

Kent AC Monthly Committee Meeting – Minutes July 2020

6th July 2020	19:40 – 20:47	Video & Phone In
Type of meeting	Monthly Committee Meeting	
Chairperson	Alan Curtis	
Note taker	John Barron	
Present	Bernie Hutchinson, Dan Pettitt, David Devlin, Dave Morgan, Spenser Lane, Victoria Buck, Ted Aston, Pete Lighting, Neil Gordon-Orr, Len Reilly Susie Fairbrass, Joe Appiah, Katie Rowland and Amelia Pettitt	
Apologies	Ken Pike, Adrian Musson, Dennis Fairbrass, Norman Fairbrass and Ellie Brown	

Item 1: Previous Minutes

	Person Responsible	Action/Date
Matters arising:		
a. Club member and coach Hassan Davis joined the meeting.		
b. No further update from EA. Last guidance 01.06.20 https://www.englandathletics.org/athletics-and-running/news/guidance-update-step-2/	Alan	Ongoing
c. Training & Coaching – Juniors No Kent AC led training has taken place.		
d. Training & Coaching – C Group A weekly virtual training plan for C group members targeting London Marathon has started.	Ted	Ongoing
e. Track Restart The club has no further news on the likely reopening date of the track. Members to be updated this week. Committee members have agreed to contact colleagues or associates in their networks e.g Mick Barlow who may have insights into the current status of the Lewisham Leisure/Fusion discussions. In anticipation of the reopening the coaches have prepared and issued a Covid -19 training plan. The plan assumes Kent AC will operate club nights independently of the operator (Fusion) however it can easily be revised to accommodate other scenarios.	Alan All Coaches	11.07.20

<p>Two additional comments to be added to the plan summary:</p> <ul style="list-style-type: none"> • No spitting • Tyvek bib numbers recommended <p>Should member volunteer marshals be required they will be recruited when a reopening date is known.</p> <p>f. <u>Coaching Proposal</u></p> <p>A proposal to review the training group and coaching structure tabled at the June meeting has been superseded by events. See next item.</p> <p>g. <u>Equality, Diversity and Inclusion Statement</u></p> <p>The committee issued a statement on 13th June in response to the killing in the US of George Floyd and also in support of the ‘Black Lives Matter’ movement.</p> <p>The statement committed to establishing a working group that will focus on diversity with the initial 'task' of "understanding the key issues and develop a plan of action" This may have implications for t&f and the training group structure.</p> <p>11 members have come forward to participate in the group. The committee were concerned the gender mix was not reflective of the member demographics. It was agreed that more female participants were needed to improve the balance of the group.</p> <p><u>Next steps:</u></p> <p>Terms of reference to be revised and issued to working group. Initial meeting to be set up.</p>	<p>Ted</p> <p>John</p> <p>Vic</p> <p>John</p>	<p>ASAP</p> <p>ASAP</p>
Item 2: Club Secretary Report		
	Person Responsible	Action/Date
<p>a. <u>Fundraising</u> Club 250 – July winner: Tom Webb : No: 13</p>	<p>David</p>	<p>ASAP</p>

Item 3: Treasurers report		
	Person Responsible	Action/Date
a. Bank balance i. £26,884.00 b. Main items arising: i. £420 membership fee -income ii. £502 trophy engraving -cost iii. £501 club vests - cost	David	
Item 4: Membership secretary report		
	Person Responsible	Action/Date
a. New joiners: i. Warren Brayn (1:27 HM) b. Resignations: i. Arran Duncan ii. Chris Quaid (relocation) iii. Craig Phillips (relocation) c. Club fees/EA: 20/21 i. 375 members liable for subscription ii. 142 members have now paid (11 in June) iii. Next milestone date is September when committee will review and agree how to proceed for the remainder of the year.		
Item 5: Comms Manager		
	Person Responsible	Action/Date
a. Activity update i. Weekly bulletin now 3 weeks old ii. Emailed to 424 members via mail chimp. iii. Stats: Open rate is approx 55% (pre Covid approx 63% of members were active so in a period of no activity this is v encouraging) iv. Two team's alternate responsibility for publishing		

each week: Amelia/Dan & Georgina/Jamie

b. Seasonal Newsletter

Whereas the new weekly bulletin is designed to deliver club news for the previous 7 days and forthcoming week the traditional seasonal newsletter is a detailed report of Kent AC competitive activity over the whole of the past summer or winter season.

The committee agreed we need to retain the seasonal newsletter however assembling, editing and publishing is very time consuming.

Publication dates vary due to the above.

The current editor is Owen Hind. It was agreed the comms team will contact Owen to ascertain his views and to see if he is willing to continue in the role.

Ideally for archive and club history purposes an edition covering the immediate pre and post Covid 19 period would be welcomed.

c. AGM: Annual Review

In advance of an AGM many organisations prepare a review of their club non-sporting activities over the previous 12 months e.g finance, membership activity etc and distribute to members prior to the AGM.

It was suggested the Kent AC committee should consider introducing the above practice for the forthcoming AGM in November.

This would have the benefit of keeping the meeting briefer than it would otherwise be. It highlights to the members in advance of the meeting the key issues the committee has faced and taken decisions on over the previous 12 months and sets up for discussion items they may wish to raise at the AGM.

Amelia

Next Meeting

All

Next Meeting

Item 6: Virtual Race Results

Person Responsible

Action/Date

<p>a. British Masters 5K relays</p> <p>Men</p> <ul style="list-style-type: none"> i. M35 -M44: 1st: 91 Teams ii. M35- M44: B 17th iii. M45- M54: 1st: 68 Teams iv. M45-M54: B 35th v. M55-64 :11th: 76 Teams <p>Women</p> <ul style="list-style-type: none"> vi. W35-44: 14th 80 Teams vii. W45-54: 7th: 111 Teams B 65th viii. W55-64: 13th: 50 Teams <p>UTMB Challenge</p> <p>See attached</p>		
Item 7: AOB		
	Person Responsible	Action/Date
<p>a. Ladywell 10000</p> <p>A request for pre-event funds to be made available was agreed. Up to £1000 may be drawn down to meet expenses.</p> <p>b. Safeguarding</p> <p>The welfare officers have been contacted by another club in connection with a past (unauthorised) 2nd claim member. Initial internal checks indicate no issues, but further checks are ongoing.</p> <p>c. Kent AC branded face masks</p> <p>Following on from the success of the club ‘snood’ a couple of winters ago it is proposed we investigate developing a branded face mask.</p> <p>d. August Meeting</p> <p>Date subject to confirmation of track restart</p> <p>e. Zoom Subscription</p> <p>The meeting was briefly interrupted due to overrunning ‘free’ time. Committee agreed a club subscription should be opened as video</p>	<p>Dave/David</p> <p>All/Susie & Neil</p> <p>Ted</p>	<p>As Required</p> <p>Ongoing</p> <p>Next Meeting</p> <p>TBC</p>

meetings are likely to be a regular feature of our future communications.	John	Next Meeting
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Ends 08.07.20