

Committee Meeting  
Wednesday 10<sup>th</sup> July 2024 – using Zoom

Present: Mark (Chairman), Ian (Welfare), Alistair P (Membership Secretary), Carole (secretary), Sarah, Elaine, Andy Hughes

**Apologies:** James, Richard Nettleship, Dene (Treasurer),

Action

**1 Matters Arising from Previous Minutes:**

- Andy Hughes welcomed as new committee member, as PR Role.
- Tavy relays 43 teams entered already
- Got licence for Tavy 5, inspection on 20/07
- Thank you to Elaine for organising recent junior competition. Well attended and good feedback, like to do again (end of summer) and consider adding events.

**2 Treasurers Report:**

- Dene produced her report prior to the meeting.
- No invoices outstanding but do need to invoice RFRF for their track use.
- Relay entry payments are coming in but I'm thinking some have entered but not paid.
- Tavy 7 entries have started coming in.
- Urn purchase has been cancelled by company. Gas urns appear to have been discontinued. Looking into alternatives.
- Net profit for June 2024 - £968.7

**MW**

	<ul style="list-style-type: none"> <li>• Elaine asked if we receive any money for hosting Devon Open, think Plymouth &amp; Exeter charge. Mark to check.</li> </ul>	
3	<p><b>Coaching &amp; Competition:</b></p> <ul style="list-style-type: none"> <li>• Rising Stars a big success last week</li> <li>• English Schools competition this weekend, Elaine will put results on website/facebook and pass to Andy for press releases</li> <li>• Query after Sept on sprint groups, to look at coaches and re-jigging schedules</li> <li>• Mark attended Armada network meeting, COPAC have sold land next to their track and are going to build clubhouse with sale money. Useful to have their knowledge on procurement.</li> <li>• Disappointing attendance at some recent local events, Keith Reed to discuss with race organisers going forward.</li> <li>• Keith will arrange some local coaching courses so we could nominate attendees, Mark to circulate dates</li> </ul>	<p><b>EP</b></p> <p><b>MW</b></p> <p><b>MW</b></p>
4	<p><b>Facilities:</b></p> <ul style="list-style-type: none"> <li>• Long 'surgery' list for our facilities to be ready for Devon Open. Urgent is long jump, need new board units. Agreed that Mark will order and arrange payment, Elaine can collect and Alastair/Dave to install and video use for approval.</li> <li>• Alastair reported we need set of 6 vortexes, Mark agreed to purchase.</li> </ul>	<p><b>MW</b></p> <p><b>EP</b></p> <p><b>AP</b></p> <p><b>AP</b></p>

	<ul style="list-style-type: none"> <li>Elaine stated we need more measuring tapes, agreed we buy from local Screw fix</li> </ul>	<b>EP</b>
<b>5</b>	<p><b>Code on club vests:</b></p> <ul style="list-style-type: none"> <li>Mark produced draft paper based on discussion with other clubs and research. 3 options of do nothing, polite reminder or formal policy (many clubs have this).</li> <li>Note there will be exceptions, to add Parkruns to this. Be clear on how to wear when need waterproofs.</li> <li>Andy asked how it would be monitored? By feedback from events and press releases.</li> <li>Dene raised issue of inconsistent club name used when registering for races by members as Affiliated club, like standard name to be used as part of this policy. Agreed should use Tavistock AC, include in communication on club vest policy. Also put as flyer on website.</li> </ul>	<b>MW</b>
<b>6</b>	<p><b>Race/track fees:</b></p> <ul style="list-style-type: none"> <li>Mark to produce draft paper on options around fees and track bookings for future</li> </ul>	<b>MW</b>
<b>7</b>	<p><b>AOB:</b></p> <ul style="list-style-type: none"> <li>Andy will add minutes to website</li> <li>London Marathon ballot to be run start of Aug, to add to club note</li> <li>Andy asked if he could get access to membership list, required for PR role. Agreed.</li> <li>Alastair asked how we are checking membership fees paid by club attendees. Mark to do reconciliation with list from Dene.</li> </ul>	<b>AH</b>  <b>MW</b>   <b>MW</b>

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|  | <ul style="list-style-type: none"><li>• Andy produced new C25K leaflet, to handout at carnival procession.</li><li>• Elaine will update club records soon.</li><li>• Carole raised previous action on update of roles on EA portal. To pick up with Mark.</li></ul> | <b>MW/CW</b> |
|  | <b>Date of Next Meeting<br/>Wednesday 2024 – 8pm</b>  |              |