



BOGNOR REGIS TONE ZONE RUNNERS
CLUB COMMITTEE MEETING MINUTES

Venue: ALC Training Room

Wednesday 4th January 2023 at 6:30pm

Initials	Name	Attended	Initials	Name	Attended
NB	Nick Baglee	Y	JP	Jack Penfold	Y
CB	Claire Baker	Y	CS	Carolyn Stapely	N
IB	Ian Bayley	Y	PR	Peter Ramsdale	Y
CG	Chris Gallagher	Y	NS	Natalie Strudwick	Y
KH	Keith Hardwell	Y	NAS	Neil Strudwick	Y
PL	Peter Lee	Y	SBP	Susan Brigstock-Parker	Y
GP	Glenn Penfold	Y			

Minutes

1. Apologies CS.

2. Welcome Susan Brigstock-Parker BRTZR Charity Co-ordinator.

- All welcomed SBP to the role, NAS outlined how it is intended for the role to operate and work with BRTZR members and the Bognor 10k. **Actions none.**

3. Minutes from previous meeting.

- Attendees agreed for next two 10k committee meetings SBP will attend 9th January 2023 and IB & KH will attend 6th February 2023 meetings. Attendees for March, April & May 2023 to be agreed. **Actions All.**
- KH flyovers communicated to coaches. **Actions none.**
- PL 1st and 2nd claim clubs process/Club rules drafted, circulated, agreed and updated. **Actions none.**
- Club roles on dropbox, NB to update. **Actions NB.**

4. H&S/Welfare CB.

- CB advised a member from 6 months ago that we had received complaints from female members about, was at Club on 3/1 and is looking to rejoin. CB had a discussion and advised that if he returned he would need to behave in a professional manner. CB took an action away to write a letter to put the issues in writing and to



advise further unprofessional behaviour would result in dismissal from the Club.
Actions CB.

5. Bognor 10k update PR.

- PR gave an update for the 10k as follows.
- Race entries opened at the beginning of December, currently approximately 120 new applicants.
- First Aid services booked. **Actions none.**
- ADC application completed. **Actions none.**
- UKA Race License applied for; License granted. **Actions none.**
- TTRO in hand. **Actions none.**
- Toilets organised subject to review prior to order placement. **Actions none.**
- Race medals ordered. **Actions none.**
- Major sponsors onboard – Reynolds and Arena. **Actions none.**
- Fun Run publicity to be increased – there are 6 applicants at present. **Actions none.**
- Course measured/within permitted tolerance. **Actions none.**
- 170 entries so far, committee expressed surprise as thought would have been significantly higher by now. All discussed further publicity to make sure people become aware of the race. JP advised this is in hand and would update. PR/GP advised that generally the race is slow in selling early on. NAS noted that as it is such a good value race to do, thought should be selling more quickly. **Actions JP/PR.**
- Race adjudicator accepted Mark Brocklehurst. **Actions none.**
- New booking system in place that allows applicants to swap race numbers and remove lot of administration. **Actions none.**
- KH has organised all the pacers, discussion around balloons to identify pacers. PR agreed to organise at discretion of pacers if they run with them. NS is organising pacer tee-shirts, PL requested a vest. **Actions PR/NS.**
- PR advised the 2024 charity sponsor needed to be agreed and requested BRTZR took lead on this, SBP undertook to write to Club members in the next week. **Actions SBP.**

6. KH items.

- Coaching KH confirmed has sent note to coaches to generally get acceptance to attend Club once a week (understanding personal issues and holiday could prevent this) good response. **Actions none.**
- Coaches further training proposal to open up some further training for longer established coaches all agreed. **Actions KH.**
- Presentation night/AGM Bognor Football Club (booked), agreed to follow previous format all agreed no actions at this stage. **Actions none.**
- Presentation night awards, agreed to follow IB's previous process but with an additional opportunity for members to put forward nominations. Will use same review team: CS, KH, IB, CG. PL will work with this team to produce format for nominations and the voting. **Actions CS, KH, IB, CG & PL.**



7. NB Social Items.

- Presentation night/AGM Bognor Football Club booked 19th May 2023, discussion around buffet to be ordered all agreed bronze £8.5/head. NB to organise. **Actions NB.**
- NB discussed events for the year to be confirmed including, Goodwood Ladies Day 3rd August 2023, Beach BBQ July/August on a Friday evening, Race/Casino Night October 2023 and Christmas meal at Inglenook (very good feedback from December 2022 party) 8th December 2023. **Actions NB.**
- JP raised suggestion about float at Bognor Carnival. JP to look at more details. **Actions JP.**
- KH to organise a Sunday Club summer breakfast run with various routes to suit all abilities. Suggestion to run from Pagham, KH to look at the options. **Actions KH.**
- NB advised that due to personal circumstances may have to hand over duties temporarily at short notice. NS, CB offered to assist if this is required and will discuss with CS. **Actions none.**

8. GP treasury items.

- GP ran through accounts and highlighted some areas of overspending. Accounts handed over for Wendy Hardwell to audit. **Actions none.**
- GP discussion of Club funding over the last few years. 10k funding has supported a lot of the Club, plus over COVID we didn't take membership money. We agreed need to cut back on things we subsidise this year. Agreed will not subsidise 2023 Christmas meal. **Actions none.**
- GP suggested and all agreed that utilise one of the clubs spare Santander accounts for the charity pot to be used to fund contributions to members sponsorship. £1,480 transferred into this account. **Actions GP/IB.**
- Discussion around the funding coming from the 10k. Process agreed in principle of the 20% profit payment to BRTZR, 20% of this sum will be paid to the BRTZR Main bank account. The remaining funds each year will be split 80% BRTZR charity pot/account 20% to the 10k BRTZR chosen charity. Vote held 11 for, 1 against/abstained so agreed this going forward. **Actions All note.**

9. CS items covered by NAS.

- NAS re-clarified the role SBP Charity Co-ordinator for BRTZR going forward will co-ordinate the charity BRTZR members wish to agree and will inform PR of the outcome for communication to the Bognor 10k committee. **Actions SBP.**

10. AOB.

- IB introduction of committee to new members by a FB post starting February once new members have joined. Probably 2 posts a day using our role profiles. **Actions All.**



- GP money moved to charity account. **Actions none.**
- CG gave an update of last year's joiners and leavers. This year so far, 15 applications sent to new members. Member renewals process will start from 1st February to 31st March 2023. Confirm that 10k, BRTZR committee and coaches will only pay UKA fees £17. KH & PR to communicate to their respective people. As previously only CG will approve members for BRTZR FB page and will email weekly new members list to committee. **Actions PR/KH.**
- PL adding SBP to BRTZR Club website, various committee pages and to the Club rules/structure. **Actions PL.**
- SBP looking forward to working with us all. **Actions none.**
- JP asked about member putting up charity sponsorship requests on FB, advised that we can't allow this as could get inundated and have agreed not to in the past. **Actions none.**
- KH 2 members have asked for additional exclusions around BRTZR London Marathon ballot, committee agreed we cannot do this as everyone pays their Club fees and is a membership benefit. **Actions none.**
- PR 2024 10k charity partner will discuss with SBP. **Actions PR/SBP.**
- NS to arrange invoice for Club tee-shirts from Paul Wells and give to GP. **Actions NS.**

Next meeting to be held at ALC (Training Room) *Wednesday 1st March 2023*

Training room booked for 6:30pm dates below.

3rd May 2023

5th July 2023

6th September 2023

1st November 2023

3rd January 2024

10k Committee meetings attendees required

9th January 2023 **SBP**

6th February 2023 **KH & IB**

6th March 2023 **TBA attendee**

3rd April 2023 **TBA attendee**

8th May 2023 **TBA attendee**