

Harriers Executive Committee Meeting
14.3.18

Present	Apologies
Chair: Jake Morgan (JM), Nathan Jones (NJ), Hedydd Davies (HD), Edwards Morgan (EM), Neil Thomas (NT), Andrew Lloyd-Hughes, Alison Thomas (AT), Lisa Forrest (LF), Kate Parker (KP), Richard Jones (RJ) , Hayley John (HJ), Minutes: Cressy Morgan (CM)	Rhian Glynn (RG) Ralph Siggery (RS)

Agenda Item	Actions	By when
Apologies – Ralph and Rhian		
Minutes Thanks to Nathan Jones	CM will not be purchasing a printer as the club is striving to go paperless	
Chairman’s Report (JM) JM went through the draft development plan (ddp) for the club and a discussion was had. All agreed with JM that the development plan needs to be agreed collectively and that this is just the starting point.	All send comments to JM on ddp JM to find draft mission statement that was drafted in a previous meeting JM to collate comments and then post a copy of the ddp on the website for comments and hand hard copies to key stakeholders	21/3/18 18.4.18 25.3.18
Secretary/Membership Report (CM) 40 Individual membership forms have been received (4 new / 36 renewal). 23 Family memberships (74 members).	CM to provide Team Managers and Coaches with a list for Tuesday of who still needs to complete forms and pay fees. CM to put another reminder via email / text and NJ to do so on social media. CM to give a note to all athletes who have not renewed with a final reminder	20.3.18 Before 20.3.18 20.3.18 and 27.3.18
Treasurer’s Report (RJ) RJ updated the committee on the spreadsheet he has set up to manage income and expenditure. Hard copy given to CM. RJ will compile quarterly finance reports for committee. Current balance : £29,658.62 Treasurer’s Account. £16,459 .	EM to invite Castell Howell to the Louise Arthur match hosted by Carmarthen and ristrict Harriers	ASAP
Welfare Officers’ Report (LF and KP) LF and KP have not had ‘Safeguarding in Sports’ training. LF has considered the existing policies relating to Welfare. We	HJ to forward dates of next course to LF and KP LF to bring WA policies to the next meeting for discussion and	ASAP

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<p>need to ensure that all volunteers, officials and Coaches are DBS checked and registered with WA. CM to collate a list of officials, coaches and volunteers and ensure that they are registered with WA. HD noted that the first aid box needs replenishing. Concerns raised about the side gates being open during training</p>	<p>sign off. CM to ensure that all current coaches, volunteers and officials are registered with WA LF and KP to purchase a first aid box and RJ to reimburse JM to contact Leisure Centre to get new keys / establish a method for keeping the gates locked during training</p>	<p>18.4.18 31.3.18 ASAP ASAP</p>
<p>Coaching Report (NT) NT went through the coaching report that was circulated prior to the meeting. Discussion was had about the poor attrition rate of athletes and how this can be addressed. Discussion was also had about coach/ athlete ration and track etiquette as there are some concerns that non members are using the track on training nights.</p>	<p>NT to start working on the priorities outlined in his paper starting with a coaching audit NT to write a track etiquette policy</p>	<p>18.4.18 18.4.18</p>
<p>Events/Manager's Report (HJ) Hayley has purchased stamps to be used after Easter when money is taken on main gate - athletes will be asked to queue and sign in. HD queried whether letters were going to be written to promote the Louise Arthur – it was agreed that this could be done via social media and at the track</p>	<p>HJ and NJ to ensure that the first LA match and ensuing dates are advertised and promoted.</p>	<p>Ongoing</p>
<p>Communications Report (NJ) NJ has set up new email addresses for all members of the Exec Committee. A discussion was had about the need for the website to have an update and a 'make over' . All agreed that it is full of information but functionality could be improved. AL-H said he would be able to provide some guidance on this as WA have gone through a similar process.</p>	<p>All members to contact Nathan for their new email addresses AL-H to bring guidance on Mailchimp and website update process to next meeting</p>	<p>18.4.18 18.4.18</p>
<p>Official's Report (AT) AT gave an update on the number of officials and raised concerns about potential officials being used in other capacities – eg</p>	<p>AT to email CM a list of all officials All members to try and get more parents to sign up to volunteer and officiate</p>	<p>ASAP Ongoing</p>

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<p>assistant Team Managers. At also raised concerns about lack of equipment for officials.</p>	<p>AT to complete an equipment audit and compile a list of what is needed to bring to the next meeting HD to hand stopwatches to AT</p>	<p>18.4.18 ASAP</p>
<p>Fundraising (EM) EM updated the committee on a number of requirements for the kitchen to be safe and up to spec. Discussion was had about future fundraising – KP had a suggestion and it was agreed would be revisited at the start of XC season 2018. £250 was raised at the water station but money has not been received yet.</p>	<p>EM to cost up requirements and share with RJ EM to contact Morrisons re bag packing JM to contact Sharon Leech re £250 for manning water station</p>	<p>ASAP ASAP 18.4.18</p>
<p>AOB Andy Thompson has agreed to be responsible for the vests. Agreed that space would be found for them in the cabin or the kitchen. Concerns about the Australian athletes and welfare. HD reported that the PA system need some repairs HD reported on the 2 insurance options and it was agreed to opt for the cheaper one. HD reported that £1000 has been donated by Richard Wyers. Committee agreed that it would be good to purchase a new shelter and flag. AT updated EM that a parent has offered some catering equipment to the club: cups, a large urn and a glass fronted drinks fridge.</p>	<p>HD to give Andy all of the vests EM to compose a letter for Steve Jones on behalf of the club and bring to next meeting HD to coordinate the repairs and send costs to RJ JM to get costs of new shelter and bring to the next weekend. EM to speak with parent with equipment to donate</p>	<p>ASAP 18.4.18 ASAP 18.4.18 ASAP</p>