

**Minutes of the meeting of the Low Fell Running Club Committee**  
**(the "Committee")**  
**@ Gateshead Fell Cricket Club on Thursday 29 November 2018**

Committee member	Initial	Attended	Apology
Alan Elders (Chair)	AE	Y	
Richard Conder	RC		x
Vicki Halse (Treasurer)	VH	Y	
Lesley Johnson	LJ	Y	
Neil Kavanagh	NK		x
Doug Long	DL		x
Clare Magrath (Secretary)	CM	Y	
Neil Morris	NM	Y	
Garry Patterson	GP	Y	
Keith Pearson	KP		x
Roger Sillito	RS		x
Mike Stacey	MS	Y	
Carl Watson	CW		x
Stan White	SW	Y	

**Actions carried forward from previous meetings:**

Reference	Action	Owner	Due Date
C/F from 30 October	<b>Record keeping</b> – agree how all-time club records and 'best annual performances' are recorded on website.	TBC	C/F January 2019

**New actions from this meeting:**

<b><u>Reference</u></b>	<b><u>Action</u></b>	<b><u>Owner</u></b>	<b><u>Due Date</u></b>
<b>29/11/18 - 1</b>	<b>Circulation of meeting minutes</b> Clare to type up meeting minutes, circulate with group.	<b>CM</b>	<b>01.12.18</b>
<b>29/11/18 - 2</b>	<b>Track and Field team</b> John and Neil to complete some research on the local leagues and possible dates and venues.	<b>JS/NM</b>	<b>10.01.19</b>
<b>29/11/18 - 3</b>	<b>Grand Prix info</b> Send out club email telling club members information about the races, dates, scoring system etc.	<b>CM/VH</b>	<b>January 2019</b>
<b>29/11/18 - 4</b>	<b>Start and finish flags</b> Vicki to order club flag and start and finish flags	<b>VH</b>	<b>January 2019</b>
<b>29/11/18 - 5</b>	<b>AGM</b> Clare, Richard and Alan to meet and discuss the AGM	<b>CM</b>	<b>January 2019</b>
<b>29/11/18 - 6</b>	<b>Club Track Races</b> Discuss club track races – attendance in 2018, suggestions to improve, potential dates, licencing, inviting guests etc.	<b>All</b>	<b>January 2019</b>
<b>29/11/18 - 7</b>	<b>Race Planning</b> Vicki to propose a race group to begin the planning process for Angel View 2019 and reviewing learnings from 2018.	<b>VH</b>	<b>January 2019</b>

**Items are minuted in the order in which they were discussed.**

	<b>Actions and Minutes</b>	<b>Owner</b>
	<p>The minutes of the meeting on 27.09.18 were approved. New minutes format was introduced to the Committee. Clare said this was to make members actions clearer and the outcomes more focused.</p> <p>The Committee agreed the meeting was quorate.</p>	<b>AE</b>
<b>1.</b>	<p><b>Grand Prix</b></p> <p>Mike discussed the different races on the Grand Prix. At the moment there are 2x fell races and 1x XC races, the Committee this should be changed as there is more of a turn out at the XC races. The Hexham Hobble will be removed from the 2019 Grand Prix. The Committee discussed various options of which XC race to add to the Grand Prix. The November Harrier League fixture will be added to the Grand Prix. The club Watergate Handicap race (August) will also be added. The Committee will be sent out an email in January explaining Grand Prix rules and races for the year to encourage new members to join in.</p>	<b>MS</b>
<b>2.</b>	<p><b>New equipment to be ordered</b></p> <p>Clare showed the Committee the tent which has been chosen after research and speaking to other clubs. The Committee agreed it was a good option. The Committee also agreed there should be a smaller tent (for away days) purchased, a trolley to carry equipment, start and finish flags for the club races, club flag (pole has broken on current one) and a camping table for the refreshments at XC fixtures.</p> <p>Vicki and Clare ordered later that evening.</p>	<b>AE/VH</b>
<b>3.</b>	<p><b>Bid plans</b></p> <p>Clare discussed the plans for the bid and shared the funding is now in the club bank account. The Committee discussed the different options for the club joining in a track and field league and/or competition next year. Clare</p>	<b>CM</b>

	<p>shared she had spoken to Danny about the possibility of captaining the team. Neil and John agreed that they would do some research on the leagues/competitions in the region. Some concerns were raised regarding the competitive standard of certain competitions. Research to be conducted so participants will clearly understand the commitment required and standard at which they will be racing.</p> <p>Clare will bring along bid application to the next meeting to discuss the equipment which was listed in the application.</p>	
<b>4.</b>	<p><b>Roles and Jobs within the club</b></p> <p>Clare shared the need for the Committee to share 'jobs' and roles in the club as the workload is ever increasing. The Committee agreed that this would be a good idea moving forward and will take on further roles.</p>	<b>CM</b>
<b>5.</b>	<p><b>Club Track races</b></p> <p>Mike asked for club opinion to be gathered on the two club track races as turnout has been low this year. This item will be carried over to the January Committee meeting.</p>	<b>All</b>
<b>6.</b>	<p><b>Any other business</b></p> <p>The Committee discussed that there have been a couple of members who have joined the club through the cricket club. The positive relationship between the running club and the cricket club was also commented upon.</p> <p>Vicki discussed the early planning process of the Angel Run for June 2019. She is arranging a planning meeting with a representative from Gateshead council. Vicki suggested a race group to begin the planning process.</p> <p>Clare shared the new mens vests which are now available for £17.</p>	<b>CM</b> <b>VH</b> <b>MS</b> <b>AE</b>

Alan suggested there should be a change in the AGM format as he is now less familiar with the members of the club and their handicaps. Clare shared that she and Richard had discussed this and will meet with Alan to plan further in the new year.

**No further business was raised and the meeting was closed.**

**Items proposed for future discussion since meeting:**

- Link our club races to a local charity – suggested for first race is Aquila Oasis Housing – a homeless charity
- Produce Committee meeting governance standards – e.g. issuing agenda 7 days prior to meeting to enable non-attendees to contribute / stating attendee requirements for meeting to be quorate / how minutes are stored and whether they should be made available on an open website (or protected). It is suggested that decisions cannot be made on items discussed that weren't circulated in advance of meeting, unless there are exceptional circumstances.
- Requirement of a code of conduct (general and social media)