**Minutes of Exec Committee**

**Wednesday 20 April 2022 by Zoom**

Present: Dave Smith ( Chair), Rick Thompson ( Vice Chair), Maxine Simon (Welfare), Richard Pickering (Endurance), Sally Dobson ( Club Secretary), Paul Mingay (Treasurer delayed )

Apologies: Paul Preston (Membership

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| **Minutes of last meeting:**  Agreed and signed off | **Action** |
| **Chair:**  Expressed congratulations to members who have achieved some outstanding performances over the recent weeks:  Colin Ridley (BMAF Indoor 800m Gold)  Lyla Belshaw (English Schools 8th place and 4th at SIAB)  Charlie Dobson: World Qualifier 200m and equal 11th UK senior All Time. |  |
| **Club Development Plan:**  RT has written draft plan for Officials: will liaise with all known Club officials for their input into this.  RT has sent key question to both sub-committee for response asap  Coaches Mtg date set for Tuesday 17 May at 6.30pm: no coaching to take place to allow as many coaches to attend. Suggestion that athletes use the evening for a social / team bonding – volunteers to organise. Adult members may still use the track at own risk.  Draft questionnaire for coaches collated by SD a month or so back will be re-worked and sent out by DS to all coaches before the meeting with option for coaches to feed info back if unable to attend.  Discussion around recruiting volunteers to sit on Club Development Plan with business skills and club interest to help drive this forwards. Talk again of a “sort of away day” (probably a few hours) at a local pub / restaurant for this to happen. | RT  RP and T & F  DS  Team Managers  DS  SD to create info sheet for FB and WA groups to recruit |
| **Membership:**  **Codes of Conduct**:  As PP was unable to attend the meeting and it was noted that members had not received the Codes of Conduct with Membership renewals, it was agreed to email members with their appropriate code.  Suggestion that The Committee invited Tammy Belshaw to attend Committee Meetings either in place of or as well as PP. | PP or SD  SD or DS |
| **Sodexo:**  On Friday 29 April, members of the committee will be meeting with representatives of Sodexo and EA to discuss on-going issues relating to the hire and usage of the facilities. |  |
| **Website**  **Fixtures:**  Hazel Smith is kindly updating the website with these. Members are encouraged to check the site for updated information.  Sub Committees to supply info as requested via email.  As noted in previous minutes Alan Smalls is happy to help with small issues relating to the club website, for which the Committee are very grateful.  However it was felt that as part of a wider recruitment for Club Volunteers – the position of Social Media Officer/s would be beneficial. Members are encouraged to contact the Committee if they feel they are able to assist with Website, Twitter, Insta etc. | Part of Info sheet by SD |
| **Registration of Athletes at training:**  Both RT and Michelle Martin Whymark have been investigating the use of a QR code system for signing members in and out of training sessions.  Discussion around what data is required to be used and subsequently stored for this and how this may affect GDPR.  This will be discussed at Coaches meeting on 17 May with the aim of rolling out a basic trial thereafter.  Suggested that this could also be used at Competitions for entry etc with medical info, ICE contact. |  |
| **Treasurer:**  PM is still working on paperwork with our Natwest Case Manager to enable a transfer of signaturies. Thanks go to Keith Markey for his continuing assistance.  First payment of Affiliation fees has gone to EA  Membership fees coming in.  Current account sitting at just under £31k  The Club have purchased 4 new flags ( 2 logo’d plus 1 xstart, 1x finish) a Sign in / out system will be employed TBC |  |
| **Welfare:**  All coaches/ officials to be asked what First Aid qualifications they hold with view to the Club hosting a Training Course including how to use the Defib.  **Defib:**    Was brought to the committee’s attention that Sodexo have not been maintaining this equipment. This was gifted to the Management of the facilities by Harriers back in 2015. Maintenance ( ie cost and organisation of annual service, renewal of pads and batteries) will be discussed at meeting with Sodexo. | DS / SD  SD/ DS |
| **Endurance Sub Committee:**  RP thanked every-one for the support with co hosting the Essex Road Relays at Northern Gateway. Very positive feedback as well as being a learning curve. Next year is already being discussed. The Club receive £500 for this. Successes were gained by all CHAC teams who entered.  Discussion around which fixtures to feature on CHAC website. | RP |
| **Track and Field Sub Committee:**  A mini low-key Run, Jump Throw competition was held at the track on Sunday 20 March for our newest members. Thanks to all helpers.  SAL: Sam Hart has created a flier advertising SAL leagues matches and will distribute to members. First match is 22 May in Cambridge.  EYAL: first match in Ipswich Sunday 1 May. All juniors are encouraged to compete and test out their training.  Home fixture on Sunday 10 July requires volunteers to help with the smooth running. This is Co-Host with CATS. Cost will be split amongst 4 clubs.  Tonie Wilson is back! Delighted to welcome Tonie back to coaching on Tuesdays – she has been missed!  CHAC have been working with Matchfitmovement to deliver some strength and conditioning workshops for our junior. Two workshops were held at the track on Tues 22 March, which were well attended with great feedback. It is hoped to repeat this over the coming months to test learnt skills.  A six-week course at Reflex 18 ends on 24 April. Those attending have worked well and made significant improvememts. This was paid for by participants. Moving forwards a new venue is required.  **Officials:**  Steve Shippey and Nicola Mardell Smith have both signed up to undertake their first step in officiating. |  |
| **Date of Next Meeting:**  Wednesday 15 June Face to Face ??? |  |
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