

PUBLIC

NEWCASTLE FRONTRUNNERS COMMITTEE

7pm Thursday 26th April 2018
Northumbria University Library



MINUTES

Present: CB, HW, PO, TG, PHop, SG, RDD
Apologies: RS

1. Minutes of from last meetings

- a) Minutes 20-3-18 were agreed as correct, with redactions for the public also agreed.
- b) The task list was reviewed, and actions updated.
- c) Matters arising:
 - i) TG to update website with LGBT5k news as a priority, and will post to FB about minutes now online.

9. Storage options

SG updated on storage options – best is a 24hr access container in Killingworth. PO had an idea about renting a studio in town. CB is exploring an option in Sports Central.

Action: PO and CB to further investigate storage options in town.

2. Chair's update

Deferred to the end of the meeting.

3. Secretary's update

a) Membership

PHop explained gave an update on membership renewals. At present 120 members have renewed, with some more expected to. The club databases etc will all need updating.

TG explained all renewed (and joining) members will need to complete a new GDPR compliant consent form. PHop raised the idea of conducting membership renewals online.

Action: SG to contact members who have not renewed yet to remind them of approaching deadline.

Action: Update the membership on the following platforms: TG – Dropbox, Mailchimp, Google Suite, SG - grand-prix group and SMS, PHop - Facebook.

Action: SG to take over weekly text and contact PW to arrange.

Action: PHop to liaise with RB regarding UKA registrations for renewing members.

Action: TG to coordinate renewals/new members consent process.

Action: PHop to investigate online member joining process.

b) CIO

TG and CB explained that they had taken the decision to postpone the move to become a CIO. On further investigation, the changes required to our constitution to become a CIO are so radically different that it was decided that it would complicate the work of the policy review sub-group and frustrate that process.

Agreed: to postpone work on becoming a CIO for now, but to take forward at a later date.

Action: TG to circulate the draft CIO constitution for information to the Committee.

c) General Data Protection Regulations (GDPR)

TG had circulated a new draft Data Protection policy ahead of the meeting.

Action: ALL to review the new policy and let TG know if any revisions required before 1/5/18, after which it will be published.

d) Revising the Constitution and Code of Conduct

TG had circulated a final version of the revised Constitution and Code of Conduct. These final versions are the work of the policy review sub-group and with subsequent amendments by the Committee as discussed at previous meetings.

TG highlighted a few areas of the constitution that had been amended since our last discussions:

- Objects: updated to reflect the public interest to satisfy our charitable status.
- Membership: updated to include that new joiners need to have a desire to 'run' with the club, and new joiners to join via an online form or confidential alternative method to reflect the Committee's current plans to move online.
- Confidentiality: added that the Secretary may nominate a deputy to assist with workload.
- Membership fee: a duplicate clause removed.
- Management: added clarification that the Executive are the Charity Trustees. An in-depth discussion was held regarding if there should be limits on members in a relationship both serving on the committee. This was felt to be too limiting - as had occurred at least twice previously. Instead a new clause added to reflect the need for all committee members to abide by the expected behaviours stipulated by the Charities Commission, and to include a conflict of interest clause. In addition a new

clause added to make clear that committee members do not receive any extra benefits from any other member by virtue of their role.

- AGM: quorum clause updated so only fully paid up members have voting rights.
- Amendments to the constitution: a discussion took place regarding how members shall amend the constitution - it needs to be as inclusive as possible, yet recognise the significance of amending the constitution. It was agreed to remove the revised clause allowing amendments to be raised at general meetings. Instead changed so that potential amendments should be received 48 hours prior to the meeting in order to allow all members to have time to review and consider the amendments.

TG had amended the Code of Conduct significantly in order to remove duplication from the policy review sub-group's version and including the committee's previous comments:

- Updated the ability to invoke the complaints process not just for bullying, harassment, intimidation, or victimisation, but for any serious breach of the club's policies.
- If a member is suspended added that this can be from specific roles as well as club activities.
- Included a new clause for the Secretary to write to the complainant if an initial complaint is not upheld to inform them and to give reasons for the decision.
- Added if a written warning is given that the time period this should be held on file be specified, and that conditions can be given before an application to rejoin.

Action: ALL to have a final read through the final versions of the Constitution and Code of Conduct before close of play 30/4/18, then TG to circulate with the EGM notice.

e) EGM

It was agreed that this to proceed as planned as soon as possible in light of the decision not to proceed with becoming a CIO. Potential dates are 16th or 23rd May on a Wednesday session (make it a 1 mile rep session) at 8pm.

Meeting notice to include the relevant revised documents with link to current version of the documents to allow comparison. Members to be invited to submit queries or questions to CB up to 48 hours beforehand. A FAQ can then be produced to help members, and if any useful amendments which the committee think might enhance the documents, they can be included. The policy review sub-group to be thanked for their hard work.

At the EGM we can also update on the LGBT5k Festival and international/social events.

Action: RS to check if the Gosforth Theatre might be available.

Action: TG to send out notice to members on 2/5/18 (minimum of 2 weeks notice).

Action: TG to contact the policy review sub-group to update them.

Action: RDD and PO to prepare a short presentation for the EGM.

4. Treasurer's update

PHop updated on the current finances.

Agreed: reasonable accommodation expenses for those undertaking training away from home on behalf of the club to be paid.

RDD has been informed that Northern Athletics are seeking to add a levy for northeast clubs in the Autumn. Some local clubs are strongly against the proposal, NFR have not been formally (or informally) consulted.

Action: RDD to find out more about the process and any deadlines regarding this levy.

5. LGBT5k

RDD had previously circulated by email a comprehensive update. Highlights were that entries will open this Saturday at 10am. 1000 places available (750 5k, 150 relay of 50 teams, 100 kids 2k). Numbers for the individual events can be redistributed as needed. We have some numbers kept behind in case the events sell out quickly. A small financial surplus is currently forecast. The committee are impressed by the amount of work the 5k sub-group have undertaken.

parkrun are keen to get involved, so are planning a rainbow themed on Saturday 21/7/18. This will be advertised once our events have sold out, and we should encourage our members to volunteer.

Action: RDD to post to Facebook for request members to source freebies for goody bags.

5. Training

HW updated that the leaders meeting earlier this week was very positive. Warm-ups will be moved across to an adjacent car-park as this allows a larger space which doesn't obstruct the Pool doors. Three people have signed up to the sight awareness course and there is some interest in first aid training amongst the members.

Action: HW to put a call out to members for anyone interested in doing first aid training.

Action: HW to circulate the training plan to the committee to check for any clashes etc.

a) C25K

Agreed: not to run this year due to the resources needed and need to balance out the groups on a Wednesday. Instead the leaders group have agreed that the Red group will be changed from a 3 mile group to do 1 or 2 mile loops. This will allow runners who can't manage a full 3 miles to join, and in time move up the groups. The minimum requirement to join shall be an ability to run one mile.

Action: TG to update the information provided to potential new members.

b) Yoga for runners

PHop feedback that the first yoga session had been extremely well received. There was lots of interest but only a small number were unable to get a place in the end due to dropouts. At

the previous Committee meeting the proportionally high cost of the yoga sessions was discussed. It was agreed that we would need to review this in the future, but at present to continue with the yoga sessions, subsidised by the club.

PW is undertaking training as a pilates instructor and has indicated that he would be keen to provide a free regular pilates session for members.

Agreed: to continue yoga sessions, on a free for members basis, until July 2018. The Committee to then discuss how these sessions should continue.

Action: PHop to devise a system to share the available places fairly amongst members (those on Facebook and not).

6. Socials

PO updated on plans for future socials: 15/6/18 for a wine tasting in the Cory Room at Sports Central, 25/5/18 informal trip to the Ouseburn, and fundraising quiz 29/6/18 (*note: now 6/7/18*).

Action: SG, CB, ADD to help PO organise the fundraising quiz.

Action: PO to remind members about the international trip, suggesting Eurostar as an option for travel. PHop to investigate a reasonably priced hotel in Brussels.

8. Social media/website

Subjects related to this had been discussed in earlier discussions, TG has several updates to the website to make.

Action: PHop to be added as admin in the Grand-Prix Facebook group

Action: TG to approach other members who might have IT skills to help with the website.

10. Committee positions

PW had already informed the Committee that he planned to step down as a Committee member at the EGM and so has decided to do so from now.

PO, along with the whole Committee, thanked PW for his work for the club, and suggested we go for a thank you meal.

There was a discussion about the roles on the committee, and the work plan for the rest of the year. All current and upcoming projects already have committee or ordinary members allocated so there was felt not to be any immediate need to fill committee vacancies. PHop reminded the committee that there are still more areas where members can get involved to share workload, and the need for members to highlight if they need any support.

Agreed: to accept PW's resignation from the Committee. PO to organise a thank you meal.

Agreed: ALL to take time to consider how the committee roles function ahead of the next committee meeting.

8. AOB

- PHop attended a workplace hate crime champions event, and will be undertaking some training which he will share with the club in future.
- Agreed: CB to purchase more S&C weighted kit as members are progressing.

Next meeting: TG will circulate.