



Caerleon Running Club Committee Meeting Minutes

**8th November 2023, 7.00pm,
White Hart, 1 High St, Caerleon**

In attendance

Peter Rodger, Charlotte Moran, David Davies, Chris Ford, Gareth Burkitt, Pauline Beckett (from 7.30pm), Paul Adams, Matt Turner, Jane Derrick, Gareth Purkis & Daniel Symmonds.

1. Welcome and apologies

Apologies received from Avisa Talemi and Liz Richards.

2. Minutes of last meeting – Wednesday 9th August 2023.

- Since the last committee meeting the club constitution has been redrafted by the sub-committee (SD/MH/PA), reviewed, and proposed by the committee. An EGM was called, a period for members to submit counter proposals given before an EGM on Wednesday 1st November. At this EGM the new constitution was proposed by the committee and unanimously approved by the membership. It became effective immediately.
- First Aid kits have been purchased, and a cabinet sourced and installed by GP, with the agreement of Caerleon RFC. The club torches are also now stored with the first aid kits.
- AT has now completed her LiRF course and is now a qualified leader. Congratulations Veese. DS and GB to source a LiRF course as soon as possible. Still one LiRF place to be allocated. There is also one more CiRF place to be assigned, MT can commence his CiRF course from February 2024.
- The memorial bibs for Helen Thomas were purchased and worn at the Cardiff Half Marathon. Peter Thomas made a very positive comment on Facebook, relaying his gratitude to members in doing this for Helen.

3. Membership & Treasurer Update

Currently there is approximately £6000 in the account. Some bills remain unpaid as there is currently no access to the account due to a missing card / reader. DD is currently trying to resolve the issue. There have been two new members joining recently taking membership numbers to 97.

4. Welfare Update

- There is an ongoing welfare issue between Caerleon RC and Welsh Athletics.
- The tail runner rota is now filled up to Christmas. PB and CF have taken responsibility for this under the umbrella of welfare.

- The first aid kit is now being carried by the tail runner on club nights. Thanks were relayed to those involved in arranging the kits and cupboard.
- Discussions took place surrounding whether there was a need to formalise the carrying of a first aid kit on a Thursday night and if there was a requirement for a leader / coach to attend club sessions. It was felt that the results of the survey may negate the need to resolve these.

5. Social Update

CM reported on behalf of AT

- The Christmas party is in hand, with the balance needing to be paid shortly. A request to be sent out at the end of the month to give attendees time to pay.
- Refunds for the Summer party that did not take place to be processed by DD but remain outstanding due to issue with access to club bank account (noted in 3.)
- The Awards night will take place late January / early February.

6. Kit update

- All retro vests have been given out, bar one. They have been well received. Another order will be created soon as there have been several requests for vests.
- Club race vests and other kit e.g., hoodies to be sourced from the same supplier (Scimitar) and JD to order samples and obtain pricing.

7. Glebelands XC

- GLCL have requested the possibility of Caerleon hosting a junior race at the event. Whilst this is possible, we have no experience, however, Lliswerry Runners have confirmed they are happy to organise it. NCC are happy to include this as part of the current booking. The main licence has been approved, but still awaiting advice on adjustments to be made to include a junior race.
- Toilets have been booked at the Bowls Club by LR
- Things to be arranged – key to car park barrier, marshals, and gazebo.
- Litter pick to be arranged for Saturday 25th November to include cutting back of foliage and course check.
- Course to be marked out on the day.
- St Johns Ambulance are booked, with this booking to be revised, should a junior race take place.
- Extra signage to be put in place to clearly direct runners between Laps 2 and 3.

8. Membership survey results and discussion.

- 68.5% of respondents were happy for club nights to change to a 6.30pm start.
- Ian Price will return to the club in January 2024. He will lead a Couch to 5K course, starting at 6pm on 4th January 2024 before progressing to a 5 to 10K group and fundamentals course. It is hoped this will re-engage the current leaders and attract more members.
- It was regularly commented in the survey that there was a distinct absence of leaders on club nights.
- It was proposed that an easy run also take place alongside interval sessions (currently on a Thursday)

- Tuesday and Thursday sessions to swap. This was a narrow majority (52%) and therefore the rationale for doing this will be communicated to members by email. This will be reviewed in the new year.
- New format will be a 10K run on a Thursday with staggered starts – 6.30pm for groups 3 & 4 and 6.45pm for groups 1 & 2. Group paces will be G1 sub-8 min/mile, G2 8-9 min/mile, G3 9-10 min/mile and G4 10+ min/mile. Tuesday session, 6.30pm start for all, interval sessions with groups led according to pace. Proposed easy run session to take place at the same time.
- The possibility of having a lockbox at Caerleon RFC for keys was discussed. If this were to happen, the box would need to be located away from the entrance to the changing rooms.
- The pace for each group will be clarified prior to each session.
- All sessions will finish at approximately the same time and members will be asked to stay for group cool down / stretching at the end.
- There will be informal tail runners for each group.
- The above format will begin week commencing 20th November 2023.
- DS to promote a lunchtime easy daytime run on a Tuesday (5-7km) to gauge interest.
- Heja will continue to be used as a main communication tool for club members. Engagement has dropped recently so this will need to be encouraged. Members to be requested to keep chat to group specific points rather than chat which overwhelms notifications.
- Summer routes to be used in the winter to ensure there is a variety of routes.
- Monthly LSR away days to be coordinated by DS.

9. Club Tour 2024

Sample itinerary proposed by DS for tour in mid-September 2024. This outlined a trip to Devon or the south coast with an open invite to members, partners, and families. Ideas included running a local parkrun, contacting a local running to run a collaborated LSR, with lots of ideas for activities discussed. An overview of potential costs for fixed caravan hire was also outlined. The proposal was very well received by the committee. DS will liaise with AT to help coordinate a firm proposal.

10. AOB

- Key dates confirmed – Next committee meeting 10.1.24 (last meeting of current committee), 28-day notice of AGM to go out on 11.1.24, accounts and committee member nominations to go out by 1.2.24, AGM 8.2.24, Awards night TBC – 27.1.24 and 2.2.24 to be investigated.
- London Marathon place – the club is guaranteed one entry with confirmation due at the end of November. Registration of runner to be completed by 25th January 2024. Those members who meet the criteria will be entered into a ballot for the place. The fourth criteria for the place currently reads on the bye-laws as “*must be regarded as an active member of the club by the committee*” It has been commented on that this is elitist and that the ultimate say still lies with the committee. A discussion agreed that the fourth criteria point should be replaced with “*Must have run, or volunteered for the club, at a minimum of four races/events, over the last 12 months*”.
- The byelaws currently state that a proxy vote can only be applied for if the member can demonstrate “extenuating circumstances” to warrant

the issuing of a proxy vote. This is a change in rule and therefore cannot be upheld, since the proxy voting system is a new rule in the constitution. Therefore, the reference to “extenuating circumstances” will be removed so that all members can apply for a proxy vote, should they wish. It was raised that if it was felt that the “extenuating circumstances” aspect should be reintroduced, it could be raised as a proposed amendment at a future AGM.

Next Meeting – 10/1/24

Meeting closed at 9.15pm