



Plymstock Road Runners - Committee Meeting No. 183 Minutes

Date: 20th January 2021

Present: Steve Rose (SR), Linda Worsfold (LW), Graham Bale (GB), Jackie Falkner (JF),
Brett Tunnicliffe (BT), Carla Haines (CH)

Apologies:

Item	Discussion	Action
1.0	Minutes from the last meeting (GB)	
1.1	Acceptance: The minutes of the previous meeting are accepted by all with two corrections: a) Item recorded as 3.1 under 4.0 corrected to read 4.1. b) The name 'John Parkins' under item 4.1 corrected to read 'John Parkinson'.	GB GB
1.2	Matters arising: a) Club kit - Fitness for Sport (see 4.1 below). b) Church hall booking - no action required as hall is closed. Chairman, notification of standing down - JF spoke to Bill to ask him to notify the club of his resignation which subsequently was done. He was invited to stay on the club committee but Bill declined at this time.	
2.0	Finance (LW)	
2.1	Update on 20/21 finances: No other expenditure expected for the remainder of year. A £1194 projected surplus for the year. The budget was originally set to lose £400 over the year, but now we are around £1500 ahead.	
2.2	Audit of 2020/2021 financial report: LW is to ask if Brigitte is will to audit the accounts again this year.	LW
2.3	Draft budget 2021/2022: Costs retained as the 2020/2021 budget. Allowance for a 5% increase in rent of the hall has been allowed from September onwards (half year rent). Proposing a reduction in fees for next year. JF suggested additional monitory allowance for a 'post pandemic event' later in the year as soon as able to pull everyone back together. The functions sum was increased from £250 to £500; this gives a total expenditure figure of £1800; a deficit figure of £1100.	
2.4	Membership fee proposal for 2021/2022: Discussed potential loyalty membership fee? New members £20, renewals £10 per annum? The club year ends 31 st March. A £10 membership fee agreed for all for the year 2021/2022 due to Covid-19 (to be ratified at the AGM). A method of knowing who are members is required; for example, at Alan' Monday's training sessions. Membership is required mainly for insurance reasons. It was noted that formal 'Membership Forms' are lacking from recent new paid up joiners. The importance of holding emergency member details was stressed. JF has some new membership forms to pass on to GB and LW. LW/GB to review information we have of members to find any gaps in information.	JF LW/GB



	<p>Suggestion by CH to have an on-line membership form. SR to investigate this for the current website.</p> <p>LW suggested a revamp of the website; redesign required to take advantage of technology advances. Do we employ somebody?</p> <p>CH and SR agreed to chat with some people on website design and both will report back with some quotes. Suggest a budget in range £750-£1000; if more, come back to committee. Agreed to put a proposal to the AGM with some quotes.</p>	<p>SR</p> <p>CH/SR</p>
3.0	AGM (SR)	
3.1	<p>Date of Zoom meeting - Thursday 25th February at 18:30hrs agreed</p> <p>Capacity for a 'free' Zoom meeting is 100 attendees.</p> <p>Provide a two week 'AGM Invite' notice; attach minutes of the committee meetings; protocol is to have everyone on mute; use raise hand reactions for voting; ask for numbers against rather than for to limit number to count; consider 'how to' guides for use of the Zoom App or web browser.</p> <p>GB Investigate control on mute as meeting organiser.</p> <p>IF recording the AGM meeting, a notice to this effect must be included in the invite.</p>	<p>GB</p> <p>GB</p>
3.2	<p>Agenda items:</p> <p>a) Membership fee.</p> <p>b) A revamp of the club website with quotes.</p> <p>c) Nominations of offers to the vacant position of chairman. Note that the Present committee members are happy to stand and BT/CH to have 'club kit' responsibility.</p>	
4.0	Club kit (SR)	
4.1	<p>Fitness for Sport:</p> <p>Mike of Fitness for Sport has prepared a final design, this was 'screen shared'.</p> <p>Tee shirt & vest tops will cost around £22-24 but at better quality. 'Pro Impact' logo must be included on kit as they are the designers.</p> <p>The cost to include your name is to be confirmed.</p> <p>Retain 'training tops' bright colour with PRR logo.</p>	BT/CH
4.2	<p>Other suppliers:</p> <p>Stick with Fitness for Sport.</p>	
5.0	Any other business (All)	
5.1	None	
6.0	Date of next meeting (GB)	
	18 th February, a pre-AGM Committee meeting.	ALL