

AVR AGM Meeting – Tuesday 6th August 2024

Seaton Cricket Club @ 7.30pm

Draft Minutes

Committee Attendees: Haydn Boehm, Wayne Tooze, Paul Johns, Liz Thomas, Lee Moran, Matt Hewer, Robert Kerr, Rob Collier, Viv Blumfield, Alan Morbey, Sue Wall, Shaun Vinnicombe & Suzi Blackett

Includes Presentations by Louise Rawlins & Andy West

Apologies: Heather Simmons

Open to all Club Members

Overview:

The conversation centered around strategies to enhance the running club's operations and visibility, including creating a unified club image, promoting reflective gear, and growing membership. The importance of succession planning, leadership development, and safeguarding in athletics clubs was also discussed. Additionally, speakers discussed the progress of the club, including the expansion of the club championship and the development of social events, as well as the planning and organization of the Grizzly 2025 race. Finally, the need for additional coaches and volunteers in the junior section was highlighted.

Action Items:

- Provide Junior Section Coaching Assistance.
- Develop a process for electing Committee Officers.
- Advertise Welfare Officer Role for asap.
- Advertise Chair Elect Role for 2025.
- Run benefits of EA membership in weekly communications.

1. Welcome (Haydn Boehm)

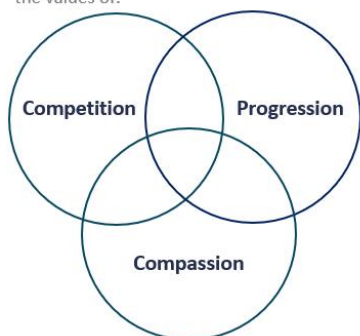
2. Chairman's Report (Haydn Boehm)

AVR 2024 AGM Chair's Report



1° Objective & Values

- Promote advancement, enjoyment, and companionship of running at all levels through the values of:



One Club



Welcome to Axe Valley Runners! East Devon Running Club

Our home base is Section in East Devon and many of our members hail from the surrounding area including East Devon and West Devon.
We organize Club nights, with the next starting on **Wednesday 3 April 2024** suitable for beginners, improvers and experienced runners, plus **Philosophy**.
Everyone is welcome from beginners to ultra runners. We welcome anyone wanting to run, regardless of ability - don't think you have to be an elite runner to join us!



Get Yourself Seen



AVR 2024 AGM Chair's Report



Y1-2 Operational Plan

- Continuous Professionalization of AVR
- Improve AVR Identity (Y1-2)
 - Brand Guidelines
 - Modernize Website
 - Harmonize Kit
- Membership Benefits (Y1-2)
 - Club Nights & Running Groups Structure
 - Social Calendar Expansion & Organization
 - Events Expansion ([ColyTEN](#))
- Optimize Internal Operations (Y2)
 - HQ & Basing
 - Budget & Forecasting
 - Committee Decision Making



Y3 Operational Plan

- Increase Membership Offering
 - Leader and Coach Training
 - Juniors Section
 - Visually Impaired Guidance
 - Member Discounts
- Optimize Internal Operations
 - Increase Committee Diversity
 - Define Officer and Committee Role Tenure
 - Select Membership Database Platform
 - Y2-3 Operational and Financial Scorecard
 - Budget Review / Membership
 - Risk Assessment Club Night and Events
- Develop External Partnerships
 - Greater Utilization of EA Resources
 - Sponsorship Programs Local & Corporate



Succession Planning



- Haydn highlights the club's focus on promoting enjoyment, companionship, and progression through various events and initiatives.
- Proud of the Branding changes made this year – One Club, One Love, One Look with all club members supporting the Yellow Kit – thanks to Viv for her help & support with kit.
- Thanks to Wayne & Alan for their time in updating the New Look Website.
- More thanks to Wayne and Lee who have contributed significantly to the club's website content, including race series and running groups.
- Make it Big, Make it Bold, Make it Bright, Get Yourself Seen – hi-vis & reflective kit.
- Also discussed is the growth of the club, mentioning an increase of 70 members in the last two years.
- Haydn highlights the need for more processes to be put in place as the club grows, citing the example of the Honiton Running Club who have a hundred members.
- Haydn highlights club's achievements, including coordinating events and developing a stronger group structure.
- Thanks given to Heather for Defib Dash, Bob for his Treasure Hunt & Shaun for his Social club nights.
- Thanks given to Rob, Lee & Wayne for their support & help with Co-ordinating the Club Calendar on the website for all Club Runs.
- New Event for last year was the ColyTen, thanks given to Rob & Karen for organising the new race.
- The club is looking to increase membership offering by investing in leadership and coaching training for professionals with help from EA.
- Carol, Louise & Haydn have started Training as Guide Runners for visually impaired runners.
- Working with England Athletics for additional funds for training and were advised that we only have 1 out of 7 club standards on EA Approved. Work to continue with EA to improve this.
- The club aims to optimize committee decision making by increasing diversity and implementing a formal process for election of officers.
- Haydn also discusses club roles, volunteer is a huge commitment, and succession planning.
- Committee seeks to develop a more structured process for filling vacant roles.
- Chair role is a 3-year commitment, with opportunity for vice chair training.

3. Treasurer's Report (Liz Thomas)

(including accruals)		AVR ACCOUNTS 2023 - 2024					
Profit & Loss Account	Income	Expense	Net	Income	Expense	Net	
	2023 - 24	2023 - 24	2023 - 24	2022 - 23	2022 - 23	2022 - 23	
Club Accounts							
Interest	£809.77		£809.77	£337.86		£337.86	
Member subscriptions	£5,078.20	-£63.71	£5,014.49	£4,630.00	-£163.53	£4,466.47	
Members EA subscriptions	£1,048.81	-£1,506.00	-£457.19	£880.00	-£956.00	-£76.00	
Association affiliations		-£150.00	-£150.00		-£150.00	-£150.00	
Social events	£1,625.42	-£1,936.13	-£310.71	£740.00	-£1,061.04	-£321.04	
Kit	£276.00	-£1,066.80	-£790.80	£691.70	£0.00	£691.70	
Misc. expenses	£0.00	-£1,672.80	-£1,672.80	£0.00	-£1,003.50	-£1,003.50	
Stationery		£0.00	£0.00		£0.00	£0.00	
Running events	£220.00	-£908.93	-£688.93	£510.00	-£867.26	-£357.26	
Trophies		-£538.00	-£538.00		-£222.00	-£222.00	
Donations		-£718.55	-£718.55	£344.00	-£630.64	-£286.64	
Juniors	£0.00	-£177.00	-£177.00	£0.00	£0.00	£0.00	
Hardware		£0.00	£0.00		£0.00	£0.00	
	£9,058.20	-£8,737.92	£320.28	£8,133.56	-£5,053.97	£3,079.59	
Grizzly							
Entries	£75,654.44	£0.00	£75,654.44	£70,555.67	-£311.69	£70,243.98	
Merchandise	£12,971.71	-£15,831.60	-£2,859.89	£12,536.00	-£11,095.20	£1,440.80	
Other income (incl. sponsorship)	£3,600.00		£3,600.00	£4,560.70		£4,560.70	
Highways/Chapter 8 expenses		-£1,020.48	-£1,020.48	£100.00	-£3,264.14	-£3,164.14	
Works			£0.00			£0.00	
Other expenses		-£26,722.72	-£26,722.72		-£16,922.79	-£16,922.79	
Tax		-£7,537.29	-£7,537.29				
Donations		-£500.00	-£500.00			£0.00	
Receipts / accruals	£668.00	-£45,376.34	-£44,708.34	£400.00	-£44,096.80	-£43,696.80	
	£92,894.15	-£96,988.43	-£4,094.28	£88,152.37	-£75,690.62	£12,461.75	
Community Events							
- Grizfest							
Entries	£1,457.35		£1,457.35	£1,469.09		£1,469.09	
Sponsorship			£0.00			£0.00	
Quiz			£0.00	£234.00	-£910.20	-£676.20	
Donations			£0.00		-£100.00	-£100.00	
Expenses		-£1,985.00	-£1,985.00		-£178.00	-£178.00	
	£1,457.35	-£1,985.00	-£527.65	£1,703.09	-£1,188.20	£514.89	
TOTAL	£103,409.70	-£107,711.35	-£4,301.65	£97,989.02	-£81,932.79	£16,056.23	
Balance Sheet							
			2024			£2,023.00	
			£			£	
Cash			£74,773.76	-£3,390.11		£78,163.87	
Accounts Receivable			£668.00			£400.00	
Total Assets			£75,441.76			£78,563.87	
Creditors						£0.00	
Accruals			-£45,376.34			-£44,196.80	
Total Liabilities			-£45,376.34			-£44,196.80	
Net assets			£30,065.42	-£4,301.65		£34,367.07	
Represented by:							
Club Fund			£10,605.04			£10,284.76	
Grizzly contingency fund			£10,000.00			£10,000.00	
Grizzly Fund			£9,270.40			£13,364.68	
Community Fund			£189.98			£717.63	
			£30,065.42	-£4,301.65		£34,367.07	
		Receivable	£ 400.00	photofit	Receivable	£ 400.00	
			£ 268.00	miscellaneous			
			£ 668.00			£ -	
		Summary of Accruals		Summary of Accruals			
				Gr VAT		1080.60 merch	
				GF VAT		£ 914.20 expenses	
			£ 40,227.00	gr donations		£ 42,102.00 donations	
			£ 5,149.34	Gr expenses		£ 100.00 Grizfest donation	
			£ 45,376.34			£ 44,196.80	

- Club Funds £10,600 at the end of the year in March, with slight profit of £320 on the year.
- Membership was £5,014 after fees have been taken off.
- Interest £809 over all the clubs money, including Grizzly funds.
- Miscellaneous Expenses include purchase of Club Gazebo & Flutter Flags.
- No payments included for hall hire due to the payments falling outside this financial year.
- EA Club Subscription £150.
- ARC Membership & Insurance Support £409.
- Race The Tram Night – Club Donation to Devon Air Ambulance for £200.

4. Membership Report (Liz Thomas)

- Club reports 333 full year members and 21 Half Year members.
- Total Club Members 357 full member – up from 296 for last year.
- 14 Second Claim Members.
- 21 Honorary Life Members.
- 48 EA Members – down from 63 members last year.

5. Captain's Report (Rob Collier)

- The club has developed over the last year and the biggest thing is the variety of running we offer as a club for all levels & abilities.
- Re-organised the running groups, now led by Run Co-Ordinators which has been updated on the website to clearly indicate what every group has to offer.
- Very strong Couch 2 5K program lead by Pam & Cliff, many graduates joining the club or Parkrun.
- The Club Championships has been expanded this year, and many members taking part in the races that haven't been done before.
- Great to see support of friends & family of AVR at local events.
- Shaves Cross Mini Marathon at the weekend saw 25% of entries coming from AVR.
- 4 Club Members have worn England Vests this year. Also had teams at the British Masters Relays both at 5k & 10k.
- Grizzly 2024 saw the First Lady and the Cub winner both coming from the club, fantastic achievements.
- Race the Tram Social saw more than 100 members running different distances and thanks to the volunteers for catering.

6. Juniors (Lousie Rawlins)

- In the process of setting up the Junior Section for the club where Louise is completing the qualifications to become a Coach with EA.
- Louise seeks volunteers to help with juniors and another coach.
- Initial thoughts on Junior nights would be Monday or Wednesday so club volunteers can still run on Tuesday & Thursday club nights.
- Junior Section is hoping to be up and running for April 2025.
- Louise seeks help finding a venue for winter sessions.

7. Grizzly Report (Andy West)

- Praise was given to the Grizzly Committee Members, Iain Westworth, Sue Hayes, Sarah Shepley, Bec Davey, Henry Smith, Chris Hill, Pat Kinnersley, Joel Seward & Jeremy Slade.
- Committee members and volunteers praised for successful race despite challenges.
- Grizzly still has enormous interest with places being sold out within 1 hour.
- 2,142 runners entered, 1,946 ran on the day – 91% which is great for race attendance.
- 1,516 runners started the Grizzly & 1,314 finished.
- 626 runners started the Cub & 632 finished!!
- 190 AVR Club Members took part.
- Andy discusses challenges with this year's race, including weather and safety measures due to one runner who fell off the cliff at Beer – luckily no serious injuries.
- Grizfest is popular with younger runners, 240 taking part this year – thanks to Karen for organising the event.
- Grizzly next year will be on 9th March 2025 – Who Let The Bogs Out! Entries open in October for AVR Members.

8. Safeguarding (Paul Johns)

- Paul is working alongside England Athletics (EA) to ensure that all paperwork is currently up to date for the club. Anti-bullying, Code of Conduct & Disciplinary Procedures are some of the documents that are on the Club Website for everyone to read.
- AVR is a great club, we enjoy each other's company, but we need to understand that whatever we do or say has consequences, there will be actions.
- Paul emphasizes the importance of following the procedure and the potential consequences of not doing so would include EA to get involved if a complaint or grievance is raised.
- Paul announces that he is stepping down from the Committee, members thank him for his work.

9. Highlighting Groups & Risk Assessments (Haydn Boehm)

- Haydn emphasizes the importance of group size and risk assessment on club runs.
- Proposes having a top and tail runner for every 10-20 runners, with a maximum of 30 runners in a group with a tail, middle & top sub-leaders.
 - Up to 10 runners = 1 run leader.
 - Up to 20 runners = 1 run leader & sub-leader – position top & tail.
 - Up to 30 runners = 1 run leader & 2 sub-leaders – position top, middle & tail.
 - Over 30 runners then the groups splits into two groups
- The group aims to increase the number of leaders with running competence to improve safety and confidence.

10. Budget 2025 (Haydn Boehm)



- Haydn has allocated budget holders who will manage their own budgets.
 - Rob/Carol – Captain / Vice Captain
 - Shaun – Social Events
 - Haydn/Carol – Training
 - Haydn/Viv – Marketing

- Haydn – Chair’s Discretionary Fund
- Viv is stepping down from the committee but will continue to support Haydn with Marketing.
- Club aims to allocate £9,700 for operational funds, with £5,250 coming from membership fees.
- Membership Fees have been frozen again this year.

11. Election of Officers & Committee Roles 2024-25 (Haydn Boehm)

- Committee will meet in September to review & discuss the Election Process of Committee Members going forward.
- Haydn Boehm stands as Chairperson again - nominated & seconded. Nobody else stands.
- Liz Thomas stands as Treasurer again – nominated & seconded. Nobody else stands.
- Robert Kerr stands as Treasurer 2 / Finance again – nominated & seconded. Nobody else stands.
- Paul Johns stands down as Welfare Officer – position to be advertised.
- Sue Wall stands down as Club Secretary – committee co-opted Suzi Blackett in May – nominated & seconded. Nobody else stands.
- Wayne Tooze stands down as Vice Chairperson & Committee but will continue to help with Website.
- Rob Collier stands down from the Committee but will continue to be Club Captain.
- Heather Simmons stands down as Health & Safety – role to be discussed at September Committee Meeting.
- Alan Morbey stands as IT/Membership Database/Website again – nominated & seconded. Nobody else stands.
- Viv Blumfield stands down as Marketing but will continue to help when needed.
- Shaun Vinnicombe stands as Social Secretary again – nominated & seconded. Nobody else stands.
- Lee Moran stands as Run Group Organisation again – nominated & seconded. Nobody else stands.
- Matt Hewer stands as Vice Club Captain again – nominated & seconded. Nobody else stands.
- Liz Thomas stands down as Membership Secretary – committee co-opted Sam Halls in July.
- Haydn mentions that the club doesn't have the necessary process to select participants for roles, and that everyone has volunteered their time to help. Without these people, there would be no club.

Updated Committee Roles 2024-25

Club Officers:

Chairperson	Haydn Boehm	No Change
Treasurer	Liz Thomas	No Change
Welfare Officer	TBC	Role to be Advertised
Club Secretary	Suzi Blackett	New

Committee Members:

Vice Chairperson	TBC	Role to be Advertised
Vice Club Captain	Matt Hewer	No Change
IT	Alan Morbey	No Change
Social Secretary	Shaun Vinnicombe	No Change
Health & Safety	TBC	Role to be Discussed
Run Group Organisation	Lee Moran	No Change
Finance	Robert Kerr	No Change

Non - Committee Members:

Membership Secretary	Sam Halls	New
Website & IT Support	Wayne Tooze	Stepped Down from Committee
Club Captain	Rob Collier	Stepped Down from Committee
Club Kit / Marketing	Viv Blumfield	Stepped Down from Committee

12. AOB

- Andy West – as our EA Membership numbers have dropped this year, would this effect the London Marathon Places offered by EA? Up to 75 members has 1 place available.
- EA Membership is £19 per year – information about the benefits to be added to the Week A Head email to update club members.

Any queries or inaccuracies, please contact Suzi Blackett (Club Secretary) via email on suzi_vince@hotmail.com