



Committee Meeting Minutes Monday 19th April

Present: David Beedie, Paul Blakey, Keith Bullock, Hilary Burton, Ernie Cripps, Karl Ponty, Denise Reid, Becky Waites, Angela Ward, John Simmons, Richard Wilson

Apologies: Amanjit Heer, Natalie Weir

1) Chair's Report

Accepted as written, there were no objections to the Chair's Report.

2) Adoptions of New Policies and Documents

- I. Disciplinary Policy and Procedure - *accepted*
- II. Equity Statement - *accepted*
- III. Privacy Notice - *accepted*
- IV. Safeguarding Policy - *accepted. Becky Waites is currently the female safeguarding contact for the club and Karl Ponty put himself forward as the male safeguarding contact. No objections were made. Becky and Karl's contact details are to be available on the club website and social media page.*
- V. Social Media Policy – *accepted.*

All policies and documents were sent prior to the meeting. There were no objections and all policies were adopted.

ACTION: Hilary to add Becky and Karl's details to website as safeguarding contacts.

3) Use of generic emails @derbyathleticclub.co.uk

- I. Report Individual issues
All members were asked to report if they are unable to access their generic email account. Hilary Burton and Ernie Cripps are to have their passwords reset and provided to Karl by Alex P.
- II. Proposal to add 5 extra email addresses at a cost of £10 each for the year (£50) – 3 needed now (YDLLower@, Minileague@, Catering@) 2 spare for other uses as they arise or aliases going to other.

Angie's address will remain as chair@derbyathleticclub.co.uk until the sanitisation project is complete. The catering address is linked to this as Angie is also catering officer. Once email addresses are linked in this way (when officers are fulfilling more than one role and are contactable by several addresses on one account) they can't be separated and new email addresses need to be created. All agreed to the proposal for the new generic emails.

ACTION: New generic emails to be set up. Alex P to reset passwords for Hilary's communications@derbyathleticclub.co.uk and Ernie's officials@derbyathleticclub.co.uk

4) Update on DAC Juniors (Run, Jump, Throw) Project

- I. Adoption sought for the draft strategy to be accepted an official club strategy for the club development of a "Run, Jump, Throw" Juniors – DAC Juniors (Run, Jump, Throw).
Karl reported good feedback from those who attended the juniors session and all agreed to adopt the draft strategy as a 5 Year Strategy for RJT DAC Juniors.
- II. Agreement in principle requested, that we look to set up a formal subgroup for DAC Juniors to oversee the day to day of the project as a gateway into club administration for new volunteers (remit and delegated powers to be considered and proposed at a future committee meeting).
All agreed to proposal to set up a new subgroup for DAC Juniors which will report back to the Committee.

5) Rewarding Volunteers with Appropriate Education

Proposal to reward volunteers {who coach (or help coach) club athletes, while not training themselves, in club sessions under the supervision/direction of a recognised, experienced club coach} with the reimbursement of costs for the appropriate UKA Course for the next level of their development. (Detail to be outlined in report prior to policy). . *It was noted that members must ensure they apply for the club reduced fees, for example £270 for affiliated club members for the Athletics Coach qualification, rather than the standard charge of £400.*

- I.
All agreed to proposal.
- II. Proposal to reward volunteers who help officiate and log their experiences at four different licensed meetings where Derby AC athletes are competing with reimbursement of Level 1 Officials course fees.
All agreed to proposal. Ernie Cripps suggested that Level 2 helpers also have course fees reimbursed. Karl confirmed this is covered in the proposal but that it would be made clearer this included level 2 officials. It was agreed that those doing courses should be reimbursed rather than having fees paid outright to give an incentive to complete courses

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Proposal to reimburse catering volunteers attending HSE courses (such Food Hygiene etc) with the approval of the catering officer and the treasurer.

Karl thanked Angela for her efforts in catering and other support for the club well beyond the remit of her role description. All agreed the proposal to reimburse volunteers and the necessity to ensure food safety by having qualified catering volunteers.

ACTION: Angela asked for the list of First Aiders to be updated. There is currently only one designated First Aider at the club, Paul Martin. Paul Blakey asked if a First Aid course can be held at the club for coaches and volunteers to attend to make training accessible and keep cost down. Keith Bullock volunteered to contact an acquaintance to advise the club on the level of training required and how to access it.

6) Membership Fees Proposal for Prospective Students Expecting to Study Away

- I. Proposal to support those expecting to move away for higher or further education half way through the membership year by requesting they pay 50% full fees and 50% student fees at the beginning of the year on the understanding that if they don't eventually go to university they will top up the fees accordingly.

The proposal was rejected.

7) Update on Sanitation Project (Hot water System, Heating and Toilet refurbishment).

Angela reported that the club is still waiting for the council to sign off safety procedures and to give the go ahead. The contractor was unable to begin work today and will start next week if everything is signed off. Shaun and Wayne are aware of the situation and endeavouring to get the paperwork completed.

Karl has asked David Segal who is assisting with RJT Junior DAC to look into the sanitisation project from a safety perspective. He will sign off certification and pass the fee on to David to be signed off and then to Keith for payment.

The colours for the refurbishment and the flooring have been chosen.

A set of keys is available for the contractor and Shaun is happy for them to be on site. Angela asked for everyone to be aware that the club room toilets and catering facilities will be unavailable whilst work is going on.

Angela confirmed that the only place where asbestos is likely to be a problem is in the ceiling tiles and these won't be accessed.

Any Other Business

1. *Richard Wilson raised that Rob Dover was Lower YDL Manager and the club needs a replacement to fill this role along with Sarah Holford.*

ACTION: Richard to ask if Damon and John have put themselves forward as YDL Lower managers or someone who is experienced in competitions management.

2. *Keith Bullock raised the ongoing problem of lack of seniors or quality juniors for sprinting and jumping to enter into the Northern League. Keith commented on the success of the RJT Junior DAC strategy and suggested a similar strategy could be applied to the seniors.*

ACTION: Karl, Keith and Richard to meet and discuss this. Angela suggested collating information such as the number of senior athletes in the club and which disciplines we are lacking athletes.

3. *There have been reports of problems using the payment links; that renewal payments are bouncing back. Angela and Karl pointed out that EA is carrying over the last years' registration payments to cover athletes until August 2021 so that only athletes that weren't registered in 2020 will need their registrations processed.*

ACTION: Karl asked for any reports from members who have had problems with their payment links to be passed onto himself or Alex D to be followed up.

4. *Denise Reid reported that junior kits have been ordered and she will confirm when delivery is due. Denise offered to commit one Saturday per month to sell kits, giving a regular time for athletes and parents to purchase kit.*
5. *Paul Blakey had contact from Joyce, and he confirmed that Rob Dover has now left the club and is no longer the YDL Manager. Paul will let Joyce know when we have a replacement manager.*
6. *David Beedie raised the ongoing development of sub-committees that was suggested last year. Further to the approval of the juniors subgroup, David asked for clarity on the remit of the different subgroups. Angela agreed and pointed out that with events restarting the club will need a Covid Officer to ensure all members are aware and following the safety measures to keep the club in line with requirements. The remit of the subgroups will be likely to cross over. Keith Bullock added that the subgroups are only likely to work if there are enough interested sub-committee members and those that can bring first-hand experience.*
ACTION: Karl Ponty agreed that the committee will have to decide on the remit of the different sub-committees in terms of scope and decision making.
7. *David Beedie has received a quote for the fire-safety post-box. Karl Ponty confirmed that all post is currently being directed to Moorways and no longer to several different home addresses.*
ACTION: Keith Bullock is going to look into a new door for the premises with an integral fire-proof letter box and a new lock. This will give the club the opportunity to review who has keys to the clubrooms. Karl Ponty suggested that door replacement could coincide with the end of the refurbishment, scheduled for completion in early June.
8. *David reported that the current lease doesn't relate to Derby Athletics Club, it refers to Derby and County Athletic Club. Keith asked that the Committee consider the possibility of creating a limited company alongside the club for insurance purposes. Keith stated that this would allow the facilities to be run by a company but DAC would be the shareholders.*
ACTION: Karl to look into finding someone legally qualified to advise the Committee in this.
9. *David Beedie proposed that Karl Ponty be added as a signatory on the bank mandate. All agreed that Karl be added as a signatory.*
10. *Angela reported that once the refurbishment work is completed, the catering area will need a deep clean. Once the refurbishment work is done, there will need to be a plan in place for the catering area and stock room. With regards to the event to be held over the weekend of 12th-13th June, the catering will be limited and this will impact income. In previous years, catering has contributed a lot to club finances.*
ACTION: Angela is meeting with others to discuss the options and bring a plan back to the Committee so a decision can be made.
11. *Karl has had help from new assistant coach David Segal on Thursdays and Saturdays and David has confirmed that he will be happy to take on the Mini-League Team Manager in the T&F role.*
12. *Paul Blakey asked if there is going to be a Mini-League this year. Ernie Cripps responded that Derbyshire County are waiting for confirmation from Nottingham whether they would like a County Champs competition or an Open Meet on the weekend of September 11-12th. Derbyshire have*

already agreed to hold a County Champs over that weekend. Committee members to voted for an Open Meet.

ACTION: Ernie will let the Committee know the outcome of Nottingham's decision on the event planned for the weekend of 11-12th September.

ACTION: Hilary asked all to let her know of potential or confirmed events so that she can update the website and social media. This will keep athletes and volunteers informed until events are confirmed. Ernie has listed events in an email and offered to send the details again.

Meeting End: 20:52

Date and time of next meeting: Monday 17th May 7:30

Karl requested all Agenda items to be submitted anytime up until one week prior to the next meeting.