



## **Caerleon Running Club Committee Meeting Minutes**

**8th May 2023, 7.00pm,  
The Church Room, St Cadoc's Church**

### **In attendance**

Peter Rodger, Charlotte Moran, David Davies, Liz Richards, Gareth Burkitt, Chris Ford, Pauline Beckett, Paul Adams, Matt Turner, Avis Talem, Jane Derrick, Gareth Purkis & Daniel Symmonds.

### **1. Welcome and apologies**

No apologies. The Chair welcomed the new committee members.

### **2. Minutes from last meeting.**

- The club was allocated a place at the Welsh Castles Relay which has been paid, legs allocated to runners and race bibs have arrived.
- The club has 2 teams running Rack Raid, and 3 teams in the Wydean Relay.
- There was very little interest in the Cotswolds Way Relay which is now subsequently full.
- 20<sup>th</sup> anniversary t-shirts for members have arrived and are being given out. The Code of Conduct link on Membermojo is now working.
- The AGM took place on April 20<sup>th</sup> 2023.
- The club will purchase bibs to wear on the back of runners taking part in the Cardiff Half Marathon on October 1<sup>st</sup> in memory of Helen Thomas. Race Result can print these for approximately £30 for 50 bibs.

Minutes were agreed by the committee as a true and accurate representation of the meeting.

### **3. Membership & Treasurer Update**

£4300 cash in bank. All the of Rack Raid fees have been collected, apart from one replacement runner. Welsh Castles Relay fees will be collected imminently. Caerleon 5 Miler T shirts and medals money has gone out, so the event is currently in deficit. The final Fabian 4 payment will come in at the end of May. Membership currently stands at 88 with more likely to join throughout the year.

### **4. Welfare Update**

Policy links weren't working but have now been corrected. Safeguarding and Codes of Conduct policies have been updated by Welsh Athletics and will go onto the website. Welsh Athletics First Aid guidance for coaches and leaders has been circulated by CF. A discussion took place relating to ratios of runners to first aiders. It was raised whether it was worthwhile running a First Aid session for members to be trained together. CF to send out a membership survey to see who has First Aid qualifications already. PB about to take her welfare courses and complete DBS check shortly. It was raised that it might

be useful to identify First Aid qualified members by using Heja. PA to investigate assigning bespoke tags for these people on the app.

## **5. Social Update**

AT relayed a number of proposed social events for 2023.

- Family fun day (8/7, 22/7 or 2/9) – possibly to include BBQ/Hog Roast, Bouncy Castle, Fun Sports Day type games, and rounders. Venue Caerleon RFC or Caerleon AFC.
- Halloween party – family included. Venue Caerleon RFC or Caerleon AFC.
- Christmas venue ideas:
  1. Coldra Court – Motown Night (24/11, 25/11 £40 or 1/12, 2/12 £48) includes 2 course meal, cocktail and ½ bottle of wine.
  2. Mercure Hotel Newport (2/12,3/12,9/12,10/12,16/12,17/12 £49) 3 course meal including arrival drink, ½ bottle of wine.
- Awards night – usually late January / early February.
- February / March 2024 – Quiz/ Bingo / Raffle.

AT to contact Caerleon RFC about using their facilities as part of our annual payment. The 8<sup>th</sup> July was ruled out for the family fun day due to an event in Caerleon that weekend. Further feasibility of dates for Christmas venue to be completed and a date confirmed soon.

## **6. Constitution sub-committee proposal**

PA met with Mark Hislop and Steve Dance regarding the constitution. MH is keen for the club to be procedurally sound and for accounts to be visible. He suggested that the AGM should be put back to May to allow for the accounts to be formalised. It was proposed for a sub-committee to be set up to address this comprising of PA, MH and SD. SD will produce a draft of the constitution in August and guide us through the process e.g. voting rights and quorate.

The committee unanimously approved the creation of the sub-committee. A question was raised about whether there were rules of auditing accounts externally. There is experience within the membership, so there is not a need for any external auditing.

## **7. Caerleon 5 Miler update**

275 places have been sold. There will be no additional places for sale. The club is now able to fulfill its charity donation to St David's Hospice Care. PA met with YOBI two weeks ago. They will provide portaloos in the car park for runners to use before and after the race. They are also making a charity donation and providing prizes for runners. They will run a BBQ selling hot food. It is hoped that if the event is a success, we can work with YOBI moving forward. The course will be measured by Phil Cook (Les Croupiers RC) so that results will feature on Power of 10. The event is now in the CADW calendar, but we are still awaiting confirmation from St John's. Recruiting volunteers is now very important. Currently 18 have signed up but we will need 40-50. Email to go out to ask for more.

Trophies will be given to the first male and female finishers. A discussion took place on whether we should give medallions for the 18 age groups winners. It was agreed we will for this year.

PA would like a recce to take place to ensure all goes to plan e.g., barcodes and timing. We will need members to join in regardless of their speed.

PR proposed there be an acknowledgment of the last finishers. This was agreed.

The gazebo will be available to be placed in the car park at YOBI.

## 8. AOB

- Good feedback on the three sessions taking place on a Thursday. Having a leader assigned to each group pushes runners.
- The option of an easier session after a GLCL fixture has been well received. This allows runners to still attend on a Thursday, but without feeling pushed towards running a harder session.
- The Llanhennock Loop runs will take place at the beginning and end of June. This was previously proposed as an internal anniversary event by Gwyn.
- The club has received a certificate from St David's Hospice Care thanking the club for its assistance during the Newport Half Marathon.
- Rob Bickel has thanked the club for its generous donation to Wales Air Ambulance in memory of Lisa.
- A conversation surrounding kit took place. Several ideas were put forward. JD to research and contact Scimitar for designs and costings, and to reignite the 2023 retro vest order.

Next Meeting – 09/08/23

Meeting closed at 8.15pm