



**Phoenix Flyers AC
Committee Meeting Minutes
14th April 2021**

In attendance:

Frank Stephenson, Mark Ellis, Gillian Kemp, Samantha Keogh, Lesley Foster, Ben Crampton, Susan Crampton

1. Apologies for absence:

Steve Foster

Actions from last meeting:

- Mark still to source a price for long jump pit edges
- Ben needs to update website homepage
- Lesley still unable to get response from EA about retention of membership forms

2. Financial Update:

Funding has been spent on equipment for officials, for Mark's funding bid. Track fees are up to date and covered by subs. A new light will be required for winter training and this is covered in the financial plan.

Action:

3. Website Update:

The website is now in need of updating, though Mark has removed some pages and updated others such as the Events page.

Actions:

- Natasha: photograph required for Coaching Page
- Sue to send Kamilla coaches' biographies, so she can adapt for her own profile
- Ben and Mark to add a page describing the nature of each training group
- Sue to provide biography and photograph
- Sam to provide some up to date training photos
- *Timeframe - by May meeting*

4. Social Media Update:

158 Facebook (+2); 89 Instagram (+2) and 70 Twitter followers. Mark is using Instagram Stories to report events.

Action:

5. Funding Update:

Sam is preparing a bid, but needs ideas for £2000 spend. Mark suggested 24 hurdles, estimating cost at approx £1200. Lesley: starting blocks, though some uncertainty about how well these would stick to the cinder track. Mark also suggested sleds for sprinters. Ben asked if anything was required for Cross-Country event: possibility of trolleys to transport equipment was raised.

Action: Mark to investigate all options and discuss with Sam.

6. County Durham Athletics Network:

Nothing to report

Action:

7. Club Administration Items:

Weekly training: communication process discussed and clarified.

NEYDL: Recruiting more athletes for NEYDL events is seen as a priority for the club: Mark has suggested the club can provide vests to offset costs to parents.

Auditing process discussed and confirmed.

Volunteer Recruitment: Mark had completed an EA webinar on volunteer recruitment and explained the need for clear job descriptions to aid recruitment.

Young Sparks is to be dissolved for now. Covid has presented too great a challenge and work commitments also have to take priority. As a result, athletes now have to be 8 years and over.

Parking at Training: There had been a near incident on site at training and the committee reviewed parking arrangements.

ACTIONS:

Training Communication

- Gillian to share training email list with Sue on a Saturday: Sue to use this as contact list
- Lesley and Mark to edit email contact list and remove anyone who has not attended for a year
- Sam to put note on Facebook clarifying that parents/carers need to email regarding place changes/late requests

- Sue to then pick up these requests and send them back to Sam to confirm via Facebook (if the places are available).
- Sue will also email these late amendments to Gillian to ensure the registers are correct
- Sue will proofread the lists and any communication carefully
- Sue to email parents/carers regarding new parking arrangements: the area near the track is now to be coned off; only coaches to use grass for parking; all other parking is to be in the school car parks though adults can still walk to the track and observe training, as long as they follow safe social distancing.

NEYDL:

- Coaches to publicise events to parents/carers on training nights.
- Flyer will be produced by Mark (to include: when events on, what they involve, which events are available and the age groups, which are school years 6-11).

Volunteer Recruitment:

- Within the next 2 months, Mark to write job descriptions for Coaching Assistant; Officials and Parent Volunteers, to clarify the roles available.

8. **AOB:** Gillian enquired about NEYDL memberships: Lesley required date to be added for when the form was completed.
- Sue enquired about Club email process
 - Steve has requested help setting up the barriers before training

Actions:

- Lesley to send e-mail with NEYDL form attached by Monday 19th April
- Sue to filter emails and forward to the relevant committee member as a trial, to see if it is helpful
- Ben will help set up the barriers before training

Next Meeting Scheduled For:

Monday 10th May

6.30pm

Via Google Meet