



## Plymstock Road Runners - Committee Meeting No. 184 Minutes

Date: 18<sup>th</sup> February 2021

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

Apologies: Brett Tunncliffe (BT)

Item	Discussion	Action
1.0	Minutes from the last meeting (GB)	
1.1	Acceptance: The minutes of the previous meeting are accepted by all.	
1.2	Matters arising:	
a)	Finance report verification: See item 2.1.	
b)	Item 2.4; membership forms and lists (JF/LW/GB): Action for JF to forward club membership forms she has received to LW who maintains the master list, also copy in GB and SR.	JF
c)	Item 4.1; Club Kit (new ordering arrangements from Fitness for Sport) See item 5.1.	
2.0	Finance (LW)	
2.1	Audit of 2020/2021 financial report: Brigette declined, colleague of JF agreed to undertake audit; Helen Cooper who works for South Humber Bank Power Station and is a qualified accountant. LW specified that a qualified accountant is not required; and expressed concern of setting a precedence to the membership which was noted. JF to provide contact details of Helen to LW. Our finance reports issued for audit are very basic. LW presented two sheets; 'Enclosure B' will be sent to Helen for review and signature. This summarises the income and expenditure. 'Enclosure A' depicts the actual income against budget showing a £1600 credit. LW asked if we would be prepared to drop the club membership fee down from £10 down to £5 if consensus from the membership suggested this as appropriate; this was agreed. JF suggested a C25k welcome back into fold event to encourage them back to the club. We have budget for coffee mornings however perhaps we need a 'restart pack', a bubble group of 6 say on a short route as some may have been inactive and self-shielding or isolating for a long time. LW suggested investment in some coach training. Agreed to ask at the AGM for volunteers to train as a coach using courses provided by the EA. Action for GB to add to AGM agenda. The club will pay costs. This is not in the budget but some funds from the Juniors Section could be used if required. Coaching may enable the re-opening of the Juniors Section.	JF           GB
3.0	Website Revamp Update (SR)	
3.1	Thanks was expressed to CH for website information. SR also received information from Steve Whitley but he is unable to assist with the build of the website at this time. Chris Smith has provided a quote along with another guy Luke. It was agreed to give the web rebuild work to someone external with the intent of retaining our existing website host as this costs us nothing.	



	SR will issue Harvey's template as a starter to the nominated website person/company. This is to be presented with an indication of costs to the membership at the AGM.	
4.0	AGM (All)	
4.1	<p>Zoom Meeting Protocol Test (mute, raise hand etc): Discussed the 'Zoom' software protocols regarding the acknowledgment of a wish to speak/contribute or to vote; this varied depending on the device type used. As we only need to know the majority rather exact numbers during a vote, it was agreed to either turn off video or physically raise a hand depending on numbers attending the meeting. A count will be only required if a majority cannot be gauged.</p> <p>A general meeting protocol will be for everyone to be on mute unless speaking.</p> <p>Minutes of previous committee meeting are now up on the website; they are all numbered consequently. Members are directed to these minutes in advance of the AGM via the calling notice.</p>	
4.2	<p>Club Events Following Lifting of Restrictions: SR messenger comments have been made suggesting club committee members should plan some events later on this year.</p> <p>There is already interest in the Virtual London Marathon race event on 3<sup>rd</sup> October. We really need a Club Captain to take up this role. Agreed to add this as an AGM agenda item along with the need for a new Chairman. Club positions that are vacant are to be advertised via email to members in advance of the AGM (using the 'Know Your Committee' paper); GB to action. Email the day before the AGM to remind the members of the meeting.</p>	GB
4.3	<p>Chairman's report: SR has written a brief report to read at the AGM.</p> <p>SR confirmed that he does not want to remain Chairman; his current role being temporary and expressed desire to eventually come off the committee following the recruiting of new committee members.</p>	
5.0	Club Kit ordering arrangements from Fitness for Sport (CH)	
5.1	Mike from Fitness for Sport will send quotes for all shirts including training tops this weekend. It is understood that the quotes will include the printing of first names. Images of the kit will be shared at the AGM by CH.	CH
6.0	Any other business (All)	
6.1	None.	
7.0	Date of next meeting (GB)	
7.1	AGM on 25th February at 6:30pm via Zoom. Committee meeting to be arranged soon after AGM.	ALL