



Caerleon Running Club Committee Meeting Minutes

**26th February 2024, 7.00pm,
White Hart, 1 High St, Caerleon**

In attendance

Daniel Symmonds, Paul Adams, Dave Davies, Chris Ford, Gareth Burkitt, Stuart Dominy, Pauline Beckett, Matt Turner, and Avisia Talemi

TOM NEWMAN PRESENTED A NUMBER OF NEW KIT AND LOGO OPTIONS TO THE COMMITTEE BEFORE THE START OF THE MEETING.

1. Welcome and apologies

Apologies received from Vanessa Pritchard and Jane Derrick

2. Minutes of last meeting – Wednesday 10th January 2024.

- Pete Rodger has arranged for 3 additional sets of keys to be made. These have been given to Dawn Jones, Ian Price and as spare set is held by Paul Adams.

3. Membership & Treasurer Update

Currently there is £5008 in the club account with a membership of 99. During the review of accounts for the AGM it was raised that too high a balance is being carried forward by the club. DD proposed that a sub-committee be set up later in 2024 to review how the club utilizes this balance with reference to future membership costs. DS commented that £45 remained excellent value for money. PB suggested that the evening information evenings that the club ran previously (eg. marathon running and nutrition) could be a good use of these funds. The Welsh Castles Relay application fee of £690 to be paid by March 10th.

4. Welfare Update

No new issues.

5. Social Update

Awards evening was a success. Approximately £200 was raised for the RNLI (the nominated charity of Kevin Howells). The possibility of gaining some good publicity by presenting a large cheque to a local representative of the RNLI was discussed.

6. Kit update

PA relayed a message from JD. In this she outlined a proposal to make the payment and stock monitoring of kit more efficient. The current system means that JD does not have any instant visibility on who has paid for items. It was suggested that when the new kit is implemented that MemberMojo is used to house a club kit shop. DD to also investigate the possibility of the club having

a Bluetooth card reader so that members can make payments in person upon receipt of their kit.

7. Coaching and Leaders

DS had received a couple of messages from members stating there was a lack of structure to club nights and common plan from leaders. It was felt that certain leaders are doing a lot of good work in the club but there was not a huge amount of collaboration taking place.

An extensive discussion took place surrounding this issue where the possible causes of this were suggested. Several potential solutions were also voiced.

It was decided that the best course of action would be for a coaches / leaders meeting to take place. This will take place w/c 11/3 and will be organised and coordinated by MT. This meeting will also address the tail runner rota moving forward. (Item 8)

8. Tail Runners, Key Holders & Tuesday night format

As stated in the minutes of 10/1/24 a review of the current format will take place at the end of March. This will be following the return of BST. The DIY sessions worked well to start with. DS suggested that poor communication is contributing to the lack of connectivity on Tuesday evenings.

There appears to be a movement towards 6.45pm starts in the summer months. Key Holders should update their profile on Heja with a key emoji to identify themselves.

First Aid kit carrying seems to be a little inconsistent. CF / PB to put out a post on Heja asking First Aid qualified members to update their profile on Heja also.

An extensive discussion took place surrounding this issue where the possible causes of this were suggested. Several potential solutions were also voiced.

Again, these will be discussed, and solutions formulated at the coaches / leaders meeting.

9. Communications Officer & Social Secretary vacancies

These two positions on the committee remain unfilled. It was decided that the social secretary role will be completed by small sub-groups assigned to events. PB suggested this was a good idea since it may highlight an individual who would like to take on the role in 2025.

The communications officer role can be divided between a couple of non-committee members if the interest is there. This will essentially be responsibility for the Instagram and X (Twitter) output. PA to send out an expression of interest email.

10. C25K update and proposal from IP

This programme is going very well. 9 of the current cohort will run the Newport 10K on April 28th as a group. There is a strong appetite amongst the group to join the club following graduation on March 9th. Ian Price is keen to start a 5K group immediately at the club. These runners would be incorporated within the G4 training and distance / effort will be tailored to suit individual needs. To be part of this group, individuals would need to formally join the club. This suggestion was unanimously approved by the committee. DS to meet the C25K after their last session on 7th March and the group will be formally announced. AT to investigate graduation t-shirts for participants and helpers. SD commented that helping support the C25K was a good "training centre" for LiRFs.

11. Caerleon 5 Miler 2024 update

PA reported that there is a strong sub-committee of 15 members now involved in the organisation of the Caerleon 5 Miler. This is being overseen by Phil Cummings. Everything is going very smoothly.

The committee approved the suggestion that the C5M sub-committee decide the charity beneficiary for 2024, and the % of revenue that is donated.

A local charity would be preferred.

12. AOB

- PB found information relating to validity of First Aid qualifications. This states: *“Given recent incidents across the sport, UKA has revised its policy on First Aid provision for coaches and leaders so that it is aligned with the HSE requirements and there will now be a requirement (from April 2023 onward) for all UKA Licensed Coaches and Leaders have a suitable level of First Aid Training. This training will be renewable every three years in line with the re-licensing process, and at a minimum everyone will have to complete the Category A – UKA First Aid Essentials in Sport and Active Leisure course (or similar).”*

Next meeting – Wednesday 22nd May 2024, 7pm

Meeting ended 9.35pm.