

Article I. Committee Meeting 5th February 2025 8.00pm – using Zoom

Present: Mark (Chairman), Dene (Treasurer), Ian (Welfare), Sarah (Welfare), Andy Hughes, Carole W (Club Secretary), Richard N, Elaine

Apologies: Alistair P (Membership Secretary)

Action

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| <p>1 Matters Arising from Previous Minutes:</p> <ul style="list-style-type: none"> • Policy on wearing of Club Vests / Kit signed off, will send out to all members as part of next update • MW to circulate draft policy on travel and other expenses • Need update of EA portal of policies and standards, like to get to 100% for gold standard (can help for future funding requests). Sub-group to look at, to include update of directors with Companies House and Trustees for Charity Commission. MW to circulate list to proposed Trustees to agree • Paul Waldron cannot manage entries for next Tavy 13, Richard to arrange meeting to explain role and tasks with Ian and Hannah • Tavy13 proposed date of June 8th with Armada clubs to agree • Thank you for work & support at AGM and Awards evening • Andy asked about policy on updates to Power of 10 results. Mark will check with Paul W on the email, template required and circulate. | <p>MW</p> <p>MW</p> <p>MW/DM</p> <p>RN</p> <p>MW</p> <p>MW</p> |
| <p>2 Treasurers Report:</p> <p>Dene produced her report prior to the meeting.</p> <ul style="list-style-type: none"> • Awaiting invoices from King Street Bakery and Shaun | |

	<p>for Awards Evening.</p> <ul style="list-style-type: none"> • We need to invoice RFRF up to date. • Membership fees are coming in. • Primary School Challenge money still coming in. • Other professional services relate to our fee to file at Companies House. • Facilities hire is for the sports hall. • Still awaiting end of year accounts from Keiran Stocker. Disappointed with the way he has dealt with things so far so once he has completed 2024 accounts, I will look for an alternative. • Net operating profit for January 2025 is £6,010.66. • Approx 30 Juniors and 50 senior membership fees received to-date. Proposal to put use of fees on website, already have in Welcome Pack. • Andy noted an issue with request for membership form on website requires two clicks – no response from Cameron who maintains the site. Mark to set up meeting with Andy/Alastair to review Website support, use of domains etc. and make recommendations. Than look at funds available from EA for managing club websites. 	<p>AH</p> <p>MW</p>
<p>3</p>	<p>Future finance</p> <ul style="list-style-type: none"> • Look to protect certain level of funds for reserves, to cover risk of any unexpected costs. Expect funds to be approx £40,000 so have up to £20,000 available to invest. Currently see future expenditure will be required on lighting, long jump pits, nets and cage, hurdles and garage. Mark progressing issue of lighting – either spend up to approx £7000 to replace 	

	<p>‘as is’ or get to upgrade to protective units of additional £10000. No funding this financial year from council, could be next year. Agreed best to upgrade, fund emergency fixes if required for any fixtures.</p> <ul style="list-style-type: none"> To increase funds will look at applying to charitable trusts. Dene suggested approaching local firms for sponsorship such as Beacon Comms, Mark to look at companies such as EDF who sponsor other Athletics clubs. Elaine and Mark to discuss funding requirements to maintain cage and nets. 	<p>MW</p> <p>DM/MW</p> <p>EF/MW</p>
<p>4</p>	<p>Coaching & Competition:</p> <ul style="list-style-type: none"> Need to define roles in Race management – Race director, Volunteer co-ordinator, Entries administrator. This will help greatly to spread workload. Mark to see if new member who has coaching qualifications will join coaching team, potentially as coaching co-ordinator. Events 2025: Tavy5, Richard has contact who can re-measure the course. Mark to pick up. Elaine suggested we should have later sprint groups as currently the 5-6 slot on Tuesday is too early for some juniors. To look at which Coach may be able to do this. Elaine to send Andy preliminary Track & Field fixture list to put on website. Devon Open dates proposed for Tavistock are 3rd or 10th August. Elaine noted that Jo Wake and Caleb Gifford-Groves had been successful in their respective events at 	<p>MW/RN</p> <p>MW</p> <p>RN/MW</p> <p>EH/MW</p> <p>EH/AH</p>

	<p>recent indoor competitions. 3 hammer athletes, Phoebe Milburn, Tegan Brown and Hazel Stead have been selected for the EA Winter long throws event at Loughborough in March.</p> <ul style="list-style-type: none"> • Ian noted that 5 senior members achieved marathon standard for London this year. • To include two points above in Quarterly update and Tavistock press. <p>Other:</p> <ul style="list-style-type: none"> • Couch to 5k session, unfortunately almost half have had to drop out, 11 left from intake in Jan 2025. 	MW/AH
5	<p>Facilities:</p> <ul style="list-style-type: none"> • Andy noted that the defibrillator housing had been wet and had a flat battery. Dene has replaced the battery and rectified the case, she checks it monthly. • Elaine highlighted that the padlock on the portable loos had gone, Mark that the padlock to the lights had also gone. To discuss with caretaker and obtain new padlocks and keys. • Dene raised the issue of electrics at start/finish line not working. Mark replied that this is linked to the issue with the lighting circuits. • Dene also pointed out that Cabin is now full of 5 aside football equipment, need to speak to football teams to clear. 	MW MW
6	<p>AOB</p> <ul style="list-style-type: none"> • Andy asked about policy on club name to use when entering races, Mark to include in policy on wearing club vests etc. For info the official club name is Tavistock Athletic Club. Elaine suggested that this 	MW

	<p>information could be included in a welcome email sent to new members once fees are paid. Andy to draft a Welcome Pack for seniors.</p> <ul style="list-style-type: none"> • Welcome pack for juniors that was sent out by Elaine needs to be reviewed by Mark and Alastair. 	<p>AH</p> <p>MW/AP</p>
	<p>Date of Next Zoom Meeting Wednesday 5th March 2025</p>	