



## DH Runners Committee Meeting Minutes – June 2020

Virtual Meeting via Zoom – Tuesday 30 June 2020

**Venue:** Virtual Meeting

**Date:** 30.06.2020

**Time:** 18:30

**Location:** Zoom

**Chair:** Simon Dolman

**Minutes by:** Cheryl Bryson

**Attendees:** Simon Dolman (SD), Lindsay Graham (LG), Paul McKnespiey (PM), Emma Taylor (ET), Mike Holliday (MH1), Cheryl Bryson (CB), Julie Dodd (JD), Kathryn Holliday (KH), Matthew Holliday (MH2), Brian Hazlewood (BH), Gary Chandler (GC), Gordon Beattie (GB), Mark Drummond (MD)

**Apologies:** Kev Mulvey (KM)

### **1. Agree Previous Minutes**

LG advised that the last meeting was not a formal committee meeting and the action points had been shared via WhatsApp. CB confirmed she would add these to the action plan and share with the committee. Charity rolling over to next year.

### **2. Treasurer Update**

Paul shared his spreadsheet and reviewed income and expenditure. A copy will be stored in Dropbox with the minutes.

### **3. Welfare Report**

LG confirmed no concerns had been raised since the last meeting on 2 May. The committee discussed members who have struggled during lockdown, and several members have checked in with them.

### **4. Action Plan Updates**

CB advised that the action plan remains a live document and will be reintroduced for circulation after being updated with points from both the May and June meetings.

### **5. EA Safeguarding**

A run leader received an email from EA requiring a safeguarding course for licence renewal. MD to verify with EA whether this is mandatory. The committee agreed the club would cover any associated costs. MD to check if the course is free and to message the run leaders group to confirm who else has received similar communication.

### **6. Virtual 24hr Relay**

The committee agreed to run the 24hr Relay virtually. LG, ET, SD, GB and MD to form a working group and report back. This group will also review options for a virtual DH River Run. It was also agreed the club charity will roll over into 2021 due to reduced fundraising opportunities.

### **7. PPE Requirements**

Committee discussed PPE needs for resuming club sessions. MD to contact all run leaders to check for any specific requirements. Committee to ensure PPE is purchased in line with EA and government guidance.

### **8. Distribution of February Kit Order**

February and March kit orders have now been collected. GB to include details in the newsletter about how these will be distributed in the coming weeks.

### **9. Donation for Stan (Charity)**

Members requested the club make a charitable donation. The committee agreed to organise a raffle to raise funds. JD, GC, ET and MH1 to coordinate and publicise via newsletter.

### **10. Runs on Hold**

SD to send out Mailchimp notice confirming no runs until the end of July. Committee reviewing EA guidance for safe resumption. This will be reviewed again on 28 July.

### **11. Next Committee Meetings**

Next meetings set for:

- 28 July 2020 (18:30)
- 25 August 2020 (18:30)

### **Ongoing Action Plan Summary:**

1. **Previous Minutes:** CB to integrate action points into the action plan and distribute (ASAP).
2. **EA Safeguarding Course:** MD to verify requirement and cost; notify run leaders (by 28/07/2020).
3. **Virtual 24hr Relay:** LG/ET/SD/GB/MD working group to draft plan (update 28/07/2020).
4. **PPE:** MD to contact run leaders; committee to purchase PPE as required (update 28/07/2020).
5. **Kit Order:** GB to update newsletter on distribution (ASAP).
6. **SOS Donation:** JD, GC, ET, MH1 to organise raffle and communicate (ASAP).
7. **Runs on Hold:** SD to update members (ASAP).