**Perth Strathtay Harriers**

**Committee Meeting Minutes (DRAFT)**

**Wednesday 6th August 7.00-9.00pm**

**Perth Leisure Pool, Meeting Room**

**In attendance:** Heather Cassie (HC), Nancy Davidson (ND), Gerry Gaskin (GG), Bruce Gibb (BG), Gail Greenwood (GGr), Gill Hilton (GH), Iain Jordan (IJ), Jack Moncur (JM), Eileen Wood (EW) and Lauryn Wood (LW).

**Apologies:**), Vicki Jones (VJ), Aimee Stark (AS) and Donna Wilson (DW)

1. **Welcome and Presidents update (BG)**

BG welcomed everyone and updated that he had recently met Lindsay McMahon. She advised that the affiliation process for the club was still not available on the new portal and an extension will likely be granted. BG is working on template documents and will email them out to committee for approval. BG updated that all committee members will need to create individual profiles as part of the affiliation. LM gave good advice on first aid courses and DW is checking if Live Active is an approved first aid trainer.

It was highlighted that voting as per the current constitution needs to be resolved before the AGM. This will requite a Special General Meeting to be called on Monday (will be announced on website) to ensure 21 days is provided. The Special General Meeting will take place on 2nd September. An announcement will be made on the website and social media pages followed by an email to all members with further details. It was suggested that any email sent out contain three bullet points to highlight the key information so that it doesn’t get lost in email boxes.

Reference was made to the current constitution which states:

*“13. ALTERATION TO CONSTITUTION: This Constitution may be altered by a resolution passed by a majority of two-thirds of those voting members present at a Special General Meeting convened for the Purpose, of which not less than twenty-one days’ notice shall have been given by the Committee and published in accordance with Clause 6.2 hereinabove; under declaration that there must always be a majority of the competitive members who are present at said meeting and entitled to vote thereat in favour of the change.”*

The AGM will be held at St Marks Church. DW will confirm the booking.

1. **Club communications**

The committee discussed the current social media accounts and in particular accessing the current Facebook account and linking it to the Instagram account. It was agreed that LW and GG would explore gaining permissions to the Facebook account and if this wasn’t possible, consider closing the current page and setting up a new one, with gradual migration of all current content to the new page. It was agreed that it would be good to have these two accounts linked to the news stories section of the website. The Facebook messenger option should have an automated message directing the sender to the generic secretary email address for distribution. It was also suggested that we include a code of conduct policy within the bio on the Facebook page.

HC reported that all appropriate email addresses have now been linked with the correct responder through the website.

It was noted that we must ensure we have an up-to-date social media policy as part of the affiliation process and ensure that any photos shared on social media have permissions in place from parents/carers.

There was some discussion about having a Perth Park run takeover and it was agreed to have further discussions about how we could facilitate this, whilst being mindful of not promoting and encouraging younger children to regularly run 5k.

It was noted that any new stories should be sent to BG for inclusion on the website.

1. **Club Championships**

LW and IJ updated the committee on the club championship plans. To date, 33 athletes have registered and 16 volunteers (all except 4 have PVG). There will be a tea tent, which will need donations of cakes etc. and there will be a kit shop selling donations.

LW raised whether Under 9s and inclusion athletes should be invited to participate. There was some discussion and it was also highlighted that the date of the Club Championships clashes with a number of other events, including two other inclusion events. ND noted that at this time of year there are a lot of inclusion events happening so trying to identify a date to suit everyone would be difficult. It was agreed that September is good for future events, provided we can get the date in the diary early enough. Regarding Under 9s it was agreed this would be possible with sufficient volunteers/chaperones. Agreed inclusion athletes and Under 9s are very welcome to register.

Discussion was had about the date for the prize giving event, with 4th/5th October suggested. It was noted that all current prize winners would be asked to return this years trophy’s no later than the date of the Club Championships, to ensure time for engraving.

LW to get list of trophy winners and ask Graeme Gatherer for advice on engraving. It was also noted that a coaches meeting should be convened to agree the other award winners for the prize giving event. JM queried if there was an inclusion trophy and throwers trophy as a result of this discussion, some new award categories were proposed:

1. Ian Newton ‘Middle Distance’ trophy – BG will ask son Brian to present the award
2. Jim Hunter ‘Throws’ trophy - ND to explore with Jim/Jane whether they would consider this appropriate.
3. Iain Leitch ‘Jumps’ trophy

It was agreed that the awards evening should be open to everyone, whether they are award winners or not and have no cost for attendance. It was agreed we could explore using space at the North Inch Community Campus, if a higher turnout than last year.

BG will host the awards evening and organise a photo montage. Agreed to explore coaches talking/giving out individual awards to their athletes or former/current elite athletes (e.g. Lois Garland/Ben Greenwood)

LW/IJ will complete a risk assessment and explore appropriate first aiders.

W will be the race starter at the event.

The committee thanked LW and IJ for all their hard work organising the club championships thus far.

1. **Treasurers update**

HC tabled DW’s membership and nightly fees proposal (Appendix 1). There was a brief discussion, with everyone in agreement and the proposal was approved.

1. **Coaches update**

It was asked that those who want to do a Level 1 coaching qualification to register as soon as possible and DW will reimburse the costs. Funding from live active to cover a portion of the costs can then be claimed.

EW updated that there are currently 30 kids waiting for spaces, she has contacted them all with a place offer and has had a 60% response rate so far. The new Run, jump, throw group coached by EW and DW will start on Tuesday 19th August 7-8.30pm.

GG updated that the SNAL league will be increasing their costs. For the Scottish Indoors events we will probably only be able to enter one team, the club will also have to be able to provide volunteers.

1. **Athlete update**

LW updated that herself, Hollie Walker and Cara are happy to take on the roles of female athlete support representative. LW to explore with DW about creating period product kits for the track and events.

BG queried if all athletes going to University have coaches in place and advised that the club would be happy to support with this.

1. **Any other business**

GH updated on her research on club kit. BG agreed to further explore vest suppliers and look at who other clubs use.

It was noted that the new equipment for the run, jump throws group has now been purchased and thanks were given to Graeme Gatherer for his fundraising to support this. Photos have been shared on Instagram and are to be sent to BG for inclusion on the website.

EW and DW were thanked for tidying out the storage container and sorting all the equipment.

There was discussion about what PKC have offered us in terms of track and indoor facilities. It was agreed that this is not ideal but to accept the offer and explore the option of the small gym.

It was highlighted that the tap in the toilet at the track is not working – BG to email live active.

BG to speak with Fiona Malloy about progressing the track back to track mark certification.

There was discussion about facilities for the week when the track is being lined. ND will investigate getting access to the MUGA at the North Inch. BG stated that he is happy to book minibuses to take athletes to other tracks if needed. Keen to keep training going.

GG noted he is keen to do a minibuses driving qualification

**Next Meeting:** Wednesday 17th September AGM, Letham St Marks Church.

**ALL ACTIONS:**

* BG to announce SGM on the website on Monday 11th August, as well as on Facebook and Instagram.
* DW to email to membership with details of SGM when she returns from holiday.
* DW to confirm booking of St Marks Church for the AGM on 17th September.
* LW and GG to see if they can coordinate the FB and Instagram pages, if not possible, close current FB page and migrate to a new one.
* Messager messages to be directed to secretary@strathtayharriers.co.uk
* LW/IJ to get list of trophy winners and where to go to for engraving from Graeme Gatherer.
* LW/IJ to complete a risk assessment and explore first aiders for the Club Champs.
* GG to speak to Sandy Squires about auditing the accounts.
* GG to speak to DW regarding purchasing a trolley for the tent.
* BG to explore vest suppliers and look at which suppliers other clubs use.
* LW to send BG photos of the new equipment and blurb used on Instagram for inclusion on the website
* BG to email live active about the toilet tap at the track not working.
* BG to speak with Fiona Malloy about progressing the track back to track mark certification standard.