

HOWGILL HARRIERS

Committee Meeting 16th January 2017 Fat Lamb Ravenstonedale

Present;

Eddie Close, Adele Roche, Georgia Houghton, Terry Roche, Brian Pennington, Fraser Livesey, Richard Wells, Phil Cooper, Sharon woodhouse, Alan Jackson, Jane Oakley, Steve Moffat

Apologies; Heather Thomas. Paul Brittleton

Minutes from the last meeting. Reviewed and accepted as correct

Review of Cracker run December 18th at the People's Hall in Sedbergh. The event was really successful, well organised and fun. The route over the fell worked well as did the Jacobs join food and the quiz. Thanks go to John Hosker, among others for the hard work in organising. Congratulations to Ed for being fancy dress champ yet again! It was noted that there were only a few representatives from the Kirkby Stephen end and we need to address this issue and encourage everyone to join in.

Review of Ravenstonedale 10KM ;- 26th Nov 2016. A great team effort, the race was fully subscribed pre entry (200) and a waiting list had to be created. HH runners ran free of charge; there were a number of no shows in this respect and it was felt that there was possibly a lack of commitment. The committee discussed the possibility of charging a reduced rate for HH. The club raised £1821.16 from the race. It was agreed to give donations of £300.00 to each of; the field committee, the hall, St Oswalds church, and the Reading room. Frazer and Terry reported issues with cheque payments and it was agreed that all entries would be done on line only. Long standing supporters of the race; the Codlins unfortunately broke down on route to the race, it was agreed that they should be offered free entry to next years race.

Subs;- EA fees are set to increase to £14.00 this year, it was proposed that we therefore increase some aspects of club membership to help account for this. The proposal was that;

Individual membership with EA stays at £25.00 (£10 without EA)

Family membership with EA will rise from £40 to £45. £20 without EA

Juniors will increase to £10 from £5.00; with EA this will be £12

Students will be £12 with EA, and £10 without.

GH suggested that budgeting might be easier if all donations were made at the end of the year. FL felt that each race/event was self-contained sufficiently for donations to be given after each.

CIO;- Following discussions at the previous committee meeting, EC suggested that we vote in the matter as to whether the club should become a CIO or not. The vote was 3 members for becoming a CIO and 9 against. The club will therefore remain as it is for now.

Disclaimers;- GH suggested that members ought to sign a disclaimer each year as they re-register with the club. **TR** will write a draft for approval next meeting.

Junior Championships; AJ has co-ordinated the collection of points earned by all the juniors. A trophy will be presented to the male and female with the most points. AR suggested that rather than a second place, an award should be given to the 'most improved or the 'best effort'. PC suggested this be a 'Coaches choice award'. **EC** will organise 4 small cups for male/female at each of Sedbergh and KS venues. AJ requested that we try and chose races for the championship where results are easily obtained (in theory)

Kirkby Stephen 10 Km Road Race; date proposed is Wed 17th May at the Grammar school. **TR** will find a flyer so that we can start to publicise the event JO has worked hard to spread the word through facebook. **AR** will sort the license and adjudicator. **TR** needs to put the race on the John Schofield site. Entries will all be done on line.

Cost are £10 affiliated and £12 none affiliated pre race

And £12 affiliated and £14 none affiliated on the day.

Juniors £2 entry for the fun run.

Treasurers role;- GH expressed a wish to stand down as treasurer due to pressure of other commitments. Discussion followed re finding a replacement. JO suggested that Rachel Little might be able to take on the role once she completes her finance exams in April. **JO** will contact Rachel in this regard.

Westmorland Dales Day;- (July 2017) The organiser of this event, which celebrates the National Parks extended boundaries, has approached EC, requesting that the Club offers support to the proposed activities. The outline plan is that various clubs will offer 'taster sessions' of their activity, possibly at the football ground. In addition, the longer fell run organised by Eddie, will be repeated, with a shorter route hopefully being offered to juniors.

AGM;- Suggested date was Sunday Feb 26th. **GH** will explore the possibility of using the Peoples Hall in Sedbergh, the Methodist Church Hall is another option. The event can follow on after the winter league race in Sedbergh, to encourage attendance levels. **GH** will see if John Hosker is able to put together another quiz. All trophies /cups will need to be returned to Eddie ready for the presentations. Food will be a Jacobs join again with everyone bringing a savoury and a sweet dish, this keeps costs down and seems to work well.

AOB;-

EC will organise the purchase of a FV60 trophy before the AGM

BP requested Banner flags for HH for use at the junior cross country races.

Junior fell running conference ;- 14th-16th July. Richard will liaise with Fraser.

Howgill Harriers have been invited to attend the annual Morgan Run on the 28th Jan. registration is free and will be at 1.00pm at the rugby club on Busk lane Sedbergh.

First aid Kits AR requested that we look into providing a reasonable kit for use with juniors, at circuits and at the beginner sessions. GH will purchase 4 light weight waterproof bags and

explore emergency covers and ice packs. GH has provided a list of items we might need for each bag.

Howard Parsons has been refunded £20 for the cost of cutting new keys for the football club house in KS.

DATE AND TIME OF NEXT MEETING ;- this will be the AGM

Proposed date Sunday 26th Feb after the winter league race in Sedbergh

At the Methodist church Hall 2.00pm. bring food in the form of Jacobs join (a sweet and a savoury dish) plus own drinks.

Presentations and a quiz.

Howgill Harriers Committee Meeting
8:00pm Thursday 9th March 2017
Cross Keys Inn, Tebay

Minutes

Present:

Brian Pennington (chair), Rachel Lowis (minutes), John Hosker, Eddie Close, Jane Campbell, Kellie Bradburn-Sims, Terry Roche, Adele Roche, Heather Thomas, Martin Spooner

Apologies:

Georgia Houghton, Trish Woof, Richard Wells

Welcome to new committee members:

- Brian welcomed the new committee members to the meeting.

Minutes of last meeting:

- Minutes of meeting of January 16th were read by Adele and agreed as correct.

Matters arising:

- Terry Roche has sent an email to the Codlins offering place at Ravenstonedale this year due to them breaking down on the way last year.
- Safeguarding issues around photographs of juniors were discussed. Heather thought there was something about this on the Junior Registration Forms. Wording on the forms to be clarified with the welfare officers. **Rachel to check with Georgia and Pete.**
- Eddie has been approached by the Dales Celebration Day. Various sports clubs in Kirkby Stephen have been approached to offer taster sessions including Howgill Harriers. This will probably take place at Parrots Park and will incorporate elements of Hobblers, a run and Junior sessions. Kellie asked if a disclaimer could be signed prior to people participating. **Eddie to follow up the organisation of the taster sessions up. Rachel to email fitness to exercise form to Eddie.**

Feedback from AGM:

- Adele said that it felt positive that people were prepared to step into roles that became vacant
- Fraser suggested at future AGM's a proforma was sent out of the roles and people who were willing to stand again/vacancies, so people weren't put on the spot
- Juniors at the AGM was positive, but this needs handling differently as it was difficult and distracting to hear at times. Suggested that next year we again have a joint social event, but perhaps have a DVD for the young people in a separate room during the formal AGM.
- Fraser suggested that we resurrected some of the social events that had lapsed to try and create some synergy between Kirkby Stephen & Sedbergh going forward.

Aims for 2017:

- Following on from Fraser's suggestion, a discussion was had about the idea of having a social secretary. Fraser proposed timescales for events and it was suggested to have an adults event one month, a juniors event the next, and a joint event the third month on a rotating basis. It might be worth having an adults and a juniors social secretary so the task on one person doesn't become onerous. **Rachel to post on facebook for a social secretary.**
- The issue of how to communicate information to members was raised, Facebook is the predominant platform for this, however not everyone is on Facebook. The idea of a newsletter was discussed which led to discussion around blogging. **Terry to look at some different ideas on the website**
- Fraser mentioned that the Westmorland Trail Race needs promoting better as the return for the effort put in is negative. Entries to be opened on the website for KS 10k & Westmorland Trail Race as soon as possible. One of the issues with KS 10k is that it is a difficult course for people looking for a time at the time of year. Terry suggested turning it into a social event and accept the numbers are never going to be high, although Eddie noted that Junior entries were healthy. Fraser asked that a race director is appointed first. **Terry agreed to take this role on. Flyers and publicity to be done by 1st April.**

Membership renewals/subs:

- Kellie has had a handover from Jane. 294 on the database but only about 25% have renewed so far. Terry is supporting Kellie with this. There is no provision for data protection at present. We are not under any obligation as a voluntary organisation but we do have a duty of care. Kellie has information as to what our responsibilities are. Kellie asked that a disclaimer and a tick box are placed on the website for when members sign up or renew. **Terry and Kellie to meet separately to progress this.**

Races:

- **Rachel to apply for licence for KS 10k on 17th May.**
- Round the Howgills race will be Saturday 1st April. Fraser suggested nominating leaders of a team to get an idea of numbers. **Brian to organise with help from John.** Meeting at 1pm in Loftus Hill Car Park and finishing at the Methodist Hall with a Jacobs Join. **Fraser to email documents to John.**

Juniors:

- Richard not present, however Brian observed that KWL has seen a tremendous effort from the Juniors. Kirkby Stephen Juniors has started again, 30 kids last week, 90% are under 7. Two very good, healthy bases in the junior section. It was noted that it would be good to have another Junior Camp to bring both KS & Sedbergh sections together. **Richard to progress.**
- Junior Conference planning is ongoing – **Richard to update at the next meeting.**
- Jane expressed an interest in doing a leadership course. **Jane to speak to Georgia re this**

Kit incl first aid kits:

- First aid kit is ongoing **Georgia and Adele sorting.**

- Heather asked if kit could be paid through the website rather than her handling cash. Terry will set this up via PayPal. Martin in a similar position with the cycling kit. **Heather and Martin to provide a list to Terry of the available kit and this will go onto the website.**
- Heather asked about ordering kit. This needs to go through the committee for authority. **Heather to get a list of what kit is needed to order for the next committee meeting.**
- Martin asked to order 10 long and 10 short sleeved cycling tops at a cost of £860. This was agreed. **Martin to order.**

Kirkby Stephen/Sedbergh reps:

- Martin had no issues to raise on behalf of Kirkby Stephen Members
- Trish not present however she had made Rachel aware of a parent who lives in the Tebay area who had asked whether it would be possible to run a circuits session in Tebay. He had found out that the hall in Tebay was available at a cost of £7 on a Thursday evening and he was willing to train as a leader and had suggested that Rachel could also be a leader at Tebay. He thought that there were currently up to 6 children travelling to Sedbergh from Tebay at present. It was noted by Rachel that she already had commitments to the Sedbergh group as a leader and that she felt that one of the positives about travelling to Sedbergh was the expansion of social circles for the children as Tebay is a small village and a small school. It was also noted by the committee that we are already fragmented into two groups by geography and to add a third into the mix might make things yet more difficult. Fraser noted that it would be good to offer something to the Tebay/Orton corner of the 'patch' if there was the demand. **John to speak to the parent to discuss them going on the leadership course in the first instance, and it was suggested that Rachel speak to both Tebay and Orton Schools to see if they would be interested in an "After School Running Club" in a similar set up to Settlebeck/Sedbergh Primary.**

A.O.B. & date of next meeting:

- There was no other business.
- The date of the next meeting will be Thursday 6th April 2017 at 8pm at The Fat Lamb.

Howgill Harriers Committee Meeting
Minutes
Thursday 6th April 2017
8.00pm The Fat Lamb

Attending:

Brian Pennington – Chairman
Fraser Livesey
Heather Thomas
Jane Campbell

Apologies:

Martin Spooner
Rachael Lewis
Kellie Bradburn-Simms
Terry Roche
Georgia Houghton
John Hosker
Richard Wells
Trish Woof
Pete Holton

HHCM/1704/01 Minutes of Previous Meeting

Agreed by all present.

HHCM/1704/02 Review of Round the Howgills

Agreed that it went well. Next year it would be nice to have four team captains, two from Sedbergh and two from Kirkby Stephen. Date to be set at the start of the year.

HHCM/1704/03 Kirkby Stephen 10k

Please see documentation that was previously circulated by Terry Roche via email. Paul Brittleton has the vouchers for this race and Cautley, from Kong. £300. Need a cheque to pay Kong – Georgia Houghton has been made aware of this already. Volunteers required for marshalling and general helping out duties.

HHCM/1704/04 Membership Renewal

90 out 295 members have so far paid their subs for 17/18 season. Please see documentation previously circulated by Kellie Bradburn-Simms.

HHCM/1704/05 Communications

Spoke about best ways to communicate within the club. Potential of using WhatsApp.

HHCM/1704/06 Juniors

Rachael Lewis has spoken to the heads of both Tebay and Orton Primary Schools about setting up a similar after school club as Sedbergh. This will be starting after Easter. Rachael will be running it with support from David Penhallurick who is a Tebay junior parent.

HHCM/1704/07 Leadership Course Update / Treasury

Please see Georgia Houghton's previous email.

HHCM/1704/08 Constitution

Spoke about a constitution. Fraser to draft a version for the next meeting.

HHCM/1704/09 Summer Social

Discussed a summer social for the adult club members. Possible venues. Fraser to look into High Chapel in Ravenstonedale and to speak to Chris Bland about a possible celidh. Jane Campbell to enquire about Tan Hill. Date to be around Weasdale potentially. Looking into setting up another Junior Camp.

HHCM/1704/10 Kit/Equipment

Need more kids yellow t-shirts age 5-6 and 9-11. Probably about 27 more – cost would be £202.50.

Hoodies through Castle Embroidery – Adults £16.00 Kids £14.00 (1 week turnaround time)

Talked about buying some equipment for training sessions – Brian looking into different suppliers.

Event Shelter to be looked into as well for races.

HHCM/1704/11 Kirkby Stephen / Sedbergh Reps

Lynsey Goodyear enquired about whether there is any possibility of a donation for Settlebeck. At present all HH donations from Sedbergh Sports go to the Primary PTFA. Sedbergh Reps enquired about equipment for Training Sessions.

HHCM/1704/12 Any Other Business

None.

HHCM/1704/13 Date of Next Meeting

Thursday 27th April 2017, 8pm, Fat Lamb Ravenstonedale.

Howgill Harriers Committee Meeting
8:00pm Thursday 27th April 2017
Fat Lamb, Ravenstonedale

Agenda

1. Present:
Brian Pennington, Heather Thomas, Trish Woof, Georgia Houghton, John Hosker, Terry Roche, Rachel Lewis (minutes)
2. Apologies
Kellie Bradburn-Sims, Jane Campbell, Richard Wells, Martin Spooner, Pete Holton, Fraser Livesey
3. Minutes of last meeting
Brian reviewed the minutes of the last meeting. The minutes of the last meeting were agreed.
4. Matters arising
 - Round the Howgills date needs to be set at the beginning of the year in 2018
 - Communication - although the ideas of WhatsApp and email have been explored, we agreed that we would continue as we were using the website and Facebook as people were aware that this is where information is generally shared
 - Leadership course – anyone who wishes to complete this needs to fill the form in and send it of leaving the payment section blank. Once Georgia is advised she will send of a cheque.
5. Membership renewals/sub
Kellie & Georgia to investigate directly paying through PayPal. Kellie's had sent her apologies but had emailed an update to Rachel saying that 162 members have now renewed. Kellie continues to receive support from Jane re any queries she has. She has not yet had time to sort the disclaimer issue but hopes to for the next meeting.
6. Races
 - a. KS 10k 17th May 2017
Rachel has completed the licence application and it has been approved. Terry has written to Co-op for junior prizes. Marshalls needed for the race. Georgia offered to help. Tray bakes needed – Terry to speak to Phil Cooper. Heather has asked Three Hares for a voucher
 - b. Races for Junior Championship Points: the following races were agreed for the 2017 Championship:-
 - Kirkby Stephen – Weds 17th May
 - Killington Sports – Thurs 1st June

- Appleby – Sun 25th June
- Kirkby Stephen Sports – date???
- Sedbergh Sports – Fri 14th July
- Great Westmorland Trail – Sat 9th September
- Orton – Sat 23rd September
- Ravenstonedale – Sat 25th Nov

7. Juniors

Trish raised the issue of minimum age for juniors as we have a number of younger ones wanting to join. Rachel raised that more recently training with the youngest members had become more difficult given the gap between the physical abilities of 6-7 year olds and 4-5 years olds. Also their ability to follow instructions. There has been a scenario this week where the group fragmented into 2 with the younger ones struggling to keep up and Rachel found it hard to keep both groups in sight and therefore safe. Discussed that we did not want to exclude the youngest members, but that we needed to find a way to make it work. Agreed that Rachel would contact EA for advice and take it from there.

8. Kirkby Stephen/Sedbergh reps

Sedbergh: there was a question about numbers – can we do anything to promote numbers, discussed that it was on a week by week basis, and at present there were only 3 leaders. That number should hopefully increase with others taking the leadership course.

Kirkby Stephen: Martin not present but had passed no issues through to be raised.

9. A.O.B. & date of next meeting

a. After School Club @ Tebay & Orton – this is due to commence at Tebay School with Rachel leading, support from other Howgill parents and a teacher also providing support. Orton has been more problematic to sort with the head appearing more reluctant to provide teaching cover. This gives rise to an issue with Rachel only being a level one coach – Georgia had raised that coaches need to be level two to be insured to coach under 12's. This isn't an issue at Sedbergh or Tebay ASC as a teacher is/will be present. Agreed that Rachel would go back to Orton and say if a teacher can't be present the club cannot go ahead.

b. Date of next meeting: Thursday 25th May at 8pm, Fat Lamb

Thursday 25th May at 8pm, Fat Lamb Posponed

Howgill Harriers Committee Meeting
8:00pm Monday 12th June 2017
Marshgate, Cautley

Minutes

1. Apologies – Heather Thomas, Georgia Thomas, Rachael Little, Martin Spooner, Richard Wells, Pete Holton, Jane Campbell
2. Minutes of last meeting
Were reviewed and agreed
3. Matters arising
 - a. After School Club @ Tebay & Orton 22 children are currently registered. Rachel is currently the only coach as no-one else from the schools (parents) was able to attend the course in June. Therefore if Rachel not available the club will not be able to run. Getting good support from teaching staff and Rachel is trying to encourage parents to become involved. Fraser offered to support where possible helping to take sessions.
 - b. Disclaimer – Kellie has now sorted this and it is going to be added to the website with a mention made of photo's to cover this aspect.
4. Membership renewals/subs
Kellie has looked at the spreadsheet, there are 209 members on 2017 database, there were 292 on the 2016 database. 108 EA registered which means that we get 2 marathon places. 6 outstanding, 5 non competitive outstanding which are awaiting payment. Kellie feels the process of payment could be improved as Kellie needs to check with the treasurer. Kellie just needs access to view the paypal account to check that someone has paid. Kellie to meet with Rachael to sort this out. Terry to add on to website if people don't want to pay via paypal to contact Kellie.
5. Races
 - a. Review of KS 10k
It was felt that this went well, 64 adults, 52 juniors registered which was slightly up on last year. There were a couple of minor issues, we have a blind runner but no vest or tether for the guide runner. Fraser queried that shouldn't the onus be on the individual to provide this? However it was agreed that we should have a high vis vest for the sake of other runners to be aware. Terry to source, all agreed. John queried what was EA advice in this respect, Kellie offered to email to clarify. The other issue was that some of the juniors weren't turned back at the correct point. Juniors need setting off at bigger gaps or need coloured numbers. Feedback was that the encouragement from the marshals' was fantastic. Fraser observed that as a club event we need not worry about the size of the field.
 - b. Upcoming races

- a. Kirkby Stephen Sports is all but sorted, Fraser has asked for a breakdown of amount we are going to incur for the kids races and for any spare vouchers for senior prizes. Trish will get the flags from Jim Fisher. Steve Moffatt is going to put flags out for juniors. Gates open 5.30pm. Trish & Rachel offered to help. Terry raised the issue of donation to KS School Primary School for the Classroom appeal. Agreed this would happen. Brian raised the issue of people finding the rugby club, Fraser confirmed he has signs.
- b. GWT – some email correspondence about this, this needs promoting. Posters need putting up, flyers need distributing. It's in the FRA Handbook, Rachel to Twitter, Trish to Facebook plus create an event
- c. Ravenstonedale – open for entries. Trish asked about the minimum age, this is 15.
6. Juniors
Richard not present, however Brian noted that juniors are ticking along quite nicely. Having 4 groups at the Sedbergh session is working well, Rachel observed it was better having two leaders with the little ones. Kirkby Stephen is going well too with a few new junior members. Richard is looking into doing a summer camp again.
7. Kirkby Stephen/Sedbergh reps
 - Nothing from Kirkby Stephen
 - Sedbergh – some people went to Settle Saunter recently and wondered if that could be a club trip as there is a choice of distances. John asked about the difference between the Yomp? Trish hasn't done the Yomp so unsure.
8. A.O.B. & date of next meeting
 - a. First aid – Matt Davis had asked following the fatality on Loughrigg if we could have some training. Brian asked if we can do something in conjunction with KS Mountain Rescue with donations to the Mountain Rescue. Fraser to ask at training and email. There is the potential for some more official training in October.
 - b. Yoga – it was agreed that there would be no subsidy from the club's members get a lot for their memberships with the sessions that are already put on. It was agreed that it might be easier to offer during the winter months when we've already got an indoor venue in place – it was felt that this should be run as a separate session to circuits.
 - c. Membership for circuits – Sarah Anderson had asked how leaders would know if new attendees had signed up – it was agreed that leaders would need to keep a note of names and check with Kellie, if they hadn't signed up she would need their email address to prompt them to do so.
 - d. Sedbergh 5k- 1st July is being promoted as a taster session as numbers have dropped. Dee Mason promoting this via facebook and posters. Trish observed that she felt the terrain is putting people off, however Fraser noted that the difficulty is avoiding road crossings which the current route does.
 - e. Monday night club run – Trish asked if there was no dedicated leader where were we at with liability. Fraser responded that it has always been an informal turn up and run and that we are covered, Terry agreed this was the position, however the only thing might be to include some words of advice for people.
 - f. Kit – Heather asked permission to re-order kit, this was agreed.
 - g. Social – nothing came of the social secretary post on facebook, however we had previously said we'd do something after Weasdale. This to be discussed at next meeting.
 - h. Date of next meeting: Monday 10th July at Rachel's house.

Howgill Harriers Committee Meeting
8:00pm Monday 4th September 2017
How Ghyll, Tebay

Agenda

1. Apologies
 - Trish Woof, Rachael Little, Kellie Bradburn-Sims, Martin Spooner
2. Minutes of last meeting
 - Agreed as an accurate record
3. Matters arising
 - Social – bit low on number, but so was Weasdale. Lots going on that day which would have impacted. A comment had been made that it was advertised as an adults social event but there were some children present. Comment was passed that they would have come but it was a social event for adult members only, however as they didn't attend due to having no babysitter they then felt a little aggrieved to have seen on pictures that other people had brought children. This was noted.
 - £30 Cheque received from Dales Day as an appreciation of our involvement
4. Membership – no update as Kellie not present
5. Races
 - Review Sedbergh Sports – felt went really well, positive feedback about the race. Made around £1,000 for the primary school PTFA. Library which was funded by last years race is up and running. New head at Settlebeck, discussed that we need to raise our profile at the secondary schools (Settlebeck & KSGS).
 - Upcoming races
 - i. FRA relays are in hand – teams sorted and reserves available.
 - ii. GWTR Saturday 9th – 42 pre entries, discussion around. Currently 5 helpers. Fraser confirmed junior age groups as U8, U10, U12 and U14. Eddie to flag senior route and Trevor the junior routes. Rachel to provide laminated turnaround signs for junior races. Pauline and Fraser to provide prizes. £96 float which Pauline will leave in the box.
 - iii. Ravenstonedale 10k – will sort after GWTR, Rachel to sort licence
6. Juniors
 - 25 younger ones came back to Kirkby Stephen juniors tonight.
 - Eddie & Jane are going to set up some circuit sessions for KS junior when they go indoors. Rachel offered to go over and help set up some sessions for them for a couple of weeks to get them going. Jane to look into kit for this and agreed that the club would pay for this.

- Good numbers at Sedbergh over the holidays. Numbers at both juniors healthy
7. Kirkby Stephen/Sedbergh reps
- Sedbergh senior circuits – currently have no leaders for this due to various reasons. John & Brian agreed to assist with this until we go indoors over winter
8. A.O.B. & date of next meeting
- Fraser has drafted a constitution. Heather asked about how juniors had a voice if their parents were not members. Agreed that this needed including. Agreed that Georgia, Pete needs to complete the safeguarding aspect
 - Heather has interest of £490 for kids £480 for adults sweatshirts. Meeting agreed that these can be ordered but people should be encouraged to pay upfront where possible.
 - Rachael is unable to bank with Natwest at present until the changeover in signatories is sorted, however this is in hand with Georgia

Date of next meeting Thursday 12th October, 8pm @ Fat Lamb

Howgill Harriers Committee Meeting
8.00pm Thursday 12th October 2017
The Fat Lamb Inn, Ravenstonedale, Kirkby Stephen

Minutes

Attendees:

Fraser Livesey, Richard Staley, Terry Roche, Brian Pennington, Heather Thomas, Rachael Little, Kellie Bradburn-Sims.

1. Apologies:
Rachel Lewis, John Hosker, Trish Woof, Richard Wells, Pete Holton, Martin Spooner, Jane Campbell,
2. Minutes of last Meeting
All agreed, minutes from last meeting are correct.
 - Letter of thanks received from Matt Towe, Sedbergh Primary, for Howgill Harriers money raised for school, £1000.
3. Matters arising
 - Richard Wells, membership query re juniors competing under HH membership on field and track events.
 - London Marathon ballot – Two club places available, Rachel Lewis to apply for places.
Members to be included in ballot who have received evidence of unsuccessful: Debbie Pike and Phil Cooper.
Action: Brian Pennington to check with Rachel that places have been applied for.
 - Settlebeck - Key for circuits on Thursday
Club were advised that venue needs to be locked after session. Trish Woof has key. Need confirmation from Settlebeck re locking up procedure and agreement on who is responsible. BP to organise with coaches and get spare key cut.
 - Kirkby Stephen Juniors – Monday winter sessions KS Grammar School Hall
All members to pay £1 on attendance to contribute to cost of the hall.
Action: Jane Campbell - to post on FB notice to all members re payment of £1.
 - New Secretary Needed for Club
Current Secretary Rachel Lewis would like to step down asap. Terry Roche to ask Adele if she can cover or offer support for the rest of the year up to AGM.
Action: Terry Roche to speak to new members re role
Action: Brian Pennington to post on Facebook – new secretary needed asap.
 - New rota for Senior Sedbergh
John Hosker to organise new rota, email to all coaches and post on FB.
Next two weeks will be run instead of circuits as school is shut for ofsted and half term.
4. Finance update

- New Treasurer – Rachael Little.
Rachael introduced herself to committee and gave an overview of experience and knowledge of club. Rachael has now officially taken over from Georgia Houghton and has organised all financial records for club into a computerised system. Rachael provided a current update on Cashflow. Committee members provided update on recent payments, event income and invoices to be added to financial records. Petty cash from recent event was handed to Treasurer.
- New Cash Sheet – Rachael has created a new cash sheet to record all incoming and outgoing monies for club. This is now to be used by all committee members handling cash or payments, for all club activities, events, circuits ect.

Action: Rachael Lowis to email all Committee Members to advise re new cash sheet with contact email for Rachael Little.

- Race Income – all agreed it would be useful if individual race income was identified in finance records.
- Online Order System for Kit will be introduced by the end of October. Notice of new system will be posted on FB .

Action: Terry Roche to set up online order system on HH website and contact Heather Thomas when ready. Heather will post on FB when new system available.

- Banking – Rachael Little reported on difficulties with setting up online banking facilities, still waiting for this to be sorted. All agreed that Rachael can take out money for printing and stationery cost. Anyone wanting cash for club purposes to email or text Rachael with at least one week notice.
- Kit for Sedbergh circuits has been purchased and receipts passed to Treasurer.
- Kirkby Stephen Circuits have also purchased new equipment, receipts to be passed to Treasurer.

5. Membership

- Current members for 2017 – 2018, 256. Number of competitor members with EA 119.
- Richard Wells – Competitor Membership for Sedbergh Junior Juniors are soon to compete in Lancs Cross Country, Richard is keen to them to be HH Competitor registered but will also be entering Juniors for Track Events in 2018. Howgill Harriers Club discipline is registered as Road and Fell and does not include Track events. All agreed Kellie should respond to Richard Wells with the following offer for Junior members: £25 per member including club vest and EA membership – no guarantee on track events.
- UK Member Transfer list received from EA, 21 pages of members, Kellie to look through and update Howgill members list with any transfers.

Action: Kellie to contact EA on extending our discipline to incorporate Track events and feedback at next meeting.

6. Races

- GWT, 94 registered. Charleton where best club attended in terms of numbers. Need to consider how we can improve marketing of race moving forward, marketing to be discussed at next meeting.
- Ravenstonedale 10k, 116 entries so far, only 3 Howgills. Race licence is now for 250. All unpaid entries will receive a reminder two week before event, registration and payment reminder will also be shared on FB.
 - Event Volunteers: On the day registration team will be recruited by Terry. List of volunteer jobs and recruitment will be posted on FB. All offers of help to be confirmed 2 weeks before the event to avoid any on the day confusion with volunteer roles.
 - All Howgill Harrier members to pay to enter
 - Chapel and Community Centre are booked for event.
 - All suggested possibility of hiring 4 portaloos for the event to be sited on the triangle outside primary school or green behind biggins nursery
 - Prizes – Richard Staley is peaking to local businesses re prize donations.
 - Coach parking - Ayecliffe club are planning on bringing coach for all athletes, parking will be available but not at race site.
 - Race signage – more needed for registration point.
 - On the day instructions – Terry to email to all entrants

Action: Terry pass on contact details for Ayecliffe club to Richard Staley, to make contact and advise re on the day parking for coach. Check

- Pre-event promotion – posters to be displayed within 30 mile radius by any committee members who can help. Promote via facebook
- Christmas Cracker Race - Sunday 17th December possibly move to Ravenstonedale, first loop of 10k. BP to ask John Hosker to organise. Promote on FB.
- Nine Standards to be discussed at next meeting.

7. Juniors

Feedback from both Kirkby Stephen and Sedbergh is positive. Good numbers in both clubs. Juniors are encouraging parents to join. Tuesday evenings in Sedbergh have seen more Mums joining evening runs. No more hobblers session in Sedbergh. Stronger numbers in Kirkby Stephen.

8. Kirkby Stephen/Sedbergh reps

Trish – Settlebeck Key, giving up with HH apart from helping out with Friday Juniors running in Sedbergh.

9. AOB

- DBS Checks - Renewals will be due in 2018. Discuss renewals at AGM.
- After school running club - coaches need as Settlebeck
- HH Marketing Role – Role and responsibilities to discuss at next committee meeting
- KIT Stock Check – update on current stock for next meeting
- Sedbergh Sports – need help with organisation and races

- AGM – date confirmed Thursday 8th February 2018, 8pm at Fat Lamb, Ravenstonedale.
- Social – date confirmed Thursday 27th January 2018, venue and timing to confirm at next meeting.
- Committee Contact List – All agreed list with details of all committee members role and contact details: email and telephone numbers, would be useful.

Action: Rachael Little to contact Georgia Houghton, Club Welfare Officer, to check all DBS records and renewals due in 2018.

Action: Kellie to create contact spreadsheet and collect all Committee contact details

Action: Brian Pennington to request help with Sedbergh Sports via FB

Action: Fraser to log fell races on calendar before end of October 2017

10. Date of next meeting

- Next meeting: 16th November 2017, Fat Lamb, 8pm.

Howgill Harriers Committee Meeting
8.00pm Thursday 16th November 2017
The Fat Lamb Inn, Ravenstonedale, Kirkby Stephen

Minutes

Attendees:

Fraser Livesey, Richard Staley, Terry Roche, Brian Pennington (Chair), Heather Thomas, John Hosker

1. Apologies

Rachel Lewis, Richard Wells, Pete Holton, Martin Spooner, Jane Campbell, Rachel Little, Kellie Bradburn-Sims

2. Minutes of last Meeting

Agreed that minutes from last meeting are correct.

3. Matters arising

- Confirmation still needed re Safeguarding Lead. JH to follow up with Georgia.
- Sedbergh Sports organisation – to follow up with Simon Mounsey
- FL has registered HH races with the FRA
- New Secretary Needed for Club - ongoing
- New rota for Senior Sedbergh - JH has organised new rota, emailed to all coaches and post on FB leaders page.

4. Finance update

- New Treasurer Rachael Little was unable to attend. No financial issues raised but detailed review to be conducted at next meeting.
- HT confirmed current stock of vests and buffs. These are low but it was agreed that new orders could wait until the new year. Due to the small number of 'old style' vests remaining it was agreed that these should be sold at the same price as new ones to clear stock and simplify the process.
- Hoodies are on order at approx. cost £1000. HT has placed this order based on pre-orders and they are expected w/c 20.11.17.

5. Membership

- Kellie unable to attend meeting therefore awaiting feedback from EA on extending our discipline to incorporate Track events.

6. Races

- Ravenstonedale 10k.
 - Entries near maximum. TR to create waiting list and note on website discouraging long-distance travel to the event without pre-entry
 - Toilets were frozen last year but assurances have been given that this will not happen again. RS reports looking at using smaller vehicle to

put them at better sites. Discussed cost of hiring more and agreed that 4 would be ordered at £333, but that efforts should be made to obtain discounts based on last year's problems.

- RS in talks with Black Swan re their toilets. They are happy for runners to use them but better signage could be made to ensure the side door and not the main entrance is used
- RS and FL confirmed prizes. 1st-4th will be £40, £20, £15 and £10. 5 age groups
- Parking and marshals are organised
- Soup organized as usual with Kings Head
- TR to follow up on instructions for entrants to car share where possible
- TR to organise registration helpers
- BP to check on stock of plastic cups
- Lynn May and JH have offered to help, discussed helping at the funnel/water station as most useful here
- Fun Run prizes discussed and HT confirmed that commemorative mugs can be supplied filled with sweets at £2.50 each. 40 were ordered with a design to allow for use of excess stock at future events

- Christmas Cracker Race
 - Sunday 17th December first loop of 10k. Start 11am. JH to organise. FL to check on availability of Hall
- Nine Standards
 - Pete Brittleton not in attendance to discuss

7. Juniors

Feedback from both Kirkby Stephen and Sedbergh is still positive. Good numbers in both clubs.

8. Seniors

- Discussion of low turnouts recently, with more turning out on Wed than Mon nights in Kirkby Stephen.
- Publicity could be looked at. To discuss at next meeting alongside the possible relaunch of yoga sessions in the new year.
- Phil Shea (Kendal AC) has been in touch to discuss the idea of a daytime midweek running session. Awaiting further details, idea still in infancy.

9. Kirkby Stephen/Sedbergh reps

- Not in attendance but no issues to report.
- New Sedbergh rep needed. It was decided that this appointment could wait until the AGM

10. AOB

- Crosby Garrett fund and donation amount to be decided at next meeting with financial update

- Constitution to be finalised and agreed ahead of AGM.

11. Date of next meeting

- Next meeting: 17th Dec 2017, Ravenstonedale venue TBC (before xmas cracker run)
-