

# ILFORD ATHLETIC CLUB

## COMMITTEE MEETING MINUTES

5, Second Avenue.  
24<sup>th</sup> July 2014

Founded in 1923



REF	NOTES	ACTION BY
1.0	<p><b>In attendance</b> Gerry Pells (GP)– President Ernie Forsyth (EF) Chairperson Gary Floate (GF) Membership Secretary Wes Clarke(WC) – Finance Officer Martin Clarke(MC) – Media &amp; Publicity Officer Sukhbinder Jandu(SJ) – Coaching Officer Jeffery Nkrumah (JN) Track &amp; Field Officer &amp; Victoria ( Jeffrey’s Team Captain) Dianne Crisp(DC) – Minutes Secretary</p>	
2.0	<p><b>Apologies for absence</b>  Andy Catton (AC) General Secretary <b>Non Attendees</b>  Steve Uttley (SU) - Walking Officer</p>	
3.0	<p><b>Previous Minutes</b> – 29<sup>th</sup> May 2014 - agreed</p>	
3.1	<p><b>Unauthorised use of the track Portacabin.</b> Iain Knight attended as an invited guest to inform the committee of the following: Vision employee Fen, informed Iain &amp; Marion that Paul Cheal used the portacabin for a School’s Event in 2013. It was left in a mess. Iain complained to AC about this and was told that he would ask Paul Cheal for the key back and inform him that the cabin was not for use for School’s events.</p> <p>Iain thought that Paul Cheal would try to use the cabin again – so Iain had the forethought to change the outside lock to prevent unauthorised access. Iain has retained the old padlock and key.</p> <p>Fen from Vision told Iain that Paul Cheal had again tried to gain access into the cabin last month for a school’s Event. IK feels let down by AC &amp; the committee that this has been allowed to happen again and that Paul Cheal still had the keys a year on from the first incident. Iain stated that Paul is not complimentary about IAC and knows that he promotes Woodford to the students at Canon Palmer but more importantly actively discourages youngsters from coming to Ilford Track. Iain feels that as an Honorary Member of Ilford Paul Cheal should be supportive of the club.</p> <p>EF thanked Iain for changing the lock and said it should have been dealt with earlier. The key has now been retrieved and Paul has paid his Honorary Membership fees due in April 2014, albeit late. (EF informed the Committee that AC is actively seeking the return of ALL keys to the track</p>	

	<p>portacabin.)</p> <p>Committee feels the need to act on Paul Cheal's attitude towards IAC and his secondary attempt to use the track Cabin when he was informed by AC not to use.</p> <p>GP proposed and MC seconded, a vote to return Paul's membership money and ask him to return all keys to club facilities, (believe he may have a key for Chigwell Row?) Due to his attitude towards IAC and refusal to co-operate with the Committee decision about use of the track Cabin. (Iain will ask Fen of Vision for the exact date that Paul Cheal tried to gain access this year.) Paul Cheal needs to be informed in writing of the committee's decision. The vote was unanimously carried. AC to write the letter to PC.</p>	<p><b>Action Required AC</b></p>
<b>4.0</b>	<b>Agenda plus matters arising from previous meeting :-</b>	
<b>4.1</b>	<p><b>Jack Petchey Fund / Clubmark renewal application</b></p> <p>Jack Petchey administrator volunteer required -</p>	<p><b>Keep on Agenda for reference</b></p>
<b>4.2</b>	<p><b>Young Athletes Track and Field</b></p> <p>No report at this meeting.</p> <p><b>Parents Meeting (Volunteering Workshop):</b> AC has had contact with Karen Stephanou (England Athletics), another parents meeting is to be arranged for September.</p> <p><b>Club Championships:</b> SJ and GF will coordinate a meeting to arrange revival of the club champs. GF suggested a Sunday morning meeting.</p>	<p><b>Action Required SJ &amp; Coaches</b></p> <p><b>Action Required GF &amp; SJ</b></p>
<b>4.3</b>	<p><b>Coaching Matters</b></p> <p>SJ has had a few enquiries from volunteers but nothing has proved fruitful yet. A level 4 Coach, Joel Hogdeson, has shown an interest in coaching at Ilford. He is mainly a sprint coach but willing to do any distances. He would like to get involved with the club in a Committee position too, it was suggested that he attend the next committee to discuss his involvement. JN has his contact details. <b>AC to invite.</b></p> <p>Next coaching meeting is Tuesday 12<sup>th</sup> August.</p> <p>JN wishes to use the Track Portacabin to sign in his athletes. And to use for Mentoring before Track sessions. It was agreed he can have keys on the understanding that the hut is respected and left tidy and this can be reviewed if the committee have any concerns.</p> <p>JN asked who has the list of the Rascals contacts? – required Urgently as the summer holidays are here and JN wishes to contact them all before they go off for the summer. SJ &amp; GF to co-ordinate</p> <p>JN wishes to attend a Level 3 Coaching Course and some of the young Athletes wish to do some courses, SJ to organise this. Email address given to Victoria. Tom Gardner has expressed a wish to do a coaching course. SJ has not had any contact from Tom yet. Billy Green has volunteered to do a leadership in fitness and running course. SJ signed his form last Tuesday 22/7/14.</p> <p>JN has volunteered to go on a coaching disability course.</p>	<p><b>Action Required SJ &amp; Coaches &amp; AC</b></p> <p><b>Action Required SJ &amp; Coaches &amp; AC</b></p> <p><b>Action Required JN</b></p>

	<p>JN has 3 helpers that help him Vicky, Ahsleigh &amp; Tamara. They would like to attend courses that are around all year. Plus a Greek coach has come down to the track tonight to start coaching.</p> <p><b>Payment for coaching courses:</b> These have has to be paid up front by the person attending and then is reimbursed when they have completed the course and been coaching at the club.</p> <p>Suggested young persons can apply for funding for coaching courses from the borough, school run schemes.</p> <p>JN requires more England Athletics 365 Coaching Manuals; we have purchased several of these in the past, to be discussed at Coaches meeting.</p> <p><b>IBS Coaching Progression &amp; Payments:</b></p> <p>JN proposed IBS coaching progression that involves payment to coaches to promote athletes/parents to attend and value the sessions and with the view to taking it more seriously and increasing attendance if paying in advance.</p> <p>Concerns raised were implications for other Coaches who are voluntary only. The employment law and who will be holding the payment and what implications this will be for Ilford AC as will we become a business? JN seems to think that Fen of Vision will collect the money via the entrance at Cricklefields. Suggestion of a Sub committee of SJ and AC, to look at this issue in depth. Suki will put some questions together and take this to Jeffery. All Committee Members need to be CC in on all points raised. Any ideas or questions from any Committee members please send to SJ and AC?</p>	<p><b>Action Required SJ &amp; Coaches</b></p> <p><b>Action Required SJ &amp; AC &amp; ALL</b></p>
<p><b>4.4</b></p>	<p><b>Development Officer</b></p> <p><b>Vacant:</b> JN suggested Joel Hogdeson for this role but JN is hopeful that Joel will aid him with his post of Track &amp; Field Officer as well.</p>	
<p><b>4.5</b></p>	<p><b>Chigwell Row</b></p> <p>There has been some issues with the shower MC has tightened it up and the door was removed to make more space – thank you.</p>	
<p><b>4.6</b></p>	<p><b>Subscriptions &amp; Membership</b></p> <p>Steve Uttley says he has made a payment on behalf of Francisco Reis still not received yet by WC. GF to check this</p> <p>3 leavers this month: Mike Whitehead, Jasmin Whitehead, and Tony Partridge.</p> <p>New joiners – Joel Hodgson Belize, overseas athlete and Gbdade</p>	<p><b>Action Required WC &amp; GF</b></p>

	<p>Ogungem. <b>The New Members were all approved and welcomed at this meeting.</b></p> <p>GF reiterated his intention to step down from the Membership Officer role after the 2014/15 club year. No one has come forward yet. MC to re email this action point as a matter of urgency please.</p> <p>GF not chasing late payers anymore as they have had several reminders. Reminder: Coaches to enforce a no payment – no run policy please.</p> <p>JN asked if athletes can pay Subs in instalments? Agreed as long as paid by Standing order. £5 minimum a month. Form on website.</p>	<p><b>Action Required MC</b></p> <p><b>Action Required JN WC?</b></p>
<p><b>4.7</b></p>	<p><b>Road &amp; Cross Country</b></p> <p>MC attended the Essex AAA meeting, where Harwich have volunteered to hold the Essex Road Relays in March 2015.</p> <p>Essex Way 7<sup>th</sup> September Malcolm Muir is organising.</p> <p><b>Ingatestone:</b> MC &amp; IAC are responsible for the results, time recording, and entries on the day. MC has several volunteers and Joe Sheehan will enter the results in the spreadsheet.</p> <p>Woodford has confirmed they are responsible for the Essex Cross Country Champs in January.</p> <p><b>Veterans Cross Country:</b>IAC will organise the Veterans Cross Country on 29<sup>th</sup> November at Hainault.</p> <p><b>The Newman Hilly 5:</b> was a very successful event with lots of good feed back. There were 240 entries. Nicola Hopkinson has completed the accounts for the event. The donation for St Francis will be £458.76 and profit £458.76.</p> <p><b>NB:</b> It was decided that Committee should in future always decide on the donation/profit split based on the prevailing circumstances, rather than assume to use the proceeding years split as a precedent.</p> <p>EF asked if the 25<sup>th</sup> Anniversary is soon. Can we all investigate Club Records to establish the date please?</p> <p><b>VLM Marathon:</b> VLM Criteria for Guaranteed Places not discussed.</p>	<p><b>Action Required MC</b></p> <p><b>Action Required MC</b></p> <p><b>Action Required WC</b></p> <p><b>Action Required ALL</b></p> <p><b>carry forward</b></p>
<p><b>4.8</b></p>	<p><b>Media &amp; Publicity</b></p> <p><b>Website:</b></p> <p>We have received a document from JN re Inspired By Sports entitled 'Official Partnership' this lays out the description of what IBS does, AC to ask who the IBS funders are. All above was agreed at the last meeting. Our expectations need to be sent to JN. In the first instance, JN needs to communicate, all athletes coached by JN as IAC need to be paid up members. Can JN establish his membership status as he is still appearing as a member of Newham? The committee need to look at any other points that it feels should be included in IAC's expectations. Carried over to next meeting.</p> <p><b>Iford Recorder:</b> JN wants to get more details of his athletes, IB Sports, performances and successes into the Iford Recorder. At present JN sends reports to AC first and then to MC. MC was happy for reports to be sent</p>	<p><b>Action Required JN MC AC</b></p> <p><b>Action Required JN MC AC</b></p>

	<p>directly to him but JN must cc AC on everything.</p> <p><b>Group Emails:</b> Some members and Non-members have been using the club distribution list without permission.</p> <p>All Group Emails should be sent to MC to be distributed. MC blind copies to the distribution list for security reasons as several members have been hacked previously. Club officials' can use the club mailing list with MC's permission but <b>ALWAYS</b> with blind copies for security. MC to inform the membership on next email.</p>	<p><b>Action Required</b> <b>MC</b></p>
<b>4.9</b>	<p><b>Academy school (Isaac Newton):</b></p> <p>AC to re-contact in September - carried forward to action. JN will send info for AC to send to Issac Newton regarding IB Sports.</p>	<p><b>Action Required</b> <b>AC</b></p>
<b>4.10</b>	<p><b>Social</b></p> <p>A new Social Events Officer is required. JN to ask some of his Athletes to organise something suggested early September before Uni recommences. To take place in The Ilford Sports Club. <b>Dates need to be fixed soonest.</b></p> <p>JN to ask if any of his Athletes would be willing to organise a presentation/social get together. 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</b> <b>JN &amp; Victoria?</b></p>
<b>5.0</b>	<p><b>Correspondence</b></p> <p>none</p> <p><b>Promotion of Sport Day' on 19<sup>th</sup> July 2014 12 noon – 8pm.</b> This was badly supported - hardly any of the proposed activities took place. AC to write to the organisers to complain – as we wanted to do some sports demo's and were told we couldn't. IAC had a display which was good but hardly anyone attended. 2pm until 4pm IAC had a presence there.</p>	<p><b>Action Required</b> <b>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 to June 2014.</p>	
<b>5.2</b>	<p><b>Any Other Business</b></p> <p><b>Scanning:</b></p> <p>This was deemed as too expensive at present, thanks to GF for continuing with his archiving. He is up to the 1960's at present.</p> <p><b>Track Resurfacing:</b></p> <p>Note: Vision were very late notifying IAC that parts of the track and the jumps run ups are being re-laid. Further to this the track is patched and not completed the lanes have not been painted back in and it is in a pretty poor condition. AC has been in contact regarding this.</p>	<p><b>Action Required</b> <b>AC</b></p>

	<p><b>Key for Track Portacabin:</b></p> <p>JN wants to use the cabin at the track to mentor have a social chat before training. JN needs to take responsibility for using the cabin keeping it clean, notice to be put up to this effect. This will be monitored regularly. AC will get keys cut EF will speak to AC tomorrow or over the weekend.</p> <p>JN reported that the Brick building next door to the portacabin will be expanded and be a store for weights etc as Vision are hoping to have a gym at the track. But there is no building available at present to do the weightlifting in. IAC Committee know nothing of this yet.</p>	<p><b>Action Required</b> <b>EF &amp; AC</b></p>
	<p><b>Meeting Closed – 22.17</b></p> <p><b>Next meeting – 8pm</b></p> <p><b>Thursday 28th August 2014 8pm at Track Portacabin.</b></p>	