

NEWCASTLE FRONTRUNNERS COMMITTEE

7pm Monday 15th February 2018
Northumbria University Library



MINUTES

Present: CB, PW, HW, PHop, SG, PO, TG

1. Committee roles

CB explained that RS and RDD had been the only two individuals who came forward to fill the empty committee roles as LGBT coordinators. The constitution states that co-opted committee members will be non-voting unless decided otherwise. HW suggested as the quorum is 5 that having RS and RDD as voting members would be beneficial.

Agreed: RS and RDD to have voting rights as committee members.

RS and RDD then joined the meeting, and CB welcomed them to the committee.

2. Minutes of from last meetings

- a) Minutes 11-1-18 were agreed as a correct record.
- b) The task list was reviewed, and actions updated.
- c) There were no matters arising.

3. Chair's update

CB has noted that some other running clubs publish their committee minutes. Everyone agreed that it is important to be transparent, however any sensitive sections or non-committee member full names should be redacted.

Agreed: to publish committee minutes with sections for redaction confirmed when the full minutes are agreed at the subsequent meeting.

Reminder to be careful taking pictures/videos and that consent has to be sought for public publication. This is especially the case for children which should not be photographed. Explicit opt-in should be sought for all members with forthcoming GDPR, with changes to the membership forms required.

4. Code of Conduct/Constitution review

PW asked for any questions or suggestions on the final draft of the Code of Conduct from the review group. He highlighted that the policy cannot specifically address every eventuality but has tried to be a usable document.

- CB asked for 'tolerance' to be changed to 'inclusivity' - agreed.
- CB asked how members can read the policies before joining - the joining pack will need to be updated.
- CB asked if the committee should be expected to meet a clear standard of professionalism - TG suggested adding that Committee Members should act in line with the Committee on the Standards in Public Life principles.
- RDD asked if it should be possible for a complaint to be raised for issues the club may become aware of without a specific member raising an issue. PW highlighted that the current draft says a third-party witness can be the complainant.
- RDD asked at the appeal stage should the appellant be able to contact members to gather evidence. CB suggested that the wording be changed to 'a dialogue should take place with the committee regarding how new evidence should be collected'.
- TG explained he felt having the complaints procedure outlined in two different sections is more challenging to read as need to flick between multiple sections, and could lead to discrepancies - agreed to merge into one section.

Action: TG/PHop to review the membership joining process and joining pack.

Action: CB to email the review group to thank them for their hard work

Action: TG to update the Code of Conduct and Constitution accordingly, to agree final versions at the next committee meeting.

5. Secretary's Report

b) Incorporation

TG ran over the details previously circulated in his email proposal. He feels that it would be sensible for the club to become incorporated in order to provide protection to the committee and club. The pros and cons of limited company versus charitable incorporated organisation were discussed.

Agreed: by a show of hands it was agreed that we should seek to become a charitable incorporated organisation.

Agreed: TG to develop plans for transferring to incorporation, to tie in with adopting our new revised constitution at an EGM (4 weeks notice will be required).

6. Treasurer's update

a) Accounts to January 2018

PHop circulated the current balance and anticipated upcoming costs.

RS advised he could deliver mental health training without an associated cost.

Agreed: to purchase 2xCiRF courses, and equipment outlined in PHop's proposal.

Action: SG to explore storage options.

b) Audit of the accounts

The Charities Commission require an audit of the accounts as our turnover is over £25,000. PHop has sought quotes which may be around £250. We should try to avoid going over the £25,000 threshold next year eg event organisers collect cash directly.

Action: PHop to organise an audit of the account.

c) Barclays

PHop now has access, with a card and online access awaited. We have no specific need to stay with Barclays so could look to change if have ongoing issues.

Action: PHop to organise for HW and TG to also have online access.

d) Aviva Fund 2018

The next round has not yet been announced.

7. LGBT race 2018

RDD and RS spoke to the prior circulated presentation of their thoughts ahead of the working group meeting. One concern raised was as the event has grown, the fun element has become less obvious, however we shouldn't lose the legacy and success of the 5k.

The idea of a relay race was thought to be very positive to encourage even more people involved. CB suggested the idea of a 'festival' with various size runs where participants get coloured bands for each event - people doing all runs will get a rainbow of wristbands.

Wylam Brewery are only available on a Sunday, which may not be a good day considering the party atmosphere. A Saturday marquee in Exhibition Park is a possibility.

The committee felt that that all options should be on the table, including potentially diversifying the distance, number of races, location, and date. It was noted that there could be some tie-in with the Great North Exhibition which is taking place June - September.

PO asked if we could consider the environmental impact of the goody bags.

Agreed: no need to be on the same weekend as Pride, the working group to decide on the event date, location, and races.

8. Training

a) Outcomes from LiRF meeting

HW gave an update from the meeting, with highlights including reminding members of the 3 golden rules (looping, care crossing the roads, listening to the leaders), development of a protocol for bad weather, and positive feedback about the new structure of Wednesdays.

Action: SG/TG to update website training pages so new members know what to expect.

b) LiRF/CiRF update

HW is still looking for new LiRFs.

c) Yoga for runners

Awaiting a location before can make further progress. PW is soon to become a pilates instructor which will be a huge potential asset for the club.

d) Sports Central contract

CB has begun this process and is awaiting contact from Sports Central.

e) Attendance at sessions

This item was deferred to next meeting

9. Socials

PO explained socials are moving forward successfully.

10. International trip 2018

CB has been contacted by GFR who have suggested NFR and EFR travel to the Brussels running festival (5k/half/marathon). This will likely fall in October half term holidays.

Action: PO to liaise with GFR and coordinate a club trip to the Brussels running festival.

8. AOB

a) International Fronrunners scholarship proposal

RDD explained IFR are seeking advice on whether they should sponsor two Nigerian LGBT runners to attend the Paris Gay Games. In addition the European rep for IFR is keen to push IFR to become more relevant for clubs eg up to date resources.

Agreed: RDD will reply to IFR rep that NFR supports sponsorship of these athletes.

b) Dublin and Leeds events

CB has had requests to advertise other Fronrunner events.

Action: TG to add a section to the website.

Next meeting: TG will circulate a Doodlepoll.