



Caerleon Running Club Committee Meeting Minutes

**22nd May 2024, 7.00pm,
White Hart, 1 High St, Caerleon**

In attendance

Daniel Symmonds, Paul Adams, Dave Davies, Chris Ford, Gareth Burkitt, Matt Turner, Vanessa Pritchard, Jane Derrick and Avisia Talemi

1. Welcome and apologies

Apologies received from Stuart Dominy and Pauline Beckett,

2. Minutes of last meeting – Wednesday 26th February 2024.

- The Welsh Castles application was submitted by the deadline of March 10th. Unfortunately, the club was not successful in securing a place. PA contacted Les Croupiers RC to establish the reasoning behind this. Had the club entered a team in the ladies only event or the veterans event it would have secured a place. The open event was hugely over-subscribed and LCRC selected the top teams based upon their UKA club ranking. UKA club rankings are determined by club performance at regional level. Other clubs not successful were Islwyn RC, Chepstow Harriers, Pontypool & District and Griffithstown. The fact that many of these clubs outperform Caerleon RC at regional level suggests the open category might not be the best entry route moving forward.
- The coaching and leadership meeting took place w/c 11/3.
- PA sent out an expression of interest email for members to take responsibility for Instagram (and X). Sadie Tovey has taken responsibility for Instagram output, which automatically feeds into the club public Facebook page.

3. Membership & Treasurer Update

Currently there is £8400 in the club account. There is a significant surplus due to the Caerleon 5 Miler entry fees having been received, but there is still significant expenditure to come from this in the next month. The club subsidised the C25K T-shirt purchases with £278. The signatory mandate change form is still with PR, to pass responsibility to DS.

DD has investigated a contactless card reader for the club to use to collect payments for items such as kit and race entries. Barclays bank can offer a device for £30 with a charge of 1.6% per transaction. DS has looked into a SumUp device (currently retail for approximately £60 on Amazon) with a charge of 1.69% per transaction. There are a few outstanding Rack Raid and kit payments to be collected. PA asked if the contactless card machines could also issue refunds to members who pay for purchases on their own personal cards.

4. Welfare Update

No new issues. CF to promote the Tail Runner roster again, as the number of individuals offering to help has dropped.

5. Kit Update

Feedback on the new club kit has been very positive. JD to canvas membership in view to submitting a second order. It was agreed that it would be possible to keep a small number of items in stock, but this needed to be monitored as members won't be requiring large amounts of duplicate stock. An issue was raised by DS surrounding a budget cap on club purchases, this was rephrased in item 7. PA provided the committee with password protected link to a proposed new web shop where members can purchase individual items of other club branded kit, such as hoodies, training shirts and caps. This page will shortly be advertised to all members, and additional items will be added also.

6. Sub-Committee for Summer Social

CF to send out an email to all members asking for volunteers to arrange a summer social for members and families. A suggested venue was Ponthir Village Hall as it has a wet weather option, preventing a repeat of last years cancelled event.

7. Financial Procedures / Residual balance

Following a number of discussions with MH, DS presented a number of ideas and questions surrounding the residual balance held by the club. It was raised that the club consistently sitting on a balance of £4-5K without reason was not healthy. Members could not see their money working for them. Several ideas were aired on how the balance could be reduced. These included subsidising Rack Raid entries, a greater club subsidy towards the Christmas party, and a membership fee reduction. It was noted that WA affiliation fees have gone up to £21 per member for 2024/5 (from £19.50 2023/24). These will increase to £23 for 2025/6 and £25 for 2026/27. This will need to be considered if membership fees are to remain at £45 per year or even be reduced. The committee to consider methods of balance reduction to be discussed at the next meeting.

A budget cap proposal on purchases made on behalf of the club will also be developed over the next couple of meetings in view to formally proposing a constitutional change at the next AGM to this end.

8. Couch to 5K and Cardiff Half Support Group

An extensive discussion took place surrounding the successes and issues of the Couch to 5K graduation, and progression through the 5 to 10K group and club integration.

It was accepted that there had been a bit of a disconnect in terms of communication and expectation in recent weeks. Several issues that contributed to this were discussed and explored.

It was agreed that, following feedback of the thoughts of IP, that the process be simplified in accordance with the outcomes of the leaders meeting in March. These being:

Tuesday night - Overriding theme for session to cover all groups – e.g. Speed / Hills / Fartlek etc. All groups to start at 6.30pm. The G1/2 and G3/4 nomenclature can be dropped as necessary and put on Heja as “sub 9 min mile group” or another derivative. At the same time there will also be a 5K easy paced run taking place. This group does not need a leader and will not

be promoted on Heja as a separate group but as an additional option within the whole club session.

Thursday night – 6.30pm start for a 10km run (G3/4). Route to be advertised in advance. Also, at 6.30pm an 5K easy paced run. This will follow the club run route out for 2.5km before turning and returning.

PA has emailed all C25K graduates to relay this information. This will be monitored closely from w/c 27th May to see how levels of engagement change.

9. Caerleon 5 Miler 2024 update

The event sold out in one week, 350 places. All entry fees have now been paid by Fabian4 to the club. The charity beneficiary for the event this year will be Sparkle. They will receive a percentage of the profit made with the remainder returning to the club. The exact figures and percentages are yet to be set. The tshirts have arrived, the medallions and prizes are due imminently and all other logistical issues are in place.

10. AOB

- There was not much interest in the parkrun tourism for June to Bushy Park. This will now be moved to Penallta parkrun.
- The Club Championship is going well, and it is pleasing to see some of the C25K graduates who have joined the club, picking up points in their first month of competition.

Next meeting – Wednesday 14th August 2024, 7pm

Meeting ended 9.05pm.