

# Avon Valley Runners Committee Meeting

Held at Trowbridge Rugby Club on  
Thursday 1<sup>st</sup> March 2022



## Minutes

### Documents available prior to the meeting:

- Agenda

Committee members present		
Carole Alston	CA	Safeguarding Lead
Martin Bull	MB	Minutes Secretary
Emma Day	ED	Membership Secretary (Admin)
Debbie Ellis	DE	AVR Youth Secretary
Joby Hobbs	JH	Committee Member
Dave Hyde	DH	Vice Chair
Gemma Knudsen	GK	Road Race Secretary
Jackie Rockliffe	JR	Committee Member
Laura Waterhouse	LW	Honorary Secretary
Sheona Yellowlees	SY	Honorary Treasurer

The Vice Chair opened the meeting at 20.32 pm

Item	Minute	Action
1	<p><b>Welcome and apologies for absence. Declaration of quorum.</b></p> <p>In the absence of the Chair, the Vice-Chair led the meeting and welcomed all.</p> <p>Apologies for absence were received from Sally Frawley (SF), Michael Guy (MG), Anthony Hickson (AH), Tim Lowrie (TL), Richard Newman (RN), Vicky Ody (VO), and Kat Taylor-Laird (KTL).</p> <p>The meeting was declared quorate.</p>	
2	<p><b>Review and Approval of the minutes of the previous AVR Committee meeting</b></p> <p>Apart from a minor amendment that is required - changing 'JAVR' to 'AVR Youth' - the minutes were approved as a fair and accurate record of the AVR Committee meeting held on 1<sup>st</sup> February 2022.</p> <p>Updates on action points not on covered on agenda below</p> <ul style="list-style-type: none"> <li>• Item 1 - AVR Finish Funnel – this was carried forward to a future meeting</li> <li>• Item 1 - First Aid Training – ONGOING</li> <li>• Item 2diii - AVT coaching - RN has indicated that he has not had draft proposal from KTL, but is believed to now be available – ONGOING</li> <li>• Item 4 - Run Together – DH, Sean Price and LW held a Zoom meeting to discuss. DH has done what Sean asked but it's still not quite working. Will revisit in near future. JH asked if the places at sessions have, as agreed, been increased. Confirmed that they have; to 30 at TRFC and 24 at Paxcroft Mead. – REVISIT AFTER A MONTH OR SO</li> </ul>	<p><b>Agenda</b></p> <p><b>KTL</b></p> <p><b>DH</b></p>
3	<p><b>Reports</b></p>	

	<p>Reports to provide brief update to committee, with option to circulate detailed written report via Secretary for committee to discuss as required.</p> <p><b>a. Treasurer's report</b></p> <p>A hard copy was tabled by SY. LW will also circulate to the whole committee after the meeting.</p> <p>Report is relatively self-explanatory. Noted that the cost of the presentation evening has not yet been paid.</p> <p>Q – JH asked what the cost of the XC was at the previous weekend, as he and others wish to repay the club for non-attendance.</p> <p>A – SY will find out.</p> <p><b>b. Kit report</b></p> <p>No report.</p> <p><b>c. Membership Secretary report</b></p> <p>ED gave a verbal report. Has also recently emailed a report to LW. LW will circulate to the whole committee after the meeting.</p> <p>Noted that 2021/22 membership ends at the end of March. Members then have a maximum of three months to renew.</p> <p>Q - Can we ask coaches and run leaders to remind participants that membership renewal is due soon?</p> <p>A – Agreed they should. All present will do what they can and others will be asked.</p> <p><b>d. Club captain reports</b></p> <ul style="list-style-type: none"> <li>- <b>Road</b></li> <li>GK will email. SF will encourage Goal Getters to enter races.</li> <li>- <b>Off Road</b></li> <li>No report / no representatives present.</li> <li>- <b>AVT</b></li> <li>No report / no representatives present. But KTL did send a message to LW to request a feather flag.</li> </ul> <p><b>e. AVR Youth</b></p> <p>A hard copy of a report was tabled by DE. LW will also circulate to the whole committee after the meeting.</p> <p>DE reported that AVR Youth is going very well.</p> <p>JR, DE and others have been encouraging youth participation in off road races. This has helped lead to lots of activity, PBs, etc. Colin Sawyer has been helping with kit.</p> <p>Want to dovetail into the AVR Welcome Pack (see below – Item 4d).</p> <p><b>f. Working group reports</b></p> <p>No report / no representatives present.</p> <p>Noted that the 2022 Goal Getters launch meeting is happening at the same time as this committee meeting.</p>	<p><b>SY</b></p> <p><b>LW</b></p> <p><b>LW</b></p>
<p><b>4</b></p>	<p><b>Committee updates and discussion</b></p> <p><b>a. AVR Closed &amp; Open Races 2022 – confirm events, dates and lead person</b></p> <p>JH led.</p>	

<p>Noted that the race calendar is not up-to-date. Hope MG can look at.</p>	<p><b>MG</b></p>
<p style="text-align: center;"><b>CLOSED RACES 2022</b></p> <p><b>Tony Barret Mile</b> – Some have asked about it and requested that a date is set. Proposed date = Thurs 8<sup>th</sup> Sept. Proposed to run just once in 2022.</p> <p><b>Mob Match</b> – Proposed date = Thurs 9<sup>th</sup> June 2022. Need to get it in other clubs' calendars. Need a Race Director - JH will ask Robin-Mark Schols.</p> <p><b>Track Championships</b> – Proposed date = Wed 6<sup>th</sup> July 2022. Usually at Bath in July. Is a good link between juniors and adults. Race Director - Maybe Sean and Fiona Price could organise?</p> <p><b>Club handicap race</b> – JH did the watchless race for a few years, then numbers dwindled so stopped it. Agreed not to undertake in 2022. Remove from AVR website.</p> <p><b>BernCol relay</b> – Was a big success last year. Proposed date = Thurs 18<sup>th</sup> Aug 2022. Race Director = Holly Newman.</p>	<p><b>JH</b></p>
<p style="text-align: center;"><b>OPEN RACES 2022</b></p> <p><b>AVR Relay</b> – Proposed date = 9<sup>th</sup> July, so as not to clash with the Cotswold Relay which is 2nd July. Need a Race Director. As there were not many committee members here today, an email will be sent to full committee to ask if anyone wants to take it on. If no-one takes it on it could become bi-annual and held next in 2023.</p> <p><b>b. AVR Youth and AVT logo</b></p> <p>SE / LW led.</p> <p>Sarah Emery has shown the choices on the Facebook group. Lots of discussion on the logos.</p> <p>Top left seems best.</p> <p>Committee members in the room were happy with the one on the top left.</p> <p>Noted that there is need for the youth logo to be on any youth kit as kit could potentially be used for longer without it on there.</p> <p><b>c. AVR Half Marathon 2021 proceeds</b></p> <p>DH led.</p> <p>Agreed to donate £2,000 to Wiltshire Air Ambulance.</p> <p><b>d. Digital Welcome Pack</b></p> <p>Rich Ayling has emailed RN. RN then emailed committee but has only had one response so far.</p> <p>Would include information on venues, training sessions, kit, etc. Plus Code of Conduct.</p> <p>MB volunteered to take this forward.</p> <p>EA should have template documents that could potentially be used.</p> <p>Noted that no cost is expected to be involved.</p> <p>AVR Youth could be included or can use it to dovetail into their own.</p> <p><b>e. Committee emails/GDPR</b></p> <p>Concern that we are not being GDPR compliant.</p> <p>Need to review how many emails are used and where there are duplicates. Need to cull some.</p> <p>Need to set up email addresses that come from an AVR account. Currently the AVR email address is routed to a personal email address, so the reply will come from that personal email address.</p>	<p><b>LW?</b></p> <p><b>MB</b></p> <p><b>?</b></p> <p><b>?</b></p>

**f. Funding Request for South of England Road Relays (Milton Keynes)**

LW led as she had access to an email from Steve Williams.

This is a prestigious event but is invite only. Cost = £72 men / £36 women. Possible use of mini-bus via Trowbridge Council would be £84.

Noted that AVR usually only pays for National level races.

Noted that all of this should be clearly set out in the Club Development Plan (CDP).

**g. Club Development Plan (CDP)**

Vicky Ody was not at the meeting but wanted the committee to look at.

The latest draft was emailed to LW tonight. The summary was tabled and committee members present read it.

Bullet Point 1 – good

BP 2 – fine

BP 3 – Not sure if this is important?

BP 4 – Good, but some concern over the phrase ‘delivery groups’.

Finally paragraph – Possibly overthinking it?

**h. London Marathon**

LW reported that there is no club place for the London Marathon 2022.

Discussion on how to disseminate this information.

Agreed to be diplomatic and to quote the email.

**i. Feather Flags**

DH led.

Need to look at the whole picture of what is needed overall. Look again at April committee meeting.

**j. Bank Mandate**

SY led.

SY is updating the mandate to the current core members of the committee – i.e. to SY (Treasurer), LW (Secretary) and RN (Chair).

Will also apply for a debit card.

Noted that there is currently a payment limit of £500 a day for a single signatory. This can be troublesome. Ask to raise to £1,000. Above that will need a second ‘signatory’.

**k. Awards Meeting Queries**

LW led.

The working party met on 23<sup>rd</sup> Feb and has two questions for the committee.

*1 Should there be two types of distance in the club championship; effectively having a short (e.g. 5k, 5m, 10k) and a long (e.g. 10m, HM, M)?*

GK reported that this year there will be awards for the Marathon and an Ultra.

Noted that there are not many 10mile races in the run calendar.

Agreed to leave as it is this year and revisit next year. It is a lot of work, especially when people are busy.

*2 Can someone with AVR as their second claim club be eligible for an award?*

**LW / RH**

**Agenda**

	<p>At the moment they could be. JH confirmed that there are limited potential issues though, such as if someone hold life membership of AVR.</p> <p>Noted that the AVR Constitution does not mention it. Needs to be looked at. Can then be changed in Jan 2023. JH will look at. Add to AGENDA for April meeting.</p> <p><b>I. Quotes for race timing</b></p> <p>This has been paused.</p>	<b>JH / Agenda</b>
<b>5</b>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>- <b>Trowbridge Rugby Club</b> – Caretaker who locks up the facilities (especially on Monday) can be very rude and has poor timekeeping. The changing rooms are also often dirty. DH reported that AVR do have an agreement in writing. Have had a long email trail with RN. We are paying a lot and deserve better. Need to put this in writing to TRC.</li> <li>- <b>EntryCentral</b> – want to amend the question where members are asked how they heard about AVR / membership. Will also look at other questions.</li> <li>- Someone also asked if we could bring back sessions in <b>Melksham</b>. JH reported that it lasted circa 18 months. A volunteer can try to run something if they wish. Noted that Forest Fitness may be picking up any people in Melksham area who are interested in local running.</li> </ul>	<b>DH / RN</b>
<b>6</b>	<p><b>Remaining Committee Meeting Dates for 2022</b></p> <ul style="list-style-type: none"> <li>- <b>All due to be held at Trowbridge Rugby Club at 8.30pm on the first Tuesday of the month.</b> <ul style="list-style-type: none"> <li>☒ Tuesday 5<sup>th</sup> April 2022</li> <li>☒ Tuesday 3<sup>rd</sup> May</li> <li>☒ Tuesday 7<sup>th</sup> June</li> <li>☒ Tuesday 5<sup>th</sup> July</li> <li>☒ Tuesday 2<sup>nd</sup> August</li> <li>☒ Tuesday 6<sup>th</sup> Sept</li> <li>☒ Tuesday 4<sup>th</sup> Oct</li> <li>☒ Tuesday 1<sup>st</sup> Nov</li> <li>☒ Tuesday 6<sup>th</sup> Dec</li> </ul> </li> </ul>	

The Chair closed the meeting at 22.19pm

Signed: .....

Date: .....

### Summary of action points from AVR committee meeting (01.03.2022)

Item	Minute	Action
<b>2</b>	<p>Updates on action points not on covered on agenda below</p> <ul style="list-style-type: none"> <li>• Item 2diii - <b>AVT coaching</b> - RN has indicated that he has not had draft proposal from KTL, but is believed to now be available – ONGOING</li> <li>• Item 4 - <b>Run Together</b> – DH, Sean Price and xxx held a Zoom meeting to discuss. DH has done what Sean asked but it's still not quite working... – REVISIT AFTER A MONTH OR SO</li> </ul>	<p><b>KTL</b></p> <p><b>DH</b></p>
<b>3a</b>	<b>Treasurer's report</b>	

	Q – JH asked what the cost of the XC was at the previous weekend, as he and others wish to repay the club for non-attendance. A – SY will find out.	<b>SY</b>
<b>3c</b>	<b>Membership Secretary report</b> ED gave a verbal report. Has also recently emailed a report to LW. LW will circulate to the whole committee after the meeting.	<b>LW</b>
<b>3e</b>	<b>AVR Youth Report</b> A hard copy of a report was tabled by DE. LW will also circulate to the whole committee after the meeting.	<b>LW</b>
<b>4a</b>	<b>AVR Closed &amp; Open Races 2022</b> Noted that the race calendar is not up-to-date. Hope MG can look at. <b>Mob Match</b> – ... Need a Race Director - JH will ask Robin-Mark Schols. <b>AVR Relay</b> – ...Need a Race Director. As there were not many committee members here today, an email will be sent to full committee to ask if anyone wants to take it on...	<b>MG</b> <b>JH</b> <b>LW?</b>
<b>4d</b>	<b>Digital Welcome Pack</b> MB volunteered to take this forward.	<b>MB</b>
<b>4e</b>	<b>Committee emails/GDPR</b> Concern that we are not being GDPR compliant. Need to review how many emails are used and where there are duplicates. Need to cull some. Need to set up email addresses that come from an AVR account. Currently the AVR email address is routed to a personal email address, so the reply will come from that personal email address.	<b>?</b> <b>?</b>
<b>4h</b>	<b>London Marathon</b> LW reported that there is no club place for the London Marathon 2022. Discussion on how to disseminate this information. Agreed to be diplomatic and to quote the email.	<b>LW /</b> <b>RN</b>
<b>5</b>	<b>AOB</b> - <b>Trowbridge Rugby Club</b> – Caretaker who locks up the facilities (especially on Monday) can be very rude and has poor timekeeping. The changing rooms are also often dirty. DH reported that AVR do have an agreement in writing. Have had a long email trail with RN. We are paying a lot and deserve better. Need to put this in writing to TRC.	<b>DH / RN</b>

### Items to be Actioned later in the year and added to agenda for the appropriate meeting.

<b>ITEM</b>	<b>COMMITTEE MEETING DATE</b>	<b>MINUTE NO.</b>	<b>WHICH MEETING TO RETURN TO?</b>	<b>ACTION / OWNER</b>
<b>AVR Finish Funnel</b>	01.03.2022	2	April 2022?	<b>?</b>
<b>Feather Flags</b> - “Need to look at the whole picture of what is needed overall. Look again at April committee meeting.”	01.03.2022	4. i	April 2022?	<b>?</b>

<p><b>Awards Meeting Queries</b> – “Can someone with AVR as their second claim club be eligible for an award?”</p> <p>Noted that the AVR Constitution does not mention it. Needs to be looked at. Can then be changed in Jan 2023. JH will look at.</p>	01.03.2022	4. k	April 2022	JH
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