

Newport Harrier Committee Minutes

3rd May 2019

Heading	Minute	Action
Attendance	Kirsty Crane (KC); Peter Hitchings (PH); Mike Adams (MA); Kevin Eley (KE); David Goodger (DG); Allison Werner (AW); Hilary Goodger (HG); Ken Goodger (KG).	
Apologies	Eric Oram (EO); Jean Rogers (JR); Wendy Bowart (WB); Ian Morgan (IM); Jane Goode (JG); Colin Bradley (CBr); Claire Barraclough (CBa); Kate Bradley (KB).	
Minutes	Agreed as a true record	Proposed: KG Seconded: PH
Matters arising	1. Conflict of interest forms were circulated. Committee members were informed that they must all fill in these forms even if there is no conflict of interest. Originals will be registered with Welsh Athletics copies will be retained by the secretary. Committee members not in attendance to be asked to fill in the forms. Any committee member not conforming would not be allowed to serve on the committee under the policies of Welsh Athletics.	HG to circulate and collect forms from committee members and to maintain a file
	2. PH and KG gave an update on the current position with the lease. Newport Live and Newport Harriers have agreed the wording and now the trustees Mike Adams, Ken Goodger, Philippa Marsden and Gareth Jones need to sign the document.	PH and KG to co-ordinate getting the lease signed
Finance and membership	1. A copy of the balance sheet was circulated. The treasurer informed the meeting that the hire of the stadium had increased by 10.31% in April in comparison with 2018/19. This was higher than the anticipated 3% to 4% and a meeting with the stadium management would take place. Concerns were raised that if this order of increase was ongoing over future years it would seriously impact on the club's finances and could potentially lead to a decline in membership numbers and the fact that this increase was not flagged up by Newport Live in advance.	HG to arrange a meeting with Newport Live Management.
	2. Most club members are now registered for competition in 2019/20. There are currently just under 400 registered members with a further 26 who HG has to either get payment from or sort queries out with.	
	3. Fees charged to non members were discussed and it was agreed that the 2 non	KE to notify coaches and HG

	<p>members who had consistently paid would be allowed to continue to pay by standing order. For now they could continue paying £15:00 per month. All non members who had rejected the opportunity to transfer onto the standing order scheme would be charged £5:00 per training session and would not be offered an opportunity to move to the monthly standing order scheme. This would now be closed to non members.</p> <p>4. There was a discussion around the number of non members and whether the number should be restricted – there was no decision on this issue.</p>	<p>and KE to liaise on notifying athletes of the new arrangements and fees.</p> <p>Club officers to monitor the numbers of non members.</p>
	<p>5. With respect to the athletes on funding or on CG pathways the club would offer free access on Monday, Tuesday and Thursday evenings.</p>	<p>DG to identify these athletes and inform HG and also to contact Chris Jones (WA head coach) to let WA know about the arrangements for these athletes.</p>
	<p>6. HG informed the committee that the club had received a grant of £1897.67 from the WA modernisation and development grant (Formerly grassroots grant). This would be used to continue development in pole vault, to purchase a printer and to begin a hurdles development program.</p>	<p>HG to purchase a printer, poles, hurdles, hurdle trolleys and to initiate discussion on how to instigate a hurdles development program.</p>
Safeguarding	<p>1. The issue of coaches who do not have an up to date DBS was raised. The club requires all coaches officials and team managers to have a DBS or to be in the process of renewing. It was agreed that any coach, team manager or official who does not comply will be given a time limit to start the process.</p>	<p>KE to talk to the coaches</p>
Sub Groups	<p>1. A proposed sub group format with names allocated to the groups was circulated (attached).</p>	<p>Sub group co-ordinators to arrange meetings as required.</p>
a. Governance and finance	<p>2. KG reported on the progress of the governance sub group. There will be a motion to the 2019 AGM proposing that the Vice Chair be elected at the AGM. There had been a joint meeting of this sub</p>	<p>HG to find out if the turnstiles could be used for entry. PH, HG, KE and KG to investigate the</p>

	<p>group with finance where the discussion on non members fees had been initiated and suggestions had been made on ways of ensuring everyone who entered the facility was paying the fees they should be paying. A discussion had also been started on dividing up workloads so that the secretary's workload was less onerous. A model, subject to finance was suggested as an alternative to employing an administration worker. It was recognised at present that there was insufficient funding or experience within the club to employ an administration worker.</p>	<p>introduction of card payment machines. HG to talk to Chris Moss (WA clubs officer) about models for club development and professionalisation.</p>
b. Events and Competition	<p>1. DG gave a report on the club championships. 210 athletes had entered and there were some excellent performances and the event was well supported by athletes and parents. There were 247 personal bests recorded over the 2 evenings. The data also predicted the difficulties team managers would face with some age groups.</p>	
	<p>2. Letters to be sent to non club members who volunteered to help. A general thank you also to parents and officials who worked over the 2 days.</p>	DG, PH, HG
	<p>3. Arising out of the club championships a discussion took place about the shortage of qualified officials and how to recruit more people to help. There was also some discussion about whether there was a need to pay strategic officials for some competitions (e.g. the senior league and/or promotion matches).</p>	E and C sub group to discuss further. Any additional costs to be cleared with the treasurer.
Ratification of club officers	<p>1. Hilary Goodger to be appointed Secretary 2. Ken Goodger to be appointed Treasurer 3. Signatories of the club accounts to be changed subject to HG and KG not both being signatories. KG proposed that the signatories be HG, JR, PH and KE</p>	KG and HG to progress signatory changes. Officer changes agreed.
Ratification of Team Managers	<p>1. Following the resignation of Jonathan Samuel as under 13 track and field team manager Kirsty Crane had taken on the responsibility for under 13 age group. 2. Sarah Priest has not been to the track recently and KC managed both under 13 and under 15 age groups at Braunton</p>	Team manager change agreed.
Athlete of the Month selection	<p>1. The awards panel consisting of EO, DG and CBa was ratified. The awards panel to</p>	DG to talk to EO and CBa

	discuss criteria for the award and to liaise with the officers of the club.	HG to purchase trophies.
	2. There are a number of athletes who were nominated athlete of the match in 2018 but who have not received awards.	SP to provide HG with a list of 2018 AoM so that HG can ensure all nominated athletes are given an award.
Competitions	1. Regional championships request for help in all areas including registration, officiating and medal presentation.	All committee members to request help. Notification of the requirement to help to be posted on the club's website.
	2. Track referee required for the Midland League at Burton	
Starting Block Storage	1. There is a health and safety and potential security issue with the current storage of the starting blocks. HG to redress this problem.	HG
Date of Next Meeting	Friday 5 th July 2019	All committee members.