

# ILFORD ATHLETIC CLUB

## COMMITTEE MEETING MINUTES

### ILFORD SPORTS CLUB 24<sup>th</sup> April 2014



REF	NOTES	ACTION BY
1.0	<b>In attendance</b> Gerry Pells (GP)– President Andy Catton (AC)– General Secretary Wes Clarke(WC) – Finance Officer Gary Floate (GF)– Membership Officer Martin Clarke(MC) – Media & Publicity Officer Jeffery Nkrumah (JN)- Track & Field Officer Sukhbinder Jandu(SJ) – Coaching Officer Dianne Crisp(DC) – Minutes Secretary	
2.0	<b>Apologies for absence</b>  Ernie Forsyth(EF) – Chairperson  Steve Uttley (SU) - Walking Officer	
3.0	<b>Previous Minutes</b> – 21 <sup>st</sup> January 2014 agreed	
3.1	<b>Welcome</b> to GP( President) , SJ ( Coaches Co-ordinator)  DC co-opted as minutes secretary	
4.0	<b>Agenda plus matters arising from previous meeting :-</b>	
4.1	<b>Jack Petchey Fund / Clubmark renewal application</b>  Jack Petchey administrator volunteer required - AC to send Job Description to MC to circulate.	<b>Action Required AC &amp; MC</b>
4.2	<b>Young Athletes Track and Field</b>  JN reported news of the Young Athletes successes and their wellbeing. He will send reports to MC for inclusion on the IAC Website. JN still chasing payment of IAC subs for his group. They have about 20 races in their fixture list for the upcoming track season.  JN reported that some small yellow hurdles have gone missing from the equipment store. They have Ilford AC written on them.  <b>Parents Meeting ( Volunteering Workshop):</b> this took place today with Karen Stephanou ( England Athletics), AC and 5 parents attended as advertising needs improving. There will be another meeting scheduled in 5-6 weeks time.	<b>Action Required SJ &amp; Coaches</b>

	<p><b>Club Championships</b></p> <p>GF reiterated his point that we should be entering a Young Athlete League as we seem to be losing members to clubs that do compete in these. Suggestion made that IAC hold Club Champs for under 11, under 13, and under 15 age groups. Either over a couple of Sunday mornings or on Track nights at Cricklefields. We could include a senior race over a longer distance too. Needs dates to be set, timekeepers, Starter and other helpers to be organised.</p>	<p><b>Action Required GF</b></p>
<p><b>4.3</b></p>	<p><b>Coaching Matters</b></p> <p>Coaches meeting took place on 8<sup>th</sup> April 2014 next one is on Tuesday 10<sup>th</sup> June.</p> <p>Suki has now taken over as Coaching Co-ordinator and paperwork from Michael Whitehead was handed over at this meeting.</p> <p>Query arose about Chris Allen, is he still coaching on Thursday's?</p> <p>JN wishes to attend a Level 3 Coaching Course.</p>	<p><b>Action Required SJ &amp; Coaches</b></p>
<p><b>4.4</b></p>	<p><b>Development Officer</b></p> <p>Peter Spelman ( PS) has volunteered for this role. AC has sent a job description to Peter and is awaiting a reply. It was felt that in fairness to Peter his area of knowledge and expertise lay more in road, cross country and ultra than in the track and field which the Development Plan was currently more focussed towards. Nevertheless there was also a point that as he was good enough to answer the call to volunteer he should be able to fill some of the role in this area although not necessarily a committee position.</p>	<p><b>Action Required AC/ PS</b></p>
<p><b>4.5</b></p>	<p><b>Chigwell Row</b></p> <p>Nothing new to report. Good that JN is using the facility with his 6-13 Athletes.</p> <p>Users need to remember to pay the new charges to pay towards running costs and upkeep of this valued facility.</p>	
<p><b>4.6</b></p>	<p><b>Subscriptions &amp; Membership</b></p> <p>Overseas athlete registration form for Blair McWhirter has now been received for which there is an additional fee required.</p> <p>New members, Welcomed :-Julia Galea, Bradley Deacon, Gus Singh, Nat Shirrington, Mehmet Thompson, &amp; Arun Manjet.</p> <p>Resignations: Bailey Brown- Williams, Maran Raju, Michael O'callaghan, Amelia Crech,Julia Ridley, Charlotte St Croix &amp; Amadi Kamalu.</p> <p>We now have 280 members – 102 have paid to date. GF has sent 3 'chase up' Emails. 28 members who have not paid for two years have been sent a letter by GF. These will be taken off the membership list if no payment or reply received. County Competitions are now rejecting unregistered EA Athletes.</p> <p>JN asked for an official IAC letter for non-payers in his group. EA registration: GF will do this next weekend for paid up members.</p>	<p><b>ACTION NEEDED GF</b></p>

	<p>GF stated his intention to step down from the Membership Officer role after the 2014/15 club year. Replacement volunteer urgently required – GF will tutor new volunteer.</p> <p>Coaches to enforce a no payment – no run policy please.</p>	<p><b>Action SJ &amp; All Coaches</b></p>
<b>4.7</b>	<p><b>Road &amp; Cross Country</b></p> <p>AC – Club 10m cc champs 1<sup>st</sup> March 2014. There was a very small field for this race, with a small profit of £30 made. The date clashed with several other events so it was agreed to put the date back to December for the next time. An organising Committee needs to be set up. Carry this forward for Action.</p> <p>Club champs 5 mile road race was hurriedly arranged for Easter Saturday at Victoria Park. Only 8 athletes could attend.</p> <p>Hilly 5 date Wed 16<sup>th</sup> July has now been confirmed and council permission has been obtained by AC.</p>	<p><b>Carry Forward</b></p> <p><b>Action Required AC</b></p>
<b>4.8</b>	<p><b>Media &amp; Publicity</b></p> <p><b>Website:</b> The website is providing a good source of information for new and existing members. An Athlete from Belize has heard good things about IAC and has attended a session.</p> <p>Discussion took place to establish the protocol on the internet. That the webmaster should always be the first point of contact if anybody wishes to use anything that appears on the site he is responsible for. Agreed.</p> <p>MC &amp; JN agreed to share data between the IAC website and the IBS website and will put a Web link to each others site. JN Athletes reports to be sent to MC for the IAC website.</p>	<p><b>Action Required JN &amp; MC</b></p>
<b>4.9</b>	<p><b>Social</b></p> <p>A new Social Events Officer is required.</p> <p>JN to ask if any of his Athletes would be willing to organise a presentation/social get together. Maybe using the Ilford Sports Club? As we get any hiring's at half price. Action that is needed, date, cost etc to be worked out before anything is booked as we need to cover the cost of an event.</p>	<p><b>Action Required JN</b></p>
<b>5.0</b>	<p><b>Correspondence</b>  <b>Redbridge Green Fair 25/5/14: 11:30 – 7pm Melbourne Field IG1 4SD</b>  JN's IBS Athletes are doing a relay at this event. JN asked for IAC leaflets to distribute on the day. These are available from the Portakabin at Cricklefields Track. JN to collect these and distribute at the event.</p> <p>Iford Sports Club, have received a grant from the Olympic Legacy Fund to host a 'Promotion of Sport Day' on 19<sup>th</sup> July 2014 12 noon – 8pm. This will involve all the users of the facility and will hope to encourage people to come and try a sport. Our Representative on the Ilford Sports Club Committee is Sharon Honey. The next meeting is on the 28<sup>th</sup> April 2014 and we wish her to find out more details of the day including what ages it is open to, any charges, liability etc and what exactly IAC is expected to deliver.</p>	<p><b>Action Required AC</b></p>
<b>5.1</b>	<p><b>Finance</b></p> <p>Report supplied by WC with the income &amp; expenditure &amp; balance sheet for February &amp; March 2014.</p>	

	<p>Insurance for the Portakabins and Trophies has gone up to £113</p> <p>AC – Expenses for MW (£6.90) to attend last Essex Network meeting at Chelmsford agreed to reimburse. WC still to action.</p> <p>Alex Varga – refund of Fee? AV coach course fee paid by WC. MW to advise on obtaining this back as should not be funded until agreed number of coaching sessions completed at Ilford. Min of 26 sessions before reimbursing. MW and WC to seek reimbursement from AV (send invoice for £325 ?)</p> <p>Cheque given to SJ for Coaches Clothing.</p> <p>WC claimed for batteries that he had to purchase . Agreed.</p>	<p><b>Action Required WC</b></p> <p><b>Action Required WC</b></p>
<p><b>5.2</b></p>	<p><b>Any Other Business</b></p> <ol style="list-style-type: none"> <li>1. AC - Academy school (Isaac Newton) .To discuss potential reciprocity, school club links and use of their sports hall. Finally head of PE made contact with AC but only to say very busy and would get in touch. Nothing further heard ! <b>AC to to re-contact Carried forward to action.</b></li> <li>2. Dalton Grant Situation seems to have settled down.</li> <li>3. GF has found a Scanning Company called Dajon, located in New Cross who will scan our club archives for £45 a folder. This includes collection and delivery and is a discounted price. They have scanned one file for free. GF will establish amount of material we have and work out a rough cost. A suggestion was made that a donation from the family in Memory of Lillian Haffenden (past President) may be used for this?</li> <li>4. MC will attend the next Essex AAA Meeting on 21<sup>st</sup> May 2014. Regarding the Essex Road Relays next year – Harwich Runners are bidding to hold the event on a tried and tested seafront course with chip timing. IAC will be willing to travel to support this.</li> <li>5. Future meetings: can everyone let DC know of any preference for venues of IAC Committee meetings. Suggestions were Ilford Sports Club, Chigwell Row Headquarters, or DC home.</li> </ol>	<p><b>Action Required GF</b></p> <p><b>Action Required ALL</b></p>
	<p><b>Meeting Closed – 9.45</b></p> <p><b>Next meeting – 8pm</b></p> <p><b>Thursday 29<sup>th</sup> MAY 2014 8pm at 5 Second Avenue, RM6 5ED.</b></p>	