

# Avon Valley Runners Committee Meeting



Held at TRFC  
9<sup>th</sup> April 2024

Committee members present	
Vicky Bodman	Chair
Jay Sims-Bagshaw	Vice Chair
Dave Hyde	Honorary Secretary
Katie Oliver	Assistant Secretary
Simon Reeves	Treasurer
Martin Russam	Road Race Secretary
Hayley Anderson	Minutes Secretary
Caroline Scott	AVT Secretary
Andrew Sharett	Off Road Race Secretary
Julian Roughley	Committee Member
Also present	
Gary MacAlister	Club Member

The Vice Chair opened the AGM at 20:22 pm

Item	Minute	Action
1	<p><b>Welcome and apologies for absence. Declaration of quorum.</b></p> <p><i>The Vice Chair welcomed all.</i></p> <p><i>Apologies received from: Debbie Ellis (AVR Youth), Emma Day (Membership Secretary) &amp; Sandra Sharrett (Safeguarding Lead).</i></p> <p><i>The meeting was declared quorate.</i></p>	
2	<p><b>Review and Approval of the minutes of the AVR Committee meeting held on 05/03/2024</b></p> <p><i>The minutes of the AVR Committee meeting held on 5<sup>th</sup> March 2024 were approved as a fair and accurate record of the meeting.</i></p>	
3	<p><b>The new agreed committee who will continue for 2024 is as follows:</b></p> <p><i>Chair – Vicky Bodman</i></p> <p><i>Vice Chair – Jay Sims-Bagshaw</i></p> <p><i>Secretary – David Hyde</i></p> <p><i>Assistant Secretary – Katie Oliver</i></p> <p><i>Treasurer – Simon Reeves</i></p> <p><i>Assistant Treasurer - Julian Roughley</i></p>	

The rest of the roles are unchanged.

**4 Reports**

Relevant committee members are encouraged to provide a brief written report / update in advance of the meeting, which are circulated to the committee via the Secretary. Committee then noted and discuss as required.

**a. Treasurer's report**

No report provided due to current issues accessing the bank account.

**b. Kit Report**

	Size	Quantity
Men's T Shirt	XS	3
Men's T Shirt	Small	5
Men's T Shirt	Medium	3
Men's T Shirt	Large	1
Men's T Shirt	X Large	4
Men's T Shirt	XX Large	5
Men's T Shirt	XXX Large	3
	Total	24
Men's Vest	XS	5
Men's Vest	Small	5
Men's Vest	Medium	4
Men's Vest	Large	6
Men's Vest	X Large	4
Men's Vest	XX Large	4
Men's Vest	XXX Large	2
	Total	30

	Size	Quantity
Ladies T Shirt	XS	4
Ladies T Shirt	Small	3
Ladies T Shirt	Medium	5
Ladies T Shirt	Large	2
Ladies T Shirt	X Large	4
Ladies T Shirt	XX Large	3
Ladies T Shirt	XXX Large	2
	Total	23
Ladies Vest	XS	4
Ladies Vest	Small	2
Ladies Vest	Medium	2
Ladies Vest	Large	13
Ladies Vest	X Large	3
Ladies Vest	XX Large	4
Ladies Vest	XXX Large	2
	Total	30
Ladies Crop Top	Medium	7

	Size	Quantity
AVR High Vis	Medium	1
AVR LED Beanie		1
AVR Regatta Jacket	Small	4
	Medium	4
	Large	3

**c. Road Secretary Report**

No report provided.

**d. Off Road Secretary Report**

No report provided.

**e. Membership report**

No report provided

**f. Avon Valley Triathletes (AVT)**

No report provided.

**g. AVR Youth**

	<i>No report provided.</i>	
5	<p><b>Committee updates and Discussions (Items from the Agenda)</b></p> <p><b>- Feed Back from Tributes and updates</b></p> <ul style="list-style-type: none"> <li>• <i>The flower planter up at the track will be getting extended. This has been built for family, friends and members to plant a flower for Sara.</i></li> <li>• <i>The money from beat the street (£150) will be going towards a bench (costing £500) which will be positioned under the shelter by the track, and there will be a plaque (£50) added to the bench in memory of Sara. TRFC are happy for the bench to be positioned there but they have asked that it is done on hardstanding ground and fixed. The cost of this is estimated at £500, bringing the total cost to £1050. The Committee agreed unanimously that this should go ahead. The wording on the plaque will be drafted and sent to the Family and committee to agree.</i></li> <li>• <i>The Funeral will be 22<sup>nd</sup> April 2024. The car will make its journey to the crematorium and will come through TRFC between 11:00 to 11:15am. The family are very grateful for all the support from AVR. AVR Members are welcome to line up outside the TRFC and then watch the service from via a live stream the club. Flowers from family only and donations to be made to the British Heart Foundation.</i></li> <li>• <i>The club has been contacted by a few other running clubs who would like to do something in Sara's memory. The club will look to do something in the summer as part of our summer social, to be discussed at the next meeting.</i></li> <li>• <i>Club welfare have been available for those who have wanted to talk. Jay will do another post around how we are available if and when needed.</i></li> <li>• <i>With me now (podcast) about park run. A lovely email was sent in from Sarah Emery and was read out.</i></li> </ul> <p><b>- Westbury 5K – Gary</b></p> <ul style="list-style-type: none"> <li>• <i>First race is in May, Gary has already done a post asking for volunteers.</i></li> <li>• <i>Gary has two sponsors for the prize money, Cresswell Engineering and Bloomay.</i></li> </ul> <p><b>- PRS Licence</b></p> <ul style="list-style-type: none"> <li>• <i>This is the sound licence for music was £373.55 this will cover 6 races.</i></li> <li>• <i>Committee has unanimously agreed to cover the cost of the Licence which will be covered through the money made over the three races.</i></li> </ul> <p><b>- Cotswold Relay 6<sup>th</sup> July 2024 - Gary</b></p> <p><i>Team Bath will announce the teams this coming Thursday. We are hoping for 2 teams of 10 runners to complete each leg.</i></p> <p><i>Minibus is being sorted with Chippenham and Corsham. Active Trowbridge minibus has been booked.</i></p> <p><b>- Treasurers Report and Bank Account Situation</b></p> <p><i>Simon is hoping that we will have access by mid-April. The account is currently suspended, and we are waiting for a letter to arrive at TRFC for the accounts to be unsuspended. Simon is getting very frustrated by this process as we have not had access since 9<sup>th</sup> March, and we have over £2000 worth of payments to make.</i></p>	<p>TRFC to do</p> <p>DH to instruct hard standing</p> <p>JSB to source bench</p> <p>Add to Agenda for May</p> <p>JSB to post</p> <p>SR to check he has contacted both sponsors</p> <p>GMac to contact PRS</p> <p>GMac to promote event</p>

<p><i>We currently have about £5,600 in the bank at present.</i></p> <p><i>Simon has mandates to change signatories and change address that the committee will need to sign before the meeting is finished.</i></p> <p><b>- AVR Kit</b></p> <p><i>Hayley Chapman wants to purchase 10 vests and 10 T- shirts. We discussed to put this on hold for the moment as the cost of the club buying the kit is more expensive than what we are selling it at.</i></p> <p><i>Sportsbug are keen to stock and sell the AVR Kit. Katie Oliver is going to speak to them to see what the options are for this route of selling kit.</i></p> <p><b>- AVR Track</b></p> <p><i>The problem with the track is only to get worse, especially with the wet weather. It will cost £2265 plus VAT to dig two soakaways to pipe the water away from the top end to stop it flooding down to the bottom. TRFC have agreed to fund half the cost of this.</i></p> <p><i>The work can only be done in a small window, which is 15<sup>th</sup> May to end of May.</i></p> <p><i>AVR will receive a bill for £1132.5 (£1359 with VAT) around June time.</i></p> <p><i>Committee voted to go ahead with this.</i></p> <p><b>- Membership</b></p> <p><i>We need to do a push to remind club members that membership is due for renewal.</i></p> <p><i>£27 standard membership</i></p> <p><i>£46 this year with EA membership</i></p> <p><i>Another email and Facebook post to go out (Katie Oliver to action)</i></p> <p><b>- Feedback from awards night</b></p> <p><i>Great feedback from the awards evening. The venue has been booked 1<sup>st</sup> March 2025.</i></p> <p><i>Team that will organise the venue are:</i></p> <p><i>Caroline Barham, Katie Oliver, Katy Nickless. Ceri-Ann Case. More members will be needed to help with the set up.</i></p> <p><i>Awards team will be: Jay Sims-Bagshaw, David Bagshaw, Sarah Hillman, Martin Russam, Andrew Sharratt</i></p> <p><b>- Assistant Roles</b></p> <p><i>Discussed that it would be a good idea for certain roles to have an assistant to cover holiday etc:</i></p>	<p>DH, VB and JR to become signatories</p> <p>KO to speak to Sportsbug</p> <p>DH to instruct</p> <p>VB to look at funding opportunities</p> <p>KO to publicise</p> <p>VB to write up hand over instructions for awards</p> <p>Recruit more members end of summer</p>
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	<p><i>Treasurer Assistant - Julian Roughley has agreed to this.</i></p> <p><i>Membership Assistant – Speak to Emma to see if she would like help with this role.</i></p> <p><i>These would be unofficial roles but key to make sure everyone is recognised for all their support.</i></p> <p><b>- Club Calendar</b></p> <p><i>Mob match, Relay and Berncol dates have been added to the calendar. David Hyde to send the updated calendar to Hayley to send out with the minutes.</i></p>	<p>VB to speak to ED</p> <p>DH to issue updated Calendar</p>
<b>6</b>	<p><b>Actions required for Websites (to be sent to Will Hargreaves)</b></p> <p>1. <i>Closed events need to be confirmed and added to the Website</i></p>	<p>VB to send update to WH</p>
<b>7</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>● <i>MOB Match – Dave to ask if we can use Pound lane</i></li> <li>● <i>First Aid Kit – Items need to be added to the first aid kit locker which is based in reception of the TRFC. It would also be good to have a list of club first aiders.</i></li> <li>● <i>8<sup>th</sup> August for Ben Col Relay</i></li> <li>● <i>Martins Situation report (Sitrep)with where he is. Martin is now pushing the Road League. He will be pushing in the E News. Caroline to push the road league with AVT. Martin is advertising all promotions he is being offered from other clubs.</i></li> <li>● <i>AVT are focusing on the 51 Fiver, currently 8 full teams. Swimming session in colab with Chillies is going well. Swimming hats have been ordered through DBMax.</i></li> <li>● <i>Brick Session are being looked into.Keith has finished his coaching qualification.</i></li> <li>● <i>AVR Half to be launched in the next week.</i></li> </ul>	<p>DH to ask about Pound Lane</p> <p>First Aid - to be added to May Agenda</p>
<b>8</b>	<p><b>Committee Meeting Dates for 2024</b></p> <p>- <b>Due to be held at TRFC (Trowbridge) at 8pm on the first Tuesday of the month.</b></p> <ul style="list-style-type: none"> <li>☐ 7<sup>th</sup> May</li> <li>☐ 4<sup>th</sup> June</li> <li>☐ 2<sup>nd</sup> July</li> <li>☐ 6<sup>th</sup> August</li> <li>☐ 3<sup>rd</sup> September</li> <li>☐ 1<sup>st</sup> October</li> <li>☐ 5<sup>th</sup> November</li> <li>☐ 3<sup>rd</sup> December</li> </ul>	

*The Vice Chair closed the meeting at 21:58 pm*

Signed: *VA Bodman*

Date: 10/04/2024