

Avon Valley Runners Committee Meeting



Held at Trowbridge Rugby Club on
Tuesday 7th June 2022

Minutes – Chair Approved

Committee members present		
Carole Alston	CA	Safeguarding Lead
Vicky Bodman	VB	Co-opted Committee Member
Martin Bull	MB	Minutes Secretary
Emma Day	ED	Membership Secretary
Sally Frawley	SF	Assistant Secretary
Michael Guy	MG	Off Road Secretary
Dave Hyde	DH	Chair
Gemma Knudsen	GK	Road Race Secretary
Tim Lowrie	TL	Committee Member
Jackie Rockliffe	JR	Committee Member
Jay Sims-Bagshaw	JSB	Co-opted Committee Member
Warren Wade	WW	Co-opted Committee Member
Laura Waterhouse	LW	Honorary Secretary
Sheona Yellowlees	SY	Honorary Treasurer

The Chair opened the meeting at 20.34 pm

Item	Minute	Action
1	<p>Welcome and apologies for absence. Declaration of quorum.</p> <p>The Chair led the meeting and welcomed all.</p> <p>Apologies for absence were received from Debbie Ellis (AVR Youth Secretary), Joby Hobbs (Committee Member), and Kat Taylor-Laird (Avon Valley Triathletes Secretary).</p> <p>The meeting was declared quorate.</p>	
2	<p>Review and Approval of the minutes of the previous AVR Committee meeting</p> <p>The minutes of the AVR Committee meeting held on 3rd May 2022 were approved as a fair and accurate record of the meeting.</p>	
3	<p>Reports</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>a. Treasurer's report</p> <p>SY emailed an 'Income & Expenditure spreadsheet to 31.05.2022' to the committee before the meeting:</p> <p>b. Kit report</p> <p>See Item 4d below.</p> <p>c. Membership Secretary report</p> <p>ED's membership report (given below) had been emailed to the committee before the meeting:</p>	

- 37 joined in May, including 5 brand new members.
- 12 of those that joined in May also applied for EA.
- Therefore, as of the 31st May there are 315 members, which includes 25 life members (so 290 paying members).
- Of the 315, 159 have applied for EA membership as well, and 30 of the 315 are new members this year.
- For comparison, this time last year we had approx. 281 members

d. Club captain reports

- Road

GK's report (given below) had been emailed to the committee before the meeting.

- 13 AVR runners at the Hullavington Half. There were some really good performances and we won the fixture overall so are still top of the Wiltshire league. You can see all the results from the race on the AVR website [HERE](#)
- Lots of AVR ran the first Westbury 5k as well. Quite a few road races coming up in the next few weeks including Heddington 5k and Lacock 10k for the league.

- Off Road

MG's report had been emailed to the committee before the meeting. As it was detailed it hasn't been repeated here.

Later in the meeting the Committee were going to look at the proposed races for the 2022/23 season, but lack of time meant it will be worked on again by MG before then emailing the Committee if needed.

- Avon Valley Triathletes (AVT)

No report / no representatives present.

e. AVR Youth

Debbie Ellis' report had been emailed to the committee before the meeting. As it was detailed it hasn't been repeated here.

f. Working group reports

Shortly before the meeting VB emailed a report (given below) on the working groups she is part of / knows about.

Social Committee – Two new members have stepped forward for the Social committee and we are meeting on Monday 13th June. The main events this group will look after are: 1 - Potential Summer Gathering, and 2 - Carnival (if agreed)

Presentation Evening – Work has been undertaken on venue liaison, bookings, raffle etc. VB looking to hand over lead to a member of the group. Budget for Social Events required.

Goal Getters – The programme is going well and people are engaged. Core Team = Sean Price, VB, SF and Martin Russam – Drew has volunteered to join; meeting to be organised. Budget required.

Awards – Email sent out about awards. Some nominations already received. Needs to be included each month in the newsletter.

Website – Currently up to date (need to check club records section). Agendas for committee meetings need to be sent in advance and uploaded so that people can see what will be discussed. VB looking for someone to take over as lead and co-ordinator.

	<p>AVR Half Marathon – Organisation going well. Race licence to be applied for this month. Some sponsors for T-shirt obtained.</p>	
<p>4</p>	<p>Committee updates and discussion</p> <p>a. Current grievance committee update</p> <p>DH read out a statement to update the committee, and assured members that the leaders of the club are doing the best we can for AVR.</p> <p>b. Updated policies and procedures documentation</p> <p>JSB has finished the updated policies and procedures and VB has added to the website. Noted that the Health & Safety Policy needs to be signed. It can be signed electronically. The named Health & Safety rep will be LW's father, who is an AVR member.</p> <p>c. £250 England Athletics (EA) grant for track shelter</p> <p>DH led.</p> <p>Last year we received a £250 grant from EA towards a shelter for trackside. Has not been used yet. DH has briefly looked online and a basic shelter may cost circa £2,000. Is it still needed? Committee members generally agreed that it potentially is.</p> <p>The Committee took the opportunity to talk about the condition of the track at Doric Park. It is particularly worn on the inside edge and some hardcore sticks out, which is potentially dangerous.</p> <p>In 2021, AVR were told to expect a maintenance plan to be produced for 2022. It has not been.</p> <p>Need to speak with the rugby club about what maintenance they do for the track. The rugby club top it and flatten it, approximately monthly. Noted that the rugby club do also use it, and even rent it out at times.</p> <p>d. Kit Update / Purchasing</p> <p>Colin Sawyer joined the meeting to discuss a quote for £1,129.20 from the kit manufacturer (Scimitar) that had been emailed to the committee before the meeting. Some kit supplies are running low (or sold out) and new stock is needed.</p> <p>Several Committee members questioned the quality of race vests (in particular), as well as the fit for female vests. Also noted that mud stains do not wash out effectively.</p> <p>Colin will ask the Scimitar if a different (thinner / better) fabric is available. Could put a post out on Facebook page to see what members think about the tops we currently have.</p> <p>Agreed that we need to urgently deal with the waiting list though, so suggest we put an order in for the minimum and look to deal with the rest in the future.</p> <p><i>CS left the meeting at this point – 20.59pm</i></p> <p>e. Active Trowbridge update</p> <p>DH led.</p> <p>DH has emailed them to say we cannot do it this year. Will try to do better next year.</p> <p>f. Club Calendar & ensure RDs in place</p> <p style="text-align: center;">CLOSED RACES 2022</p> <p>The Tony Bartlett Mile – Thurs 8th Sept. 7.15pm. Race Director - TBC – Will ask if the AVR Youth can take this on.</p>	<p>Hon. Sec.</p> <p>Chair</p> <p>Colin Sawyer</p> <p>Chair</p>

AVR Track Championships – Wed 6th July – 7pm. Race Director = Holly Newman.

BernCol relay – Thurs 18th Aug. Race Director = Holly Newman.

Stan Farr 5k – Monday 26th December. 11.30am. Race Director is usually the Chair but DH cannot do it. Martin Bull volunteered to be RD if others can assist / advise.

OPEN RACES 2022

Mob Match – Thurs 9th June. Race Directors = Joby Hobbs & Robin-Mark Schols.

AVR Relay – Sat 9th July – 1pm. Race Directors = Holly Newman & Denise Ellis.

Westbury 5k - Tuesday 14th June & Tuesday 12th July - Race Director = Andrew Jefferies.

AVR 5x5 - Thurs 7th July – CANCELLED.

Over The Hills - Sun 6th Nov. Race Director = Ed Knudsen.

AVR Wiltshire Half Marathon - Sun 27th Nov - 11am. Race Directors = VICKY Bodman & Hayley Anderson

g. Budgets – coaching, social, AVT, Presentation Evening, AVR Youth

People need to send budget information / ideas to SY.

SY suggested that budgets should run April to March, because membership runs that way.

Q – Have you seen the budgets from last year?

SY confirmed she has seen the spends from last year. VB reported that the budgets from last year are on the OneDrive. VB will arrange OneDrive access for SY. VB has sent the list of budget owners to SY, so now it's the responsibility of those owners to contact SY.

VB

h. Working Groups

See Item 3f (above).

It was asked before if there were too many working groups, but VB has looked and cannot see any that could be discontinued.

Trowbridge Carnival – October – There doesn't seem to be enough interest.

i. Committee and meeting efficiency

DH led.

Do we need a working group to look at this?

MB believes that any committee / meeting improvements and procedures tie-in well with the constitution (and the need to review / enlarge that) so they could potentially be looked at together. Noted that such a working group would need to be representative of the club and its history.

MB and SY volunteered to assist such a group.

Noted though that the ODP working group has recently been placed on hold, so it was suggested that we put this back on the agenda at the September 2022 meeting.

Agenda

j. AVR Equipment - Feather Flags

DH led. Waiting for costs from Sarah Emery.

They are believed to cost circa £125, and rather than delay the purchase further the Committee agreed to allocate a budget of £400 for them and to use that to purchase at least two, using our best judgement.

Chair

	<p>Also noted that before the meeting the new AVR start/finish funnel was inflated to show interested parties. It has a slightly wonky letter. Need to decide whether we would prefer another one to be made or will accept a discount of circa £400. Committee suggested the latter.</p> <p>k. Storage</p> <p>DH led.</p> <p>Storage is needed as the AVR space at Culver Close (Bradford on Avon) pavilion has seen us progressively squashed into a corner. It also gets cluttered by others. Noted that it is free though.</p> <p>The garage storage that Richard Newman previously mentioned is not a possibility.</p> <p>Longer term we could buy a storage container and base it at the rugby club, but for the short term we will need to hire space. Believed to cost circa £22 a week.</p> <p>SF will check prices / availability at various local facilities, such as Paxcroft Lane and Southwick Storage.</p>	SF
5	<p>AOB</p> <p>Facebook – Received a requested from Rich Ayling at EA that parents of junior members can be given access to the members only Facebook group.</p> <p>The Committee were unsure as to what exactly the pros and cons of this were, and after discussion AGREED (6 – In favour / 1 - Against / 3 – Abstained) to give three months access, as a trial, when the parent requests.</p> <p>The longer term aim is to have a better platform for the group, as it was noted that the Band app is poor.</p>	
6	<p>Remaining Committee Meeting Dates for 2022</p> <p>- All due to be held at Trowbridge Rugby Club at 8.30pm on the first Tuesday of the month.</p> <ul style="list-style-type: none"> ☒ Tuesday 5th July 2022 ☒ Tuesday 2nd August ☒ Tuesday 6th Sept ☒ Tuesday 4th Oct ☒ Tuesday 1st Nov ☒ Tuesday 6th Dec 	

The Chair closed the meeting at 22.01pm

Signed:

Date:

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

ITEM	COMMITTEE MEETING DATE	MINUTE NO.	WHICH MEETING TO RETURN TO?	ACTION / OWNER
<p>Awards Meeting Queries – <i>“Can someone with AVR as their second claim club be eligible for an award?”</i></p>	01.03.2022	4. k	April 2022	JH
<p>Committee and meeting efficiency - Do we need a working group to look at this?</p> <p>MB believes that any committee / meeting improvements and procedures tie-in well with the constitution (and the need to review / enlarge that) so they could potentially be looked at together. Noted that such a working group would need to be representative of the club and its history.</p> <p>MB and SY volunteered to assist such a group.</p> <p>Noted though that the ODP working group has recently been placed on hold, so it was suggested that we put this back n the agenda at the September 2022 meeting.</p>	07.06.2022	4. i	6 th Sept 2022	Hon. Sec.