Minutes of HR committee meeting held on Wednesday 04/09/2024 - Imaginarium

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

1. **Actions reviewed**

ID	*Description*	*Committee Member*	*Date Raised*	*Date Closed*
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	04/09/2024
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	Ongoing
31	LoveAdmin account to be closed	AM	20/05/2024	04/09/2024
32	Payment for affiliation to ARC not showing on records, DC to investigate	DC	20/05/2024	04/09/2024
33	Investigate replacement kit tent for RR10s etc	TR	20/05/2024	04/09/2024

34	Additional child welfare course required by welfare officers due to potential <18 members. CB to get details and communicate with Phil to book.	CB	20/05/2024	Ongoing - Awaiting dates to be released from EA
35	Send out shortlist of charities to entire membership to vote on for guest charity 2024	LK	20/05/2024	Ongoing
36	Reminder email to entire membership for social event activities and dates	Social team	20/05/2024	04/09/2024
37	Contact Vibrant Brewery to check availability / book committee meetings and AGM	CB	20/05/2024	04/09/2024
38	Request Forestry England permit for xmas Hardley Handicap 15th Dec	MA	20/05/2024	Ongoing
39	Review current website, notify Simon of any incorrect or missing info	All	20/05/2024	04/09/2024
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	04/09/2024
41	Send email out to membership with minimum core responsibilities for Chair and clarification role does not need to be filled by long standing member	CB	04/09/2024	
42	Verify current terminology used by EA for 'Chairman' role	CB	04/09/2024	
43	1 Coach (currently not coaching) is listed as unlicensed on EA portal, identify what is required to address this to meet EA mandated club standards	CH / CB	04/09/2024	
44	Compile list off additional race support kit required i.e., tent, start / finish banner etc	TR	04/09/2024	
45	Maintain a list of 'items for the next AGM' to include 1) What should the club spend money on?	CB	04/09/2024	
46	Notify CC6 Captain with instructions for sending club emails.	CB	04/09/2024	
47	Add Dan Parker-Hales to Hardley google drive access list	SI	04/09/2024	
48	Remove Diary from Agenda template and Add Exbury 10K	CB	04/09/2024	

49	Review and update job descriptions on committee home page, everyone to review own and provide Simon with any updates	All	04/09/2024	
50	Investigate cost and level of cover for liability insurance to protect club from loss of funds due to late cancellation of event such as Solent Half	CB / SHM team	04/09/2024	
51	Send out London Marathon Club Place email in time for the draw which will take place at the Solent Half Marathon (or shortly after)	CB / SHM team	04/09/2024	
52	Investigate local potential venues for 2nd December committee meeting as Vibrant unavailable	DPH	04/09/2024	
53	Discuss awards ceremony feedback at December committee meeting	All	04/09/2024	
54	Locate and share Key Dates Spreadsheet for December meeting prior to AGM	CB	04/09/2024	

2. **Minutes**

Minutes of previous meeting (20th May 2024) agreed by committee present. These are available on the Hardley Runners Website and Committee Shared Google Drive, a link will be provided in future agendas.

3. **Issues**

i) Current Vacancies:

Hardley Runners has vacancies for the following roles…

-President

Not an England Athletics mandated role, therefore optional for Hardley Runners and does not need to be a vacancy to fill in the short term.

-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 and club London Marathon place.

A further email is to be sent out to the entire membership detailing the minimum core job role responsibilities and clarification that this does not have to be a long serving member of the club. [AC41]

Committee members present discussed potential good candidates for the role with agreement to approach directly and feed back to the committee.

Observed 'Chairman' may no longer be the correct terminology, CB to verify with EA with committee adopting same name as EA provide in future communications. [AC42]

-Solent Half Marathon Coordinator

Still outstanding for 2025, but being covered by team effort for 2024.

4. **Membership Report**

Hardley Runners remains in a healthy membership position. A number of former Hardley Runners have re-joined as second claim (Sue, Poppy and Andy).

Current membership (as at 20th May 2024):

Lifetime members	2 (2)	*May 24 figures in ()*
Members aged 15-20	2 (0)	
Out of county members	7 (7)	
Second claim members	6 (4)	
Non EA members	59 (48)	
EA members	90 (87)	*Includes 11 run leaders/coaches and 1 EA Add on*
Total	**165 (148)**	

5. **Standards**

The club are currently compliant in 5/7 Club Standards with outstanding issues being addressed. 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 [AC40], 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 [AC43]
    - Welfare officers training
        - Safeguarding course
        - Adult welfare course
        - Child welfare course (required where there are or may be members <18) [AC34]
- 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*]. *Post meeting note, this has been closed as in March 2021 the committee agreed the club no longer needed to affiliate to ARC.

Due to the available cash in the club account, the committee present (including treasurer) approved purchase of additional race support kit. A list of desired items is to be coordinated for committee review. [AC44]

Club account are now included in an annual review / health check performed by Andy Suswain to give the club and treasurer reassurance.

The committee present agreed the membership should be consulted at the AGM for ideas on what the club should spend any excess funds on. [AC45]

7. **Coaching Report**

It was reported numbers at training during the summer have been positive with autumn/ winter training on the road starting Sept 26th.

The track sessions were popular having up to 25 members present. Unfortunately, the final track session was cancelled due to line fade in the bad weather. NFA are looking into improving this for next year by using alternative methods of track marking. A one off session at Southampton Athletics Track is being investigated following member interest. The committee present suggested this invite could also be extended to New Forest Runners if additional numbers are required.

The club has run two successful bleep tests this summer, one on the track and one on the forest; this may be repeated in the winter with the potential location of Gangwarily, with a social to finish.

Danii has now completed the Run Leader qualification and has successfully led sessions. Aaron is in the final stages of the course. Six run leaders and two social run leaders passed the level 3 First Aid Course at Gangwarily on 29th June.

The Mile of Miles event was very successful for Hardley with a win for the A team (55:51:00). The B team were an impressive 13th out of 26 teams (1:11:05) fielding five women and five men. Four Timed Mile sessions were held as part of the track training prior to this, helping motivate people to take part and pace the distance.

Beginners Training:
Welcome to the four people from the Beginners Course who have joined Hardley Runners.

8. **Welfare Report**

No welfare issues to note.
Awaiting dates from EA for the welfare course required to comply with club standards.

9. **Club Kit Report**

It was reported there is currently good availability of women's t-shirt and vests. Men's stock is running low with a planned top up with the next order. An expression of interest email will be going to members to place the next order, the price remains unchanged and the club subsidising the postage costs. Minimum order is 10, with a 6-week lead-time. There is on average one item of kit sold each month. There are 12 items of old stock left.

10. **HRRL Report**

Congratulations given to all four members completing a minimum of 7 races from the series to receive names on a mug:
Carl Hall
Matt Tanner
Karwan Moutasim
Dave Wilson

The 24/25 season starts on 8th September:
(The committee present highlighted that last year Stubbington 10K sold out within hours and should open for entries very soon.)

Overton 5 Miles	8th Sept
Solent Half	6th Oct
New Forest 10 Mile	27th Oct
Gosport Half	17th Nov

Victory 5 Mile	1st Dec
Stubbington 10 Mile	12th Jan
Ryde 10 Mile	2nd Feb
Salisbury 10 Mile	6th April
Alton 10 Mile	12th May
Alresford 10K	15th June
Lordshill 10k	TBD

11. **CC6 Report**

The season starts this month, a request was made that this should be mentioned at training to encourage members participation.

Totton are hosting the joint CC6 host event this year so Hardley Runners only need provide marshals rather than course organisation etc. A marshal request email will be sent over the next few months.

Instructions for sending out club emails using the new membermojo system will be provided as requested. [AC46]

12. **RR10 Report**

The two highest place finishers were Simon and Jane (with Jane finishing 2nd in age cat).

Mick Anglim was 1st M75

Kev Day was 1st M65

Ladies team numbers were down this year for unknown reasons; however, Jane, Sarah, Meghan and Jo regularly represented the club.

The host RR10 event was a success with good feedback received and the perfect amount of cake provided! The previous concerns from Cadland Estate were addressed prior to the event. It was observed possibly three marshals instead of two or additional signage would be useful on the tight turn.

The committee expressed thanks to Meghan who stood down as joint captain following this season. Dan Parker-Hales was welcomed to the team, voted in by all committee present and supported by many not present via the club group chat forum. Dan has been added to committee lists with access to google shared docs being checked. [AC47]

13. **Hampshire Cross Country Report**

Dates have been released for the 2024/2025 fixtures with the first one starting on 12th October 12:00 at Popham Airfield, Basingstoke.

14. **TRI / CTT**

Hardley Runners continues to be a British Triathlon Affiliated club.

Mick has recently achieved three World medals from five races in Townsville including Gold in the Cross Duathlon. The success continues in the family with granddaughter Erin coming 2nd GB in the Sprint Duathlon, also qualifying for 2025 Worlds in Pontevedra.

15. **Solent Half Report**

Solent half preparations ongoing with regular catch-ups held by the SHM team despite the SHM Coordinator role still being vacant.

Request for marshals have gone out to membership via email and social media, there are still many marshal positions to be filled, the committee was asked to help spread the word to generate more interest.

Number of entrants is around 240, it was noted there are multiple local event clashes with this date, which may affect ticket sales for 2024 (the preferred date was not available). March was suggested as a future alternative as the only month with no event clashes, the event in the past has always been September / October.
A suggestion was made for having insurance in place to cover late race cancellation, following a number of other local running events having to be cancelled at short notice. [AC 50]

16. **Publicity Report**

All press releases and publicity tasks have been actioned, with publicity for the forthcoming Solent Half Event underway.

Charity Support:

Whilst Oakhaven is the primary charity supported by the Solent Half Marathon, the guest charity for this year is still to be decided.
The committee present requested the shortlist be sent out to all members to vote on [AC35], to decide the guest charity for this year.

17. **Social**

No report available. However, the committee present agreed the social events so far were receiving good feedback.

18. **Diary**

Currently up to date with fixtures and events.
This item will be removed from the agenda as it has be linked to the Web role [AC48].

19. **Web**

Work has been ongoing to update all historical pages, include membership link from website and provide all the latest information as it becomes available.
The aim is still to convert the website to a new platform / more modern look to replace the existing HTML website that is time consuming to update and maintain. Hardley Runners currently pay for own hosting of the website.
To update the committee page, all committee members to review job descriptions for inclusion on committee page and provide amendments where role details are out of date. [AC49]

20. **AOB**

1) London Marathon Place:
   Awaiting official notification from EA regarding number of places the club will receive, this is anticipated by November. It was agreed by the committee present the place would be open to all club members who have not previously had the club marathon place. The winning runners name will be randomly drawn at the Solent Half Marathon (or shortly after). [AC51]
2) Future meetings:
   The constitution requirement of 4 meetings per year was questioned, the committee present felt this was still a useful forum and frequency should remain at 4 (3 + AGM)
   Future dates for diary:
   Monday 2nd Dec 7:30, location TBD as vibrant not available [AC52]
   AGM 23rd Feb 2025 10:00** – Same format as previous years i.e. social run followed by AGM.

***post meeting note, Vibrant Brewery is now booked for this.*

The spreadsheet for key club dates to propose at the AGM should be reviewed at the December meeting. [AC54]

3) Awards Ceremony Feedback:
   Those present had the following points for the social committee / discussion at the next committee meeting [AC53].
   -Clarity required on the prize for the most improved runner, in some years this has been an item of kit. It was suggested this could be an additional trophy for consistency with the other awards.
   -Limited number of winners attended at the awards social (a balance of notifying winners prior to event without ruining the surprise element of winning needed).
4) Exbury 10k: Will be added to future agendas now it is back as a regular fixture [AC48] [AC30].

Meeting closed 10:10 pm

Charmaine Bradford

Minuted by Charmaine Bradford for Hardley Runners