



DH Runners Committee Meeting Minutes – September 2024

Teams – Sunday 1 September 2024

Venue: Teams

Date: 01.09.2024

Time: 19:00

Chair: Cath Wood

Minutes by: Christine Southam

Attendees: Cath Wood (CW), Gail Rajjayabun (GR), Christine Southam (CS), Laura Farmer (LF), Julie Fell (JF), Peter Fell (PF), Mark Drummond (MD), Kev Iveson (KI), Suzanne Forster (SF)

Apologies: Simon Dolman (SD), Emma Taylor (ET), Lindsay Graham (LG), Dave McGinn (DM)

Agenda Topics:

1. Apologies
2. Previous Minutes
3. Treasurer Update
4. Welfare Report
5. Club Standards
6. Date of AGM
7. You Can Run
8. Cross Country
9. Christmas Party
10. Website
11. Hospice at Home Marathon Offer
12. Action Plan Updates
13. AOB
14. Date of Next Meeting

1. Apologies

Apologies received from SD, ET, LG, and DM.

2. Previous Minutes

Had been shared with the Committee, agreed and posted on the website.

3. Treasurer Update

Current bank balance is £6,390.89. Recent expenses include Carlisle Embroidery, storage costs, and England Athletics payments. £350 was received from the Lakesman for hosting the feed station. It was agreed that £100 of this will be donated to Hospice at Home, the club's current charity.

Run Leaders renewing their LiRF certificates will be reimbursed by the club for £20 upon submission of receipts for their Safeguarding and First Aid renewals.

4. Welfare Report

SD and LG were absent, and no issues were reported.

5. Club Standards

CS attended two meetings on England Athletics Club Standards and confirmed the club meets 6 of 7 required standards. It was noted that the Safeguarding Policy must include Welfare Officer names and emails, and the Risk Assessment needs updating for track nights. From 1 April 2025, Standard

6 becomes mandatory for club affiliation. The club must maintain accurate DBS and training records for all Coaches and Run Leaders.

A new Code of Conduct for Coaches and Run Leaders will be discussed at the next Run Leaders meeting. MD will share an example in advance. "Club Standards" will now appear as a standing agenda item for future meetings.

6. Date of AGM

The AGM will take place on Saturday 23 November 2024. There will be a food bank collection and clothes swap, as in previous years. The car sticker raffle will also be drawn at the AGM. Invitations will be sent out at least 21 days before the date.

7. You Can Run

CS reported several enquiries about the next course. This will be discussed at the Run Leaders meeting later in September.

8. Cross Country

KI attended a recent cross-country meeting. The club has been asked to host an event on Saturday 30 November at the rear of Pirelli, pending SD's confirmation of site availability. A possible additional event on Saturday 26 October may also be hosted if another venue falls through. KI will organise volunteer marshals and offer taster sessions for members, which will be promoted in the next newsletter.

9. Christmas Party

The Christmas Party will be held on Saturday 14 December 2024. Tickets will be £10. CW and ET will coordinate catering arrangements.

10. Website

A website subgroup (KI, SF, CW, LF) has been formed to define design updates and content improvements. They will liaise with member Malcolm Dixon, who has offered to assist.

11. Hospice at Home Marathon Offer

Hospice at Home have offered the club one entry place for a World Marathon event. Further details will be announced at the AGM.

12. Action Plan Updates

The Committee reviewed the Action Plan. CS will circulate the updated version for approval. The next newsletter will be sent at the end of September. Submissions are due by Friday 20 September.

13. AOB

Committee Roles: CW will include a section in the next newsletter outlining the annual re-election process for all Committee positions. Members not wishing to stand for re-election should notify CW in advance.

14. Date of Next Meeting: To be held towards the end of October.