

**Committee Minutes 2nd August at ILTSC**

**Present:** Martin Archer, Petra Bijsterveld, Rachel Carter, Neil Chapman, Hilda Coulsey, Jane McCarthy, Dick Waddington, Shirley Wood.

**Apologies:** Val Kerr

**Minutes of meeting 5th July:** Agreed

**Matters arising:** Covered in agenda and discussion in the meeting.

**Running the Club**

1. **Harrier of the month and Volunteer of the month.**

Nominations as follows:

**Harrier:** Gavin Lamb for Muker, Addingham and Bingley performances, Harry and Robert Sime for Bramham 10k run and report and dedication to Tuesdays, Jemima Elgood for Addingham, Jane McCarthy for Ultimate Trails Lakes 100k, Kate Archer for Snowdon, Andrew Merrick for Ultimate Lakes 100, Sarah Pickering who won the FRA U18 champs, Dan Wilkinson for Ingleborough 1st V40.

**Volunteer:** Val Kerr for recent Washburn and Danefield relays and previous relay organisations together with long and successful committee work, Abigail Bailey for leading Improvers group having really good feedback, Dan Wilkinson for another outstanding Addingham Gala race organisation.

The **Harrier** was voted as Sarah Pickering. The **Volunteer** was voted as Val Kerr.

With Petra stepping down from the committee it is agreed that Hilda will manage this process alongside the committee notices, monthly. Thank you Petra. **HC**

**2. Harriers races; Addingham Gala, Ilkley Incline, HDSRL**

The Addingham Gala was successfully organised again. Thank you very much to Dan from the committee and the runners for his hard work. Notice of the Incline has been posted by Dick and Helen Waddington. Roy Hollingworth will attend the Tuesday training session at 7pm to present Sally Malir with her V50 trophy and we can review the HDSRL programme with him, including payment.

3. **Kit Storage at ILTSC;** nothing to report this month.

4. **League races; clash of dates**

The Leeds Abbey Dash is earlier than usual and is on the same day as the Guy Fawkes this year. Both are league road races. Jane McC has posted to ask if harriers are booked and its seems that some are for either. It is agreed that rather than choose another road race, as few are available locally that harriers are encouraged to choose a race themselves and use it as their wildcard. Jane to let harriers know. **JMcC**

**5. Summer Newsletter**

Peter seems well on with this latest magazine; less news, more profiles and articles. It is confirmed that this one will be the last in paper form but the magazine format is welcomed and will appear electronically later in the year, for personal downloading. Hilda will provide AGM notice.

The aim is to publish in the next week or two so that it is distributed either by post or hand delivered before end August. This is to ensure AGM notification (which will be done electronically too, see point 7) and a buzz prior to membership renewals.

Regarding distribution: Petra will print labels, Peter has the distribution lists from last time. Hilda will liaise with Peter re hand delivery and drop off to other committee members.

**PB, HC**

**5. Review of Tuesday evenings**

We haven't accomplished all that we want to regarding managing Tuesday evenings but significant steps have been taken since mid June and are being progressively improved, whilst maintaining the social/ drop in-drop out nature of the evening. Further tweaks to the administration will be necessary by end Sept when the Improvers finish as such and become an integral part of the sessions, Petra drops out and Hilda commits much less time. Hence the news should be predominately announcements, leaders take responsibility for promoting and setting off their groups and the supporting system for logging runners and emergency contacts should run smoothly. Hilda will review with Helen and Petra. **HC**

**6. Membership update and fees for 2016/ 2017**

Hand over from Rachel to Petra will include updating the electronic management of the systems for renewal and member payment. This is expected to be by electronic transfer to our bank account hence liaison between Martin and Petra is important.

Although the details will be presented at the AGM, the early indication is that we will have overspent this year by about £1500 which is predominately due to lower member numbers, purchases of tent and shed and EA fee increase. We do still have a healthy balance of around £9500. We want to ensure members feel value for money, indeed some return from previous ‘investment’, and to encourage new ones hence it was proposed, and we agreed, to hold fees at this years levels across all categories. EA may increase fee again, however we will absorb this assuming not exceptional. We will announce this at the AGM. **MA**

**7. AGM preparation (27th Sept)**

We agreed the agenda would be similar to last year; Hilda will provide the intro and annual report. Shirley will give a presentation on the proposed new facilities and the plan for the EGM. At this stage no changes are proposed in fees or the constitution. An EGM on the new facilities is likely to be after the AGM - see section 1 below. Hilda will publish the notice, ask for new committee members. **HC**

**Developing the Club**

1. **Update on the proposed new athletics facilities**

The Football club (ITFC) have agreed with IGS and Bradford council that a sub-lease for the ground requirement will be provided and ITFC will be able to sub-lease to IH. This will be the similar as for the Hockey club.

Various mails have passed between ITFC and IH in the last few days as we are getting to grips with immediate project requirements, both costs and timescales. The committee previously (in January 2016) approved the commitment of £3000 from Junior funds for the initial work and we are being asked now to approve an additional £4000, again from JIH, for preliminary design and specification work, firming up costs and for contract tendering (to end of stage 4 in RLF document) as 50% of the cost i.e. shared with ITFC. The following agreement was made:

On the basis of this and that the Junior account has the funds as well as that some further points listed below are pursued to satisfaction, we approve to proceed to commit a further £4000.  Hilda will reply formally to Richard and he will instruct RLF to proceed.

1. for Shirley and Martin to open a dedicated bank account immediately and isolate the funds - income from fundraising etc and expenditure on fees.

2. for Shirley to pull together (with help) a presentation for the AGM on 27th Sept to inform seniors of the project and alert them to the ongoing proposals and requirements.

3. for Shirley to form the management group to run the project and take ownership of the company that must be formed.

4. to draft and agree the articles of constitution of the separate company, agree it with this sub-group plus the new 'directors'  or 'members'  of the new company.

5. register the new company.

6.  prepare for and hold an EGM, jointly for the Juniors and Seniors a) to present the project and the way we are going about it, b) to get approval and c) to launch the investment loan scheme.  The EGM is likely to be in October and can be flagged in September, preferably prior to the AGM to make the presentation at the AGM real (21 days notice are required for the EGM). The EGM (and the subsequent week or two) is crucial to get a positive feedback from members that the investment loan scheme will be successful.

In order to get to this point all the items above must be in place.

The £4000 is approved to last up until this point i.e. that we are confident that together with the investment loans and the grants we judge we can afford the whole project - late October.

7. In addition we want to know in detail the plan from now until at least January, how much is due by when and decision points - an overlay of the ITFC plan and the JIH plan taking into account fees and incomes incl grant applications. The VAT issue is not entirely clear yet.  The sub-team will continue to work on this. **SW/ MA/ HC**

**2. Clubmark:** We have not received final confirmation and this is being chased. **SW/ HC**

**AOB**

1. We are contribution to a TimeOutdoors article based on the beginners group and highlighting the benefits of joining a running club. **HC**
2. The committee approved that the IH bank account can be managed by internet banking. **MA** to set up appropriately.
3. Some support is being provided to set up a Junior park run. **SW**

**Next Meeting: 6th September 2016, 8.30 at ILTSC.**