Minutes of HR committee meeting held on Monday 20/05/2024 - Sarah's House

Present		**Apologies**	
Mick	Anglim	Jeremy	Barber
Charmaine	Bradford	Meghan	Claridge
Matt	Casey	Louise	Kitcher
Dan	Chown	Louisa	Rayner
Sarah	Fitton	Alice	Rudd
Jane	Hodge	Phil	Rudd
Chris	Harris	Marnie	Seymour
Simon	Ibbotson	Julie	Swainstone
Tamsin	Roberts		
Adrian	Mudle		

1. **Actions reviewed**

ID	**Description**	**Committee Member**	**Date Raised**	**Date Closed**
1	Check with social committee if 2021 xmas party charity donation to Huntington's charity has been paid	CB	7/12/2022	21/08/2023
2	Press release for Oakhaven charity donations once final figure is determined	SF	7/12/2022	21/08/2023
3	Add SF as additional signatory to clubs NatWest account	DC	7/12/2022	20/05/2023
4	Add kit to accounts (DC to liaise with SF)	DC	7/12/2022	20/05/2023
5	Check status of 2nd welfare visit with coaches	SI	7/12/2022	21/08/2023
6	Check dates for London Marathon club place	CB	7/12/2022	21/08/2023
7	Check proposed date 17th Sept 2023 for Solent Half is viable with Gang Warily	DL	7/12/2022	21/08/2023
8	Forward Up and Running (Eastleigh) offer of publicity to Solent Half Director	CB	7/12/2022	21/08/2023
9	Gauge interest of members for Publicity, Social and HRRL vacancies	DL	7/12/2022	21/08/2023
10	Advertise update of double points for HCCL races for Geoff Mills Trophy	TA	7/12/2022	21/08/2023
11	Purchase additional folding table	MC	7/12/2022	21/08/2023
12	Housekeep LoveAdmin committee list and EA portal to reflect current committee	JH / CB	7/12/2022	21/08/2023

13	Email to entire membership to gauge feedback on membership types prior to Nov committee meeting	CB	24/05/2023	20/11/2023
14	Update current training risk register to go on web	CH / SI	24/05/2023	21/08/2023
15	Purchase of first aid kit items	CH	24/05/2023	20/11/2023
16	Group beginners photo to be taken and sent to LK	CH / LK	24/05/2023	21/08/2023
17	Wording / origin of awards for web	DL / SI	24/05/2023	21/08/2023
18	Lead time on engraving check with MA	DL	24/05/2023	21/08/2023
19	Reinstate navigators hat award	Social committee, AM, JH	24/05/2023	21/08/2023
20	Compile local charity list for Nov committee meeting	LK	24/05/2023	20/05/2024
21	Enquire about Fawley RFC committee room	LK	24/05/2023	21/08/2023
22	Add Megan to Love Admin committee member list	AM	21/08/2023	20/11/2023
23	Investigate date of first Solent Half and notify Sarah	CH	21/08/2023	20/11/2023 – It is believed to be 1985
24	Hardley Runners stand @ Hythe of activity on Sat 16th Sept, email to membership for volunteers to man the stand	LK	21/08/2023	20/11/2023
25	Awards data spreadsheet dated back to 1984 to be sent to Simon	MA	21/08/2023	20/11/2023
26	Investigate club shared storage area	SI	21/08/2023	20/05/2024
27	Email membership for charity nomination and justification ideas.	LC	20/11/2023	20/05/2024
28	Dan C to provide SI list of charities the Solent Half has donated to in the past.	DC / SI	20/11/2023	Ongoing
29	Further current vacancies email to go out to entire membership to include Chairman, President, SHM coordinator (for 2025), third party reviewer / health check of accounts.	CB	20/05/2024	
30	Adrian to make enquires as to any charitable payment from Exbury 10k and let Sue know the committees decision on the charitable donation going to Alzheimer's	AM	20/05/2024	
31	LoveAdmin account to be closed	AM	20/05/2024	
32	Payment for affiliation to ARC not showing on records, DC to investigate	DC	20/05/2024	
33	Investigate replacement kit tent for RR10s etc	TR	20/05/2024	
34	Additional child welfare course required by welfare officers due to potential <18	CB	20/05/2024	

	members. CB to get details and communicate with Phil to book.			
35	Send out shortlist of charities to entire membership to vote on for guest charity 2024	LK	20/05/2024	
36	Reminder email to entire membership for social event activities and dates	Social team	20/05/2024	
37	Contact Vibrant Brewery to check availability / book committee meetings and AGM	CB	20/05/2024	
38	Request Forestry England permit for xmas Hardley Handicap	MA	20/05/2024	
39	Review current website, notify Simon of any incorrect or missing info	All	20/05/2024	
40	Alex Webb to be manually added to awards ceremony due to transferring running clubs and no auto email will be sent	Social	20/05/2024	

2. **Minutes**

Minutes of previous meeting (2024 AGM) agreed by committee present.

3. **Issues**

i) Current Vacancies:

The committee are still struggling to recruit any volunteers for a few key roles. It was agreed by the committee present a further email will be sent out to the entire membership with any job specifications available. [AC29]

-President

Not an England Athletics mandated role

-Chairman

EA Mandated role, cannot meet all EA mandated club standards without this and will impact ability to register as EA club from April 2025.

-Solent Half Marathon Coordinator

The committee present agreed this would be coordinated by committee for 2024. (TR, SF, HC, CH, [DL – online support]).

ii) Charity Payments :

It was noted the charity payments from the 2023 Exbury 10k had not yet entered into the Hardley Runners account [AC30]. However when this is received the committee present agreed this charity payment goes to the Alzheimer's Society the proposed/preferred charity of the organisers. The kind offer to use this money to purchase a defibrillator for the running club was dismissed due to not being practical at this point, as the running club does not have a permanent training location.

4. **Membership Report**

For the 2024 membership renewal, the membership system was transferred to membermojo. Thanks was expressed to Adrian for the enormous amount of hard work configuring and customising to meet the needs of Hardley Runners. This not only matched the functionality required from LoveAdmin but also was customisable to add next of kin details and automated

email reminders. It was noted once membership has expired (1st April) no emails (except renewal reminders) will be received.

The renewal process for 2024 went very smoothly with lots of positive feedback from members regarding ease of use.
There was an initial issue with our Stripe account but this was successfully resolved by DC.

A request has been made to AM to close down the LoveAdmin account to avoid any fees.[AC31]

Current membership (as at 20th May 2024):

35 members have not renewed their membership

Lifetime members	2 (2)	*AGM figures in ()*
Members aged 15-20	0 (5)	*Only 2 at 1/4/24 and these haven't renewed*
Out of county members	7 (5)	
Second claim members	4 (6)	
Non EA members	48 (27)	
EA members	87 (129)	*Includes 11 run leaders*

5. **Standards**

Due to current outstanding vacancies and the additional training course required for welfare officers for members under 18, the club are only compliant in 5/7 of the standards. EA have been flexible on this compliance as long as clubs can show they are working towards meeting the defined standards. However from April 2025 the club needs to be fully compliant for any further EA affiliation.

- Constitution (as agreed at 2024 AGM) has now been uploaded to the EA standards portal
- Committee (Mandatory roles are defined as: Chairman, Secretary, Treasurer, Membership Secretary, Welfare Officer x2, DBS Verifier)
- Grievance and Disciplinary Policy (included in club constitution)
- GDPR Privacy Policy – last updated March 2023
- Inclusion and Diversity Policy – last updated March 2023
- Club Safeguarding Code of Conduct
    - All members signed up on membership
    - All coaches qualified, licenced and DBS checked
    - Welfare officers training
        - Safeguarding course
        - Adult welfare course
        - Child welfare course (required where there are or may be members <18)
- Health and Safety Policy / Risk Assessment – last updated Sept 2023

6. **Treasurers Report**

The club remains in a good financial position. (Club finance information available on request)

It was queried whether a payment had been made for affiliation to ARC, DC to confirm [AC32].
Due to the available cash in the club account, it was suggested a replacement kit tent is sought, TR kindly offered to look into this [AC 33]. Other suggestions included gazeebos, minibus hire to encourage participation at races.

It was raised the club accounts have never been audited by a third party. It was suggested it would be good to have an annual review / health check to give the club and treasurer reassurance. The committee present agreed this would be beneficial and could be verified by a willing volunteer not necessarily an accountant, this role will be included in the vacancies email [AC 29].

7. Coaching Report

It was reported numbers of members at training had improved with 28 members attending one of the track sessions. The coaching team have included a variety of training in the forthcoming schedules.
The mandated level 3 first aid training course is booked with the Gang Warily hire invoice now paid.
Two more run leaders are currently being trained (Aaron and Danii) with Danii focusing on the beginners training.
A joint training event is being planned with New Forest Runners. A training venue mid-way between clubs was being sought. Due to permission limitations on the forest, Lymington Woodside Park was proposed as a possible suitable venue.
The club has been contacted by New Forest Academy (NFA) regarding support for junior coaching, whilst there is an opportunity for under 18s to join Hardley Runners it was thought by the committee present New Forest Juniors would be most appropriate in this particular situation.

Beginners Training:
Despite the regular Monday night rain there have been 12 runners at beginners training, currently in week 8 of the training programme. For ease of transition into main club, 3 combined sessions have been planned, compromising of a track session, forest training session and social run. Thanks were expressed to all the existing Hardley Runners helping with the beginners sessions.

8. Welfare Report

No welfare issues to note.
As identified in membership and coaching, Hardley Runners has the ability to have members <18, therefore the Child Welfare Course is required by club welfare officers in addition to the safeguarding course [AC34]. The payment to England Athletics for each welfare officer to attend was approved by the treasurer and committee present.

9. Club Kit Report

It was reported there is currently kit available in most sizes with the last order placed at the end of 2023. There is on average one item of kit being sold each month, with new members requesting kit to race in.

10. HRRL Report

No representative present.
However it was discussed how to encourage more women to attend to field a ladies team. The committee suggested to continue keeping HRRL races a hot topic at training when previous and future races are mentioned at the start of a session. Perhaps also targeting ladies in particular during the training session to encourage race bookings.

11. CC6 Report

There are once again 7 races proposed with some alternative venues planned, commencing on 29th September 2024.
The Hardley Runners event on 19th January 2025 is being jointly hosted with Totton this year who are taking the lead for organising this time. Marshals will once again be required.
Plans are in place for a separate CC6 bank account, with fees for this league remaining at £160.
CC6 organisers have reported no changes to the current rules, i.e. no headphones, a club vest is required, with discussion ongoing over the number of toilets required at events.

12. **RR10 Report**

There have been 2 races so far, a plea was given to return the missing 182 token (however it was not thought this was a Hardley Runner).
The Hardley Runners event is jointly hosted with New Forest Runners on 7th August, marshals and cake will once again be required.
An in person meeting with Cadland Estate is to take place prior to this event to address any concerns over gates, noise etc.
The league had now introduced 5 year age categories.

13. **Hampshire Cross Country Report**

The committee present voted Mick into this role. Mick was thanked for not only all the years of representing the club as president but also for filling this vacancy.
The Hampshire Cross Country League AGM is being held in June, with the venues and schedule for the year ahead yet to be advertised.
Concern was raised over lack of numbers of Hardley Runners attending these races especially now there is currently only a pool of 87 EA registered members (due to regent AGM membership category changes). Despite this, the club will continue to pay the league affiliation fees and encourage EA members to attend.

14. **TRI / CTT**

Hardley Runners continues to be a British Triathlon Affiliated club with 8 members representing Hardley Runners in triathlon events.
It was raised there is a Ten Mile Time Trial cycle event on Sunday 23rd June organised by Mary Corbett and currently advertised on the Hardley Runners Facebook page, all members are welcome. The committee present approved MA sending out an email regarding this event to all members.

15. **Solent Half Report**

Entry numbers are climbing but still slightly lower than hoped at 83, more reminders were posted on social media to encourage sign up this week.
The race license has been received and a group chat set up for communication within the Solent Half Committee.
The committee present supported a proposal to keep Oakhaven as the regular Solent Half Marathon charity with opportunity for an additional guest charity to be supported each year. For 2024 this will be selected from the shortlist discussed in 16. Publicity Report.

16. **Publicity Report**

No representative present due prior commitments to beginners training.

Press releases have gone out for the Solent Half Marathon to local/regional press, Runners World and Womens Running.

A press release around the 2024 beginners course is ready to go when the final photo is taken.
The website will shortly be updated with a write-up of a recent paddling social event.

Charity Support:
The following charity shortlist has been drawn up from local charities and requests from members:

- Friends of PICU and Families of Ocean Ward
- Oakhaven Hospice
- Honeypot House in Exbury
- Hythe and Fawley mens sheds
- South Central Ambulance Charity
- Huntington's UK
- Foxie's Future
- Dylans Quest
- HIOWAA – Hampshire and Isle of Wight Air Ambulance
- So:Linked.ManGang

The committee present requested the shortlist be sent out to all members to vote on [AC35], to decide the guest charity for this year (see Solent Half Report).

17. **Social**

No representative present due prior commitments to beginners training.
A lovely sunny social away day paddle was held on 11th May at Christchurch.
The committee present requested a reminder email be sent out regarding future dates to save for Hardley Runners Social activities [AC36].
A query was raised regarding the awards ceremony planned for 6th July being ahead of this year's club championships. It was thought the 2024 awards ceremony would present the club championships award from 2023, however no one could recall what year was on the current trophies.
Post meeting note:
The current club championships trophies latest plaque is for 2022, this aligns with the 2023 award being presented 6th July 2024 and the 2024 award being presented in 2025.

18. **Diary**

Currently up to date.

Committee Meetings/AGM:
Further committee meeting dates were agreed as:
Wednesday 4th Sept 7:30
Monday 2nd Dec 7:30
AGM 23rd Feb 2025 – Same format as previous years, i.e. social run followed by AGM.
With the location(s) to be confirmed [AC37].

Hardley Handicap:
15th December – Christmas Hardley Handicap Run, subject to the permit being granted [AC38].

19. **Web**

In the preparation for the new website the old website is being worked on to remove any incorrect data i.e. 15 mile Sunday social run.

A request was made for all committee members to review the website (in particular their relevant section) and notify SI of any incorrect data or data that requires updating [AC39]; for example all the latest kit and how to order it. It was agreed the discounts and links pages we no longer current.
It was also discussed that once the medal / memento and the charity was formalised for the Solent Half this could be added to the SHM web page for publicity.

Hardley Runners now host and own the URL taking on the ownership from Jeremy's son and serving the site more securely using HTTPS.

20. **AOB**

1) One of this year's trophy winners (Alex Webb) has since transferred running clubs and will therefore not automatically get the email invite to the awards ceremony. The committee present agreed the social committee should manually add Alex onto the invite list when sending out the invite for this event [AC40] (his details will still be temporarily in the Membermojo system).

Meeting closed 9:15 pm

Charmaine Bradford

Minuted by Charmaine Bradford for Hardley Runners