



Phoenix Flyers AC
Committee Meeting – 17th Dec 2018
Minutes

1 In Attendance

Frank Stephenson, Mark Ellis, Tracey Matheson Smith, Gillian Kemp, Steve Foster, Samantha Keogh

2 Apologies for Absence

None

3 Financial Update

Current financial balance is £1,319.14, a much better position, with track fees also due. The "big ticket" spending items this month are £120 for the Christmas Party Disco and £239.15 for hiviz vests, which have now been delivered. Decathlon have not come back to use following our contact to try and get a deal on hats, tent and table.

Action: Gillian to chase Fram School for invoice.

Committee Vacancies

Following from the resignations of Louise & Andy Local from the committee, it was agreed that Mark and Gillian would look after the Membership role with Steve assisting Sam in the Welfare role. Michael had also resigned, but has been asked to fill in with the Coaching Coordinator role as and when required, with Louise McLellan to be asked too.

Action: Frank to speak to Louise McLellan.

4 Website Update

The website has been updated to reflect the committee resignations and has also had the Century Gothic font added and pages changed to the correct font. It was agreed to remove the order form option on the kit page and to just use photos of the kit rather than people in the kit.

Mark has set up a Wix account in the club's name and also an account with the domain name provider (in the club's name) so that the domain and the website can be transferred to the club's ownership (as per Gary Local's suggestion).

The next focus is to expand the content, with the priorities being Events page, Newsletter, Training Plan, Committee Meeting minutes and then the Kit. Tracey also suggested that we need to check the site on a tablet to make sure it shows correctly.

Actions: Mark to email Frank with the details for the Wix & 123Reg accounts so that the website and domain can be moved.

Mark to progress on the website with page priorities shown above.



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5 Social Media Update

Instagram is now live and posts being added – we currently have 9 followers on Instagram, mostly younger group members. We have 17 followers on Twitter and 68 members on the Facebook page. A Facebook post will be done to ask parents to email in their pictures to be used on each social media platform.

Action: Mark to do a Facebook post for pictures.

6 Funding Update

There was no update on funding from the County Durham Community Foundation (with an email arriving the day after the meeting to say we hadn't got an award) and we'd heard nothing from Cash for Kids.

The successful bid from the Robertson Fund requires a thank you letter and photo's of hiviz and equipment that the funding has been used for (Photo taken on 18th Dec).

The list of funders on the County Durham Sport website is to be explored by Sam and Mark in the New Year.

Actions: Frank to write Robertson Fund (details from Michael).

Mark & Sam to look at funding options.

Committee members to think about what equipment we'll need.

7 Gamechangers & County Durham Athletics Network

Progress has been made and we've now moved the courses to be 4 x Coaching Assistant with Tracey being the 4th CA. An email has been circulated to those identified to take part and each volunteer needs to complete a survey monkey form for EA and that will trigger a voucher to book the relevant course. The 4 x CA places are for Tracey, Sam, Kamila & Natasha, the Coach place is for Michael, the Leading Athletics places are for Amy, Matthew & Fram School. We still need to identify two officials that we have funded, plus the club would be happy to fund Max & Owen for the Leading Athletics course. A volunteer night is being organised by EA on Monday 4th March at Gateshead Stadium. Sam & Mark met with Brian Buckley from CDAN and we have agreed to join an been accepted. There will be a fee of £1 per child member and £2 per Adult member to be paid in April. The club will also be asked to field teams in Sportshall competitions in the New Year.

Actions: Mark to chase Owen & Max to see if they want to do Leading Athletics course.

Mark to update the group on a monthly basis.

8 Club Admin Items

Christmas Party – it was explained that the Masonic Hall now wanted a £50 payment for the room hire if we weren't using their food. It was agreed that we'd pay this as the food would still be cheaper from the alternative supplier that we've already booked.



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Newsletter – The second newsletter has been produced and circulated with the plan to distribute on Thursday 20th December.

9 Any Other Business

- It was suggested that we had an Athlete of the Month award to improve behaviour, with it being agreed that we'd have a Training Award and a Sporting Achievement Award on a Monthly basis. Steve & Gillian to source medals.
- Sam suggested that we need to target competitions as the club had a good points tally in the Blyth Sportshall competition. It was agreed that this would be done, but Gillian would need to plan out a vest order.
- Funding can be asked for from County Councillors and it was agreed that Mark would contact the relevant members for the Framwellgate Moor area.
- Mark had attended the NEYDL AGM and the fixture dates had been altered and are now Sunday 28th April, Saturday 18th May, Sunday 23rd June & Saturday 20th July

10 Date & Time of Next Meeting

21st January at 6.30pm at Fram School (upstairs classroom in Sportshall), with this one being an open meeting

Notes completed – 18th December 2018