



ELY RUNNERS - ANNUAL GENERAL MEETING

Monday 20th March 2017 at 7:30pm

Paradise Centre Meeting Room

MINUTES

Present (24): Alan Rutterford, Matthew Mason, Charlotte Cook, Ben Cook, Justin Smith, Charlie Barker, Stephen Howard, Lionel Smith, Samantha Collins-Shirley, Martin Courtney, Emily Knight, Ross Payne, Tanya Batchford, Sue Bridges, Barry Graves, Conan Fryer, Lauren Thomas, Emma Greaves, Matt Holmes, Richard Hill, John Turner, Mark Bell, Peter Royle, Rob Hope

Apologies Received (9): Serena Moden, James Lee, Jon Evans, Claire Geary, Peter Harris, Max D'Ayala, Laura Hill, Nick Dowdy, Zoe Shackleton

1. Chairman's opening remarks

Stephen Howard opened the meeting at 7:30pm and gave overview context to the proceedings to follow. Managing the club and specifically the AGM is an opportunity to monitor and if necessary review the balance of club supported activities versus the make up and will of the membership. Stephen wished everyone good running in 2017.

2. Matters arising from the 2016 minutes – http://www.elyrunners.co.uk/agm_minutes_feb16.pdf
None brought forward

3. Treasurer's report

Matthew Mason presented overall club Income Statement (IS) for the year ending 31st December 2016 and Balance Sheet (BS) as at 31st December 2016. Also an Income and Expenditure summary for the NYE10k. Walking through the presented accounts, some key points highlighted:

- Net income close to 2015 figure, despite no GFHM. This effect in part can be attributed to the release of some historic costs now assumed not realisable; and also an atypically low-cost year for coaching courses.
- NYE10k income, expenditure and profits all up somewhat, therefore 25% donation provision up also.
- Investment income is down, outlook not good.
- Cost of race entries down (less entries)
- Cost of club races up, catering costs inflated

Matthew concluded to forecast a reduced surplus in 2017, as much as a third less than 2016.

Emma Greaves asked the question, "What is the purpose/ intended use of the general fund?" SH answered, to offer the view that it was an insurance against up to 10 years without income if necessary, and also that it could be potentially be purposed towards track presence, if a facility were built in Ely.

4. Secretary's report

Membership numbers: the annual high point 290, compared to 294 last year. Membership renewal period opened mid March, with a built in capture of contact details to refresh membership database this year, as member details not validate in 2 years. About 70 have renewed so far. The balance of male to female members is unchanged. Junior section membership has got younger, perhaps reflecting the closure of Ely AC early 2016.

Some key club developments 2016: Newsletter relaunched then retired due to the difficulty of competing with social media for currency of news. Annual Awards were held at Xmas Raffle not AGM, and this seemed a success. No GFHM, this allowed a more even deployment of club's capacity through the year. Successfully contracted out race entries and timekeeping for NYE10k.

5. Training report

John Turner briefly summarised another successful year of training activity, the hub of club activity, with a mention to youth transition opportunity on Thursdays under AR's supervision.

6. Head Coach's report

Alan Rutterford summarised coaching activity within the club. AR expressed the view that coach numbers were "only just" sufficient, and confirmed that new LIRF & CIRF course delegates would be required in 2017, as well as refreshers or new delegates for safeguarding and first aid.

7. Beginners Report

Lionel Smith informed us that the thirteenth scheduled beginners course was now completing, and that the next one would be beginning on 27th March. He also offered that coaching numbers could be greater. LS initiated a discussion regarding crossover from beginners to the main club, including the possibility that the offsetting of beginners fee against membership fee could be rescinded if it was detrimental to membership income overall. No consensus reached.

8. Junior Section report

Samantha Collins-Shirley gave a comprehensive overview of junior section training in 2016, stepping down this year as secretary to the junior section. Typical attendance is 40-50 on a Tuesday. Training is structured into three groups by age/ ability subject to two coaches plus parent helpers being available per group. Athletics equipment has been approved, purchase pending, to enable greater variety of training and competition preparation on Amhurst Field. Frostbite attendance was good, as was Cambs AA XC Championships, Schools Championships and Kevin Henry League for permitted 14+ athletes. Older faster runners are beginning to integrate with seniors on Thursdays. Concluding her remarks, Sam thanked the club.

9. Chief Marshal's report

Charlotte Cook summarised the marshalling of open and club races. She expressed that the cessation of GFHM represented a huge redressing of the balance of resources to marshal, and that all events including NYE10k had been well covered. Charlotte informed that chip timing at NYE10k had also enabled a better and less fraught deployment in the funnel and finish areas.

10. Special Achievement Awards 2016

SH offered words of thanks to three members of Committee and EWG stepping down, and presented as follows:

- Martin Courtney (present) Pint Tankard, Course Director 2010-2015, Ely NYE 10k Race Director 2013
- Claire Geary (not present) Port Goblet Club Results 2014-2016
- Samantha Collins-Shirley (present) Seasonal flower bouquet

11. Election of Committee three officers (Chairman, Secretary, Treasurer)

Capacity = 13 as per constitution

- Chairman - **Stephen Howard (pRH sMM)**
- Secretary/Membership/Website - **Richard Hill (pSH sEK)**
- Treasurer – **Matthew Mason (pRH sCB)**
- Training - **John Turner (pRH sLS)**
- Club Captain – **Matt Holmes (pRH sSC-S)**
- Beginners Representative - **Lionel Smith (pRH sCC)**
- Social Secretary – **Lauren Thomas (pRH sEG)**
- Ladies Representative – **Samantha Collins-Shirley (pRH sSH) Serana Moden (pRH) – Samantha elected**
- Club Welfare Officer – **Emma Greaves (pRH sLT)**
- Club Kit - **Emily Knight (pRH sAR)**
- Head Coach - **Alan Rutterford (pRH sCB)**
- Junior Section Secretary – **Conan Fryer (pSH sRH)**
- Junior Section Development – **Mark Bell (pRH sSH)**
- Chief Marshal – **Charlotte Cook (pRH sEK)**

This takes the capacity to 14, see item 27.

None against - carried

12. Election of Events Working Group (EWG)

- Race Director NYE 10k – **Nicky Ester (pRH sMM)** (Supporting Member)
- Deputy Race Director Open Events – **Charlie Barker (pRH sJT)**
- Race Director KHL – **Charlotte Cook (pRH sLS)**
- Open Event Sponsorship – **Jon Evans (pRH sSH)** (Supporting Member)
- Course Director and Stores - **Matthew Mason (pRH sMH)**
- Club Events (XC - **Matt Holmes**, TTR - **Vacant**, 10kHC – **Charlotte Cook**, 1mHC - **Vacant**) – **Committee to cover vacancies**
- Chief Time Keeper/ Watches & Place Keeping – **Emily Knight (pRH sSCS)**
- Assistant Time Keeper – **Emma Greaves (pRH sEK)**
- Assistant to Chief Marshal – **Vacant**
- Start/Finish Areas & Place Keeper – **Emma Greaves (pRH sJT)**
- Event Refreshments – **Nigel Reynolds & Ashley Blackmore (pJT sLT)**
- Kevin Henry League Scorer – **Ross Payne (pMM sRP)**
- Frostbite Manager - **Alan Rutterford (pRH sEK)**
- RNR Open Class Team Manager – **Stephen Howard (pRH sCB)**
- RNR Club Class Team Managers – **Sarah Starr (pRH sSH) + Andy Thompson (pSS sSH)**
- Hereward Relay Team Manager – **Samantha Collins-Shirley (pSC-S sRH)**
- Photographer (Events & Websites) - **Charlie Barker (pRH sSH)**
- Trophies – **Vacant**
- Reports Database – **Martin Courtney (pMC sMH)**
- Results & Records Database – **Martin Courtney (pRH sSH)**
- Race Diary – **Ross Payne (pRH sCF)**

None against – carried.

Post meeting note: Sarah Bell volunteers to stand for Trophies

Post meeting note: Charlotte Cook will take on Beginners, Lionel will step down.

13. Consideration of donations

MM identified a donation provision potential of £2,700 and proposed to donate:

- £1,000 to Ely Community First Responders, who he had learned were in need of new defibrillator this year and this level of donation could fill that need
- £1,000 to Arthur Rank Hospice
- £700 held as reactive donation fund for use in year
- Annual matching donation at Xmas Raffle to go to Arthur Rank Hospice

None against - carried

14. Discussion: to keep membership fees for 2018-19 at £20 seniors aged 25+; £10 Juniors (U17) and £10 Young persons (18-24).

None against - carried

MM raised the prospect that this may well have to raise in 2019-20

15. Annual review and re-approval of the £23,608 set aside for the Track Fund

None against - carried

JT presented a summary of the current position in the Track for Ely Committee. Sadly Adam Lines has stepped down as chair of that committee in 2016, and there has been no further update from the Kings School since regarding affirmation of their substantive involvement in the project. It was agreed that clarification be sought from the School, and subject to their response, the committee review options for the Club.

16. Renewal of Affiliations/Joining

- ARC - and continue with open event ARC permits
- ABAC - represents and lobbies for interests of clubs

- UKA - individual EA registrations (£14 for 2017-18) are now being paid by members if required (includes ECCA)
- SEAA Competitions Ltd - provides championships in the SE region
- CAA - provides championships for Cambridgeshire
- GCAN - Greater Cambridge Network of Clubs, especially to support Juniors
- Friends of the Roman Road & Fleam Dyke

None against - carried

17. Consideration to authorise Committee & EWG to organise the following events:

- Turing Trail Relay (3rd Sunday in March) - Private Club Event with other teams by invitation only
- Club 10k Handicap on 2nd Thursday in June
- Club One Mile Handicap on 2nd Thursday in July
- KHL 5k Race on one Thursday evening April – September TBC
- New Year's Eve 10k on 31st December
- Club Cross-Country Championships on a Sunday morning in January/February 2018 **or** October November 2017 – NB alternative date in autumn

None against - carried

18. Consider separate to item 17 any possibility to present Grunty Fen Half Marathon in 2017

It was discussed and agreed not to present the GFHM until further notice e.g. if a need for fundraiser arose.

JT raised the interesting point that the new underpass at Downham Road roundabout would present opportunity for a city based distance race.

19. Authorise the Committee to enter the club for relay, team and league events, including:

- Round Norfolk Relay (Open and Club Teams) and stage 14-15 changeover with 4-5 staff
- National, Regional, Area and County Championships including relays E.G. SEAA Road Relays
- Frostbite Friendly League
- Hereward Relay (including helping March AC with marshalling at ERFC)
- Kevin Henry 5k League
- Green Wheel Relay – additional race
- Essex Road Relay Championships – additional race

None against - carried

20. Proposal (pRH) for the club's Officers or Committee (subject to the Treasurer's advice on the threshold reserve of funds) to authorise reasonable expenditure, to the benefit of the club and its members, including:

- Club membership (due 1st October) of the Paradise Centre for members to change/shower FOC after training or events
- Food after the 10k Handicap, One Mile Handicap and for the Christmas Drinks
- Club team entries for relays, league membership, and championships
- Fund appropriate courses (subject to commitment) for members
- Supplies for events, equipment for club use, race kit, and bibs for night training
- Mileage at 30p/m for official duties on behalf of the club and/or carrying stores from/to Ely or HQ for the club's open races, selected teams in events, and training events
- Electronic race processing and recording equipment
- Trophies & engraving
- Support of new, local area races attended by and for the benefit of members
- Charities
- Kit store
- Athletics equipment for Junior Section – Additional item

None against - carried

Extra Proposals/ Discussions:

21. Discussion: Juniors to Seniors Transition. How to improve transition rate.

16-19 age group poorly is represented compared to U16. MH identifies very few seniors who were juniors. SC-S offered that reasons include divergent interests, university, and the possibility that ER is seen as a stepping stone club. Various measures discussed to address this including items 5, 22 & 24.

22. Proposal: Proposal to arrange at-cost track training for members to subscribe to at a local athletics track, with a pilot period of 2-3 months funded by the club.

Hunts District Council who own the St Ives track, they charge £35 per hour which includes floodlights. The proposal was refined through discussion, that the club fund three sessions this spring/ summer, as a trial for later review.

None against - carried

23. Proposal: Wednesday casual training. Add a fixed route un-led run to be a suggested as an additional training session (similar to Sunday training). An informal, un-led run for all abilities without specific training emphasis.

This proposal engendered a wide-reaching discussion, concluding that JT would canvas for Sunday away training venues.

24. Discussion: Club target race & picnic social at Sutton 10k or Littleport 10k

MH proposed (with support of committee) to publicise an additional calendar club social at the Littleport 10k. It was agreed this should happen, but at no cost to the club.

25. Discussion: Results, Reports & Records Databases

The upkeep of these has lapsed since Annual Awards in December.

26. ER Points league – Best All Rounder

RH proposed and agreed to trial a points league for members, and circulated details. Set races score points based on position relative to other Ely Runners, mix of AG% and actual. Low maintenance updating. Prizes for top 10 M&F. KHL, FFL, ER Club Races, CRRL, County Championships XC & T&F races to score.

27. Proposal (if required): Committee capacity increase

Increase capacity to Officers plus 13

None against - carried

28. General Data Protection Regulation

Mark Bell summarised new legislation pending relevant to ER re GDPR and companies/charitable organisations. ER will need to confirm to these by May next year. It's a step up on data protection rules, and also applies to:

- Monitoring and reporting requirements in the eventuality of a data breach.
- Lots of recommendations about storing the data encrypted,
- A need to explain what/why data is being collected (can do that on sign-up form)
- Have a "right to be forgotten" option for people
- Have a policy for archived data

Any other business

- Pay any due subs to Treasurer