

Wymondham Athletic Club  
Minutes of Committee Meeting  
02-Sep-2002

Present: Chris, Roger, Terry, Ian, Kim, and Lyn  
Apologies: Jeremy

**1. Minutes of Last Meeting**

These were approved.

**2. Matters Arising from Previous Minutes**

Matters arising and outstanding items are:

- New Members Handbook – This has been reviewed by Lyn and Roger and comments passed to Jeremy who has agreed to complete the amendments by the end of August. Jeremy has not provided up update. Chris to chase. **Action: Chris/Jeremy**
- Team Captains – Russell has volunteered to be Team Captain with immediate effect. Terry will follow this up, advising Russell of the Team Captains roles and responsibilities and asking him to start making plans for the next team event (likely to be the Hereward Relay). **Action: Terry**
- Club Records/PB's to be made available. Roger is awaiting information from Jeremy. Chris to chase. **Action: Chris/Roger**
- Race budget (following proposals for next year's 10/20). It is increasingly important that we receive this information. Chris to chase Jeremy and to write formally to Eurwyn. **Action: Chris/Terry/Jeremy**
- Increase in the rental for the Rugby Club (up by 33%) and their payment request (advance payment). Terry has written to the Rugby Club and is awaiting their response. **Action: Terry**
- Project Team for 25<sup>th</sup> (Silver Anniversary). We need to form this team by our next meeting. All to canvas for volunteers. **Action: All**
- Presentation Night Venue. Ketts Park is not available (already booked). It was agreed to try the Football Club. **Action: Ian**
- Club Kit + System for loaning. Tony and Trudy have (and will continue to have) custody of the heart rate monitors. They will control the system for loaning these (for one month at a time). Kim will have custody of the books (currently on order) and will control the system for loaning these (again for one month at a time).
- RNR. Roger and Lyn have organised the team and have taken responsibility for the final arrangements.

### **3. Web Site**

Jeff has brought the web site up to date with all outstanding items.

Paul Wightman has kindly agreed to help Jeff with the web site. Jeff and Paul will be discussing how best to divide the role / responsibilities.

Jeff has requested that he be sent the information he needs to build the calendar of all local events.

**Action: Lyn**

Chris requested that along with our race results, can the prize winner results also be posted to the site. Lyn to inform Les Hill and Jeff.

**Action: Lyn**

### **4. Update from Race Committee**

No one from the Race Committee was available to give an update.

Can the Race Committee please ensure that they are represented at the next meeting to provide a full update.

**Action: Jeremy**

With reference to storage, the offer by Roy Harvey to store club equipment still stands and should be followed up.

**Action: Jeremy**

### **5. Update from Coaching Committee**

It was decided that the Coaching Committee only needs to provide an update to the Main Committee following their own meetings which are scheduled for:

30 September 2002; 09 December 2002; 03 March 2003 and 02 June 2003

### **6. Update from Treasurer - Terry**

Terry presented the Income & Expenditure Summary @ 01 September.

Key Figures are:

Current Account £1,839

Deposit Account £5,046

Forecast funds @ 31 Dec 2002:

Current & Deposit £4,034

## 7. AOB

- Ian – Raffle tickets for RNR. Can people please help to sell these.
- Kim – October's Runners World. Why isn't our 5k race in it?  
**Action: Jeremy**
- Kim – First Aid Kit / First Aiders. Should the club have it/them? The following was agreed: we should buy a first aid kit and that it should be kept with the tea/coffee box; our membership form should ask for any serious medical conditions that we should be aware of; we need to understand what insurance cover is available for practising first aiders; we need to know who in the club are qualified first aiders.  
**Action: Lyn/Chris/Jeremy**
- Kim – Summer Handicap Prizes. It was agreed that this year we can offer items of club kit as prizes for the winners of the summer handicap series.
- Kim – Next edition of Footprints. Please forward your articles early. Summer Assault Course Event / Snowdon Marathon / Chicago Marathon / Lyn's Profile / any others?  
**Action: All**
- Roger – UKAA New Membership Scheme. We need an update on the outcome of the local meeting held last week. Lyn to speak to Tim Ash. **Action: Lyn**
- Lyn – Winter Handicap. The first in the series is scheduled for Monday 14 October. David Hazleton will be organising and running the Winter Handicap and will be providing members with details in the next couple of weeks.
- Lyn – X-Country Season. Lyn has asked Robin to be our co-ordinator for x-country events this coming season. Robin has agreed to collate the information for the notice board and the web site and to keep members informed.
- Lyn – Succession Planning. We need to ensure replacements are found for the Chairman and Secretary positions (and any others) which become vacant at our AGM in February. We need to start planning for this now. Chris has mentioned this in the recent edition of Footprints. We need to follow it up at the next Quarterly Meeting.  
**Action: Chris**
- Lyn – Opening and Closing Up. Can we please rotate around the committee members the task of opening and closing up. For the next two months (Sep/Oct), Chris volunteered to open up and Terry volunteered to close up.
- Lyn- Gate padlock. This has gone missing. We need to check with the Rugby Club.  
**Action: Chris**

## 8. Date of Next Meeting

The date of the next Committee Meeting is 07 October.

Lyn Blinko - WAC Secretary