC member as at the anniversary of the previous year's VLM, who had not previously obtained a London marathon place, this would include rejected UKA members who had not previously ran the VLM.

The committee voted 7 people in favour of this clarified proposal - Motion carried.

5 Race Plan Updates

Club Challenge & Stansted

RR advised all in hand and timing system will be tested for this event. It was confirmed that there would be a king and queen of pace, regardless of the distance ran.

Stansted entries are slow but expected to pick up

Ladies 5

CF advised that plans were underway and 90 entries to date. Complaint received from Nick of Absolute Running regarding a clash of dates and use of marshals which was dealt with by KE. No major issues to report. Good relations resolved with Nick.

CG to contact Alexandra sports re spot prizes. Done.

Summer XC

45 entries received. Planning continues with mementoes ordered. More marshals are required. There is a concern as there have been trees felled throughout the course and this will need checking prior to event. At this point no first aiders have been identified.

The committee discussed requirements for Meon Valley Plod race director and noted that Daniel Bailey a victory AC member has expressed an interest. Despite having many skills the committee were in total agreement the RD must be from PJC. It was agreed amongst the committee to seek a PJC RD possibly with Daniel's support.

Additional RD required for pub to pub event. JCI volunteered. CG has Mike Maliphant's contact and will sent mutual mail to MM and JCI to make mutual contact - done.

Action- RR to seek plod RD volunteer

6 Group Leader Update

TC absent from meeting. Update to follow

7 Website and Facebook Update

Committee members discussed a member only area on the website and BS will look at development of a forum area. It was agreed that club information should always be posted on Portsmouth Joggers FB page as well as on the website, these can be linked to on the Portsmouth Running Group's page but this should not be the primary point of communication ie not PRG.

CG commented post AGM all actual notices had been put on the PJC page. Committee all have access to the PJC now which has been action by DR - agreed

add more items to direct traffic to that page. Note the PJC one is a page and not a group. As such only the committee can post on the PJC page and there is no access rights for chat items. PRG is a group and that does allow for chat, which PJC of course now moderate.

8 Social Proposals

CG said it would in his view be really good have more club social events and as an example suggested a monthly curry/pub evening, which other clubs do. It was agreed by the committee that this should be a simple arrangement whereby a date and a venue is announced and members are invited. Agree by all good thing to try and advance - we will see how this develops.

Action- TC/MW to establish social events and report back next meeting with proposal.

9 Club Constitution

The committee agreed to establish a sub-committee to review the constitution.

Action- CG to contact members to establish a sub-committee/working party.

10 Partial sighted runners

JCI expressed an interest in blind running and has recently become aware of workshops for running guides. The committee agreed this is something they would like to gain more information on, but wished to confirm the club's insurance arrangements.

Action- JCI to provide further information.

CG to look then into insurance and if the ARC cover - will need proposed arrangement first for ARC to consider.

11 Secretary Update

Membership as at the end of April was 262 members. CG suggested to post a monthly welcome to new members of that month within club communications. All agreed good idea.

Action- CG to will liaise with Davina and action the notifications.

CG advised the committee the ARC certificate had been received.

12 Treasurers Update

JC reported on the club balance.

It was agreed for KE to become signatory on the account as chair.

The committee wanted to recognise Hester's 90th birthday. Agreed get a really nice bunch of flowers. Proposed by DR/seconded by JCI.

Action- KE to complete bank mandate

JC reminded committee members that a payment slip was required for all transactions

Following concerns raised at AGM the committee require an inventory of clothing that has been purchased and is held in stock.

Action- TC to provide clothing inventory

13 AOB

Rowans Hospice Marshals We've been asked by Rowans to support this event with marshals as in previous years. **Action: BS to advertise on website.**

GSR Water Stations It was agreed that the club did want to continue provision of water station cover. **Action: CG to contact Christine Weeks again in June.**

Christmas Event The committee discussed the Christmas event and wanted it to be as inclusive as possible. This will go for further discussion and information to follow. **Action: for discussion within social update**

IT issues CG as part of the draft constitution has been seeking to implement a formal Data Protect Policy as the club does not have one. Steps taken so far as the new clause on the race entry forms drafted by CG and that the membership database is only held by those who need access it for day to day business of the club. That would be CG and Davina. Currently CG and Davina - pending the new club laptop hold the data in secured passworded areas on works PC. Both work in blue chip companies with high end security protection so the data is far more secure than has previously been the case. By coincidence a member has raised concern where data is stored. CG had determined due to lack of a policy it was potentially held by many - inc for committee members inc former chair who retains old club laptop, form membership secs. CG is in the process of contacting former chair, sec and membership sec to get their confirmation that they have deleted the data. CG advised that Davina, has now obtained encrypted memory sticks for the database to be held securely and then can be access read only.

Action- CG to continue contact with previous data holders

Physio Talk CG confirmed 21st May 2014 that Dominic Dentry will be presenting at the MBC and CG had invited other clubs to attend.

Traffic Management Course KE confirmed that he had completed the traffic management course and found the training of interest. This has made him mindful of the legal right, or not, of stopping traffic.

Couch to 5k

CF advised that she was interested in commencing a C25K programme, but advised that given her personal situation would require assistance to cover both Tuesday and Thursday. The intention would be to have a separate group that met for the duration of the course and 'graduated' at a park run. The committee were keen to see this idea develop. Both JCI and MW expressed an interest in supporting this. **Action - CF/MW/JCI to discuss and provide update**

14 Conduct at AGM

Discussions followed about some unexpected behaviour from members at the AGM, in which committee members were threatened, the committee noted that no complaints had been raised and whilst the behaviour was unacceptable it was agreed that no further action be taken against the individuals.

The meeting closed at 9.30pm.

Date of next meeting- 16th June 2014 7pm

Review Action Points

Meeting date	Action required	Update
January 2014	KE would approach club members to utilise pro-offered skills and interest to pull together newsletters etc	
January 2014	CG to look into process for changing nominet registration for AGM	Actioned by Del
Feb 2014	Denmead 10 k for future discussion	Outstanding
Feb 2014	CG to investigate Club benefits of ABAC membership	CG advised membership was £25pa. Committee agreed expenditure. CG to obtain.
Feb 2014	Club asset list required	Partial complete awaiting access to Sustainability centre
March 2014	DR to email Alan Dunk - photographer with all race dates	CG - Complete
March 2014	Race entry forms to have common format	Complete
March 2014	TC to arrange group leader meeting / publish group leader structure	In discussion. CG - now photographed all GLs and pictures sent to

		Bill.
March 2014	SB to look into availability of a lockup for club use	Availability confirmed, awaiting information on costs and if current facility can be repaired. Carried forward to next meeting given TC's apologies.
March 2014	CG to contact Dave Blofield for return of laptop and printer.	Old printer returned at ladies 5. Laptop donated to charity by DB without committee agreement and hard drive retained by him.
April 2014	Secretary to send final letter to previous committee member for (its) return, given that it contains club data	
March 2014	Annualised membership and swipe card entry	Currently in discussion with MBC. CG to chase
April 2014	Discussion on safe use of PayPal on website	Outstanding
April 2014	CG to request return of GPS from previous committee members	Actioned - Den has found and located. Return awaited
April 2014	TC to contact Instant Awnings for information about obtaining a new cover for the club gazebo	Outstanding CG obtained quote from supplier for new unit if the committee want this.
April 2014	Allocation of 2 PJC UKA London marathon places	complete