

# Avon Valley Runners Committee Meeting



Held at Trowbridge Rugby Club on  
Thursday 13<sup>th</sup> January 2022

## Minutes – Committee Approved

### Documents available prior to the meeting:

- Agenda
- Presentations from the AVR AGM held on 11.01.2022

Committee members present		
Carole Alston	CA	Safeguarding Lead
Martin Bull	MB	Minutes Secretary
Emma Day	ED	Membership Secretary (Admin)
Sally Frawley	SF	Assistant Secretary
Anthony Hickson	AH	Off Road Race Secretary
Joby Hobbs	JH	Committee Member
Dave Hyde	DH	Vice Chair
Gemma Knudsen	GK	Road Race Secretary
Tim Lowrie	TL	Committee Member
Richard Newman	RN	Chair
Jackie Rockliffe	JR	Committee Member
Kat Taylor-Laird	KTL	Multi Sport Secretary
Laura Waterhouse	LW	Honorary Secretary
Sheona Yellowlees	SY	Honorary Treasurer

The 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>The Chair welcomed all.</p> <p>Apologies for absence were received from Debbie Ellis (JAVR Secretary) and Michael Guy.</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>The minutes were approved as a fair and accurate record of the AVR Committee meeting held on 7/12/2021.</p> <p>Updates on action points:</p> <ul style="list-style-type: none"> <li>• Working group for nominations to RN – ACTIONED</li> <li>• AVR championship – Advertise in newsletter / social media etc – ACTIONED</li> <li>• KTL action - ONGOING</li> <li>• AVR finish funnel – RN has received some prices from Air Dancer – will email to the committee</li> </ul>	<p>KTL</p> <p>RN</p>
3	<p><b>Reports</b></p>	

	<p>Usually LW will email out about 7-10 days in advance of a committee meeting asking for reports, however, detailed reports for 2021 were given at the AGM just two days previous, so they were not requested for this meeting. Secretaries were given the opportunity to verbally update if necessary.</p> <p>A copy of the AGM presentations was made available in advance of this meeting.</p>	
<p><b>4</b></p>	<p><b>Committee updates and discussion</b></p> <p><b>a. First Aid Training – update</b></p> <p>RN led.</p> <p>Noted that the First Aid training that was previously organised by the club expired in Sept 21. Every coaching session should have a qualified first aider.</p> <p>RN has spoken to Ian Tuckett (Devizes Running Club) who offered to run new training at cost for a fellow Running Club - £20 a person (up to 8) / £15 a person if more. Certificates are usually circa £7.50 each.</p> <p>We provide venue and light refreshments. 6 hrs contact time. Suggest 7 hr course with breaks, such as 9am to 4pm. Or maybe 10.30am to 5pm on a Saturday to accommodate parkruns.</p> <p>Need volunteers who will be regular / will use the qualification. Rather than just send out a general email the way forward might be to first ‘target’ people who do coached sessions (Leadership in Running Fitness qualified - LiRFs) and run leaders.</p> <p>Chair created a list of people to ask first. Potentially go out to all those qualified in LiRF and Coach in Running Fitness (CiRF).</p> <p>Also to ask other members afterwards if possible.</p> <p><b>b. Submission of Race Results 2022</b></p> <p>JH and Robin Mark Schols (RMS) are taking this role on.</p> <p>JH &amp; RMS have discussed how to organise this, and propose the following:</p> <ul style="list-style-type: none"> <li>- They will take on results from this Saturday 15<sup>th</sup> January, but won't take on any previous results</li> <li>- They will take on the email address - results@...</li> <li>- Members will strictly have until the end of the following month to submit any results</li> <li>- Members will not be asked to submit a link to any results</li> <li>- JH &amp; RMS will proactively seek out results from a list of main events</li> <li>- Park run results will not be included</li> </ul> <p>They will encourage members to submit results via numerous channels, such as:</p> <ul style="list-style-type: none"> <li>- Using a standard phrase on AVR emails</li> <li>- Sending an explanatory email out (JH will draft)</li> <li>- AVR Newsletter</li> <li>- AVR Social media</li> </ul> <p><b>c. AVR Equipment Storage</b></p> <p>RN led.</p> <p>The AVR Equipment Storage is at Culver Close (Pound Lane, Bradford-On-Avon). At some point they will require us to move our items when they re-develop the area.</p> <p>RN has access to an empty garage at Bowerhill – could be used.</p> <p><b>d. “Members’ Member” shortlist – statements required</b></p> <p>RN led.</p> <p>The David Griffiths Members’ Member Award is decided on the night of the Presentation Evening (Sat 5<sup>th</sup> Feb 2022).</p> <p>RN asked if any committee member could put a short description together for the</p>	<p>RN</p> <p>JH</p>

	<p>following people:</p> <ul style="list-style-type: none"> <li>• Esther Frawley – LW will write.</li> <li>• Gary MacAlister - JN</li> <li>• Colin Sawyer - RN</li> <li>• Sean Price - RN</li> <li>• Dave Bagshaw - SF</li> </ul> <p>Need by next week please.</p> <p>e. <b>Presentation Evening – ticket sales</b></p> <p>DH led.</p> <p>56 tickets sold so far. Need circa 100 to break even. Sold 118 in 2020.</p> <p>Need a sales push, including with committee and very active members.</p> <p>Discussion took place of whether AVR should ask attendees to do a COVID-19 Later Flow Test (LFT) before the event. Agreed that it could be suggested but not required, and that the wording would have to be careful and sensitive.</p> <p>f. <b>Race dates: AVR Relay (26/6/22); AVR Half (27/11/22)</b></p> <p>AVR Relay date has been set so as NOT to clash with the Cotswold Relay which is 2<sup>nd</sup> July.</p> <p>Don't have a Race Director for the AVR Relay yet.</p> <p>IDEA – Ask Tracey Hyde at Redfish Events to run the event with us and split any profits.</p>	
<p><b>5</b></p>	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Frank Lamerton – RN couldn't initially get hold of him but later did. Frank is 'gobsmacked' at his Lifetime Membership award, but sadly has to report that he is unlikely to be able to run in the future.</li> <li>• Email from Rugby Club after AVR AGM – One of our members had got locked in and tripped the alarm as they left. From now on we will check more rigorously before we leave, especially the toilets.</li> <li>• Club Development Plan – Before Christmas Vicky Ody started to put this together and sent draft out to the Committee. RN will re-send soon and asked Committee members to comment before the next Committee meeting.</li> <li>• SY will look at budgets. Needs any ideas on what to spend money on.</li> <li>• KTL will also speak to SY about AVT 'budget'.</li> <li>• Racing in AVR tops – This issue has been raised by a member. A reminder to wear club tops will go out in the newsletter / emails etc. A preliminary wording was agreed; "If you are not racing in an AVR vest the AVR Committee reserves the right not to include you in the club results, club records or club awards".</li> <li>• AH – technical issues with off road mailout – may need to look at.</li> </ul>	<p>RN / Comm Members</p> <p>KTL</p>
<p><b>6</b></p>	<p><b>Remaining Committee Meeting Dates for 2022</b></p> <p>- <b>All due to be held at Trowbridge Rugby Club at 8.30pm on the first Tuesday of the month.</b></p> <ul style="list-style-type: none"> <li>☒ Tuesday 1<sup>st</sup> Feb 2022</li> <li>☒ Tuesday 1<sup>st</sup> March</li> <li>☒ Tuesday 5<sup>th</sup> April</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>	

The Chair closed the meeting at 21.44pm

Signed: .....

Date: .....

### Summary of action points from AVR committee meeting (13.01.2022)

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2	<p><b>Review and Approval of the minutes of the previous AVR Committee meeting</b></p> <p>Updates on action points:</p> <ul style="list-style-type: none"> <li>• KTL action – ONGOING</li> <li>• AVR finish funnel – RN has received some prices from Air Dancer – will email to the committee</li> </ul>	KTL RN
4	<p><b>Committee updates and discussion</b></p> <p><b>a. First Aid Training – update</b></p> <p>Chair created a list of people to ask first. Potentially go out to all those qualified in LiRF and Coach in Running Fitness (CiRF).</p> <p>Also to ask other members afterwards if possible.</p> <p><b>b. Submission of Race Results 2022</b></p> <p>They will encourage members to submit results via numerous channels, such as:</p> <ul style="list-style-type: none"> <li>- Sending an explanatory email out (JH will draft)</li> </ul>	RN         JH
5	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• Club Development Plan – Before Christmas Vicky Ody started to put this together and sent draft out to the Committee. RN will re-send soon and asked Committee members to comment before the next Committee meeting.</li> <li>• KTL will also speak to SY about AVT 'budget'.</li> </ul>	RN / Comm Members         KTL

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

AGENDA ITEM	MEETING DATE	MINUTE NO.	DATE DUE TO REPORT	ACTION/ OWNER
None at present				