
BOGNOR REGIS TONE ZONE RUNNERS

Annual General Meeting (AGM) 2021

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AGM 2021 – Overview & Timeline

Due to the UKA guidelines during the COVID-19 pandemic, the 2021 AGM was again completed by email. The timeline and process of the 2021 AGM notice period is set out below, which allowed every member ample time to submit any objections to the proposed standing Committee for 2021/2022 and to put forward any questions or suggestions to the Committee about the Club.

21 May 2021 – Email and Facebook post sent to every Club member outlining the timeline and process for the 2021 AGM.

21 May 2021 – Specific email address agm@tonezonerunners.org opened for any Committee objections and questions / suggestions from members.

4 June 2021 – Specific email address agm@tonezonerunners.org closed for any Committee objections and questions / suggestions from members.

14 June 2021 – 2021 AGM document published on Club website and emailed to each member.

AGM 2021 – Chair Review

My duties as Chair:

- I assist the Club Secretary in preparation of the meeting agendas.
- I approve agendas & minutes of Committee meetings.
- I manage the efficient running of Committee meetings and other meetings if required.
- Facilitate open discussion and decision making, to have a casting vote in meetings.
- I ensure the Committee acts in the spirit of the Club and the best interests of its members.
- To represent the Committee and Club acting as spokesman as required.

Unprecedented is certainly the appropriate adjective that has been used for the past year and the foreseeable future. I have been furloughed for nearly the past year, painted the house twice and walked the dog so much that he's hidden his own lead.

Over the last year the beginners' groups have been actively running, although switching from two runners to six and back again has been somewhat frustrating.

It has been good to see many members, on a regular basis, pounding the pavement. However, looking forward to when we can collectively run as a Club again.

My term of office, as Chair, is due to terminate at the AGM when Carolyn Stapely will take over. I would like to take this opportunity to thank the Committee and all members for the support you have given me over the past 7 years and I'm sure Carolyn will receive the same.

So, to all our members, take care, look after yourselves & keep running.

Pete Lomax
Chair – June 2021

AGM 2021 – Club President Review

Derek Winslow has been our Club President for the past 3 years, representing us informally and officially as and when required.

He is a much-loved and respected individual who has been an active Club member for several years.

He is a well known character who marshalls the alleyway exit on the Bognor Regis parkrun. His dulcet tones of encouragement and beaming smile, is the hallmark of an extremely popular man.

Thank you Derek.

Overview provided by Pete Lomax
Chair – June 2021

AGM 2021 – Club Secretary Review

The role of Club Secretary involves setting the agenda for Club Committee meetings and taking the minutes and organising the Club AGM.

When Club is running the Secretary will liaise with the Arun Leisure Centre (ALC) about the Club use of the centre and any membership enquiries for the ALC.

I took up the position last summer and have held the position for a number of months, due to other commitments I'm now standing down.

Subject to approval, we are delighted to announce that Neil Strudwick will be taking on this role.

Paul Wells
Club Secretary – June 2021

AGM 2021 – Head Coach Review

The Head Coach duties are to offer help, training advice, whether that is for races or just your own running. Sometimes a little chat will help you and maybe regain your running mojo or just to try something new within your running.

My role is to try to make each training session as enjoyable as possible, yes some sessions may be tough but also very rewarding and once you have stopped hating me for that session, the feel good endorphins kick in and you may love me again.

The Head Coach role is also to oversee that the Club's coaches are providing a safe and enjoyable run for you on Club nights, if you feel this isn't being adhered to, please let the coaches or myself know. We all make mistakes, and from them, we can learn and try to make things better next time.

Summer Club off road runs, track sessions and time trials are also available through the summer months.

As Head Coach I have a place on the Club's Committee to which I must report to every two months.

Due to the restrictions, I was unable to take any sessions, but it was very pleasing to hear and see members following the speed sessions that I posted on the Club's Facebook page.

Keith Hardwell
Head Coach – June 2021

AGM 2021 – Welfare Officer Review

As you know, my name is Claire Baker and as well as being one of the running coaches and Mental Health Champion, I am also on the BRTZR Committee as Welfare Officer.

Welfare is essential to ensure the safety and enjoyment of all our runners/members. And our welfare has been ever more important during the pandemic, where myself and the Committee have constantly taken advice from UK Athletics as to how the Club should operate going forward in the last 12 months.

Here are a few reminders to keep our runners safe and well once we return:

- 1 Running or any exercise is beneficial to Mental Health. Therefore, we encourage runners to join us and we are happy to listen.
- 2 Always be alert for traffic, especially now we cannot hear electric cars.
- 3 Our coaches at the front cannot always see the rear runner, we therefore kindly ask for everyone to keep an eye out for the rear runner.
- 4 If you have an injury listen to your body and get in touch with us if you need advice for where to go next.
- 5 Finally, remember to be courteous at all times to protect the Club's reputation.

If any runner has any concerns, for any reason, then please feel free to get in touch anytime. We wish to adhere to codes of conduct and good practice at all times and keep our runners healthy and safe. You can speak to me on a Club night or contact me via social media or through the BRTZR website.

The Committee and I hope to see you back at Club as soon as it is safe to do so.

Thanks for reading and please continue to get out running whether it is solo or with others as allowed.

Claire Baker
Welfare Officer – June 2021

AGM 2021 – Kit Co-ordinator Review

Life has been anything but normal for everyone this year, on the whole on the kit front as not many people have been racing there have been very few orders for new vests and t-shirts.

We were planning on bringing in a few new lines last year with a Club jacket and rucksack but obviously we have put that on the back burner. Hopefully as things start to return to normal we can introduce those this year along with a Tone Zone training t-shirt for those wanting a general t-shirt just to wear for Club nights and to keep the Ron Hill racing vests for special occasions only.

The highlight of the year was obviously the February challenge which brought over 100 people to our front porch to collect their t-shirts and we raised a bit of money for local charities as well.

Looking forward to a more positive year on all fronts and looking forward to seeing TZ runners at races towards the end of the year and Club back hopefully in the summer.

Natalie Strudwick
Kit Co-ordinator – June 2021

AGM 2021 – Membership Secretary Review

My duties as Membership Secretary is to co-ordinate and collect all membership payments from members on an on-going and annual basis. I register members with UKA once they have paid their affiliation fees to generate their URN number for that current year. I also manage the system to keep the Club's database updated with current information that is supplied by the Club's current members.

Review of 2020/2021

- This was a different and difficult year for the Club to recruit new members and carry out its Club activities due to the COVID-19 government restrictions.
- Total membership of BRTZR closed on 244 members for last year 31st March 2020.
- Total membership of BRTZR in the new affiliation year is 208 members on 1st April 2021.
- 84% of the 2020/21 membership renewed their membership for 2021/22.
- 100% of the membership renewed by BACS payment, due to COVID-19 restrictions.
- We have had 1 new member join the Club for the first time since 1st January 2021 to 31st March 2021. Club is not active so new membership was expected to be low.
- We have retained 52% of last years' new joiners, 46 members that joined from 1st January 2020 to 31st December 2020, renewed their membership for another year.

Looking forward to 2021/2022

- Due to lack of Club activities from March 2020 to the present day due to COVID-19 restrictions, the proceeds that go to the Club from the total membership price paid, has been given free to existing members that renewed their membership into 2021/22. This means only the EA affiliation fee will need to be paid for another year's membership which has also been frozen to £15.
- All UKA affiliation cards will be produced electronically by email once renewed. This will be emailed directly to the member from England Athletics.
- If any members change their surname, address or email address, please inform me by email so that I can update the relevant records.
- All BRTZR membership cards will have the month and year the individual joined printed on them for Club records.
- All BRTZR membership cards have been sent to each member in a picture format.

Chris Gallagher
Membership Secretary – June 2021

AGM 2021 – Results Secretary Review

I have been a member of the Club since 2002 and have held my voluntary Committee position for 10 years in March 2021.

My main responsibility is to collate and publish the Club race results on a weekly basis. These results are posted on our Facebook page and read out by our Head Coach, Keith Hardwell, most Tuesdays (if you remember those Club days). The results are then added to the BRTZR website race results page as an excel file. This file contains all races that you have completed whilst at the Club and is a great tool for you to look back on any of your races (or anyone else's) completed over the years. You can use a filter to help your search.

I also produce a recommended list of events that may be of interest. These are local, major or well supported events. If you need any assistance on race details, I will be happy to help assist.

Review of 2020/2021

Collating race results has sadly been a little redundant over the last year (I did rediscover my Sunday evening though).

We were of course blessed with the opportunity of being able to race before the pandemic began, and brief periods through the Summer and Autumn. Between August through December, 89 of our members were still able to participate in 30 different events.

Many events were forced to cancel, including our own Bognor 10k of course. Most event organisers offered future places, in some cases, credits.

From a personal perspective, it's been fantastic to see many of our members out running throughout the year. As we all know, running is so much more than just maintaining fitness.

Looking forward to 2021/2022

Like us all, race organisers are desperate to get some normality back. Things are starting to look more hopeful, and we are now seeing dates of future events. I have no doubt that things won't be as straightforward as in previous years, but we are on the right track. Races will be well subscribed to this year.

If you need advice on an event, please feel free to drop me a line, and I will try and assist.

Ian Bayley
Results Secretary – June 2021

AGM 2021 – Treasurer Review

My duties as Club Treasurer are the responsibility for all of the Club's money, both incoming and outgoing. To keep track of all the figures I complete a monthly spreadsheet. The Club's financial year is January to December and all Club finances are independently audited each year. Full accounts can be seen on request, please email: treasurer@tonezonerunners.org

Review of 2020/2021

- Accounts were agreed and signed off by an external, independent auditor in Jan 21.
- We all know that 2020 was an extraordinary year in all our lives, with us having to stop Club nights at the end of March. This meant that a lot of expenses that the Club normally pays did not happen.
- The largest single expenditure last year was the affiliation of the Club members, this came to £3,615.
- The cost of running the Club came to £712.38 which consisted of:

Club affiliation to UKA, SEAA and Sussex	£290.00
I.T.	£216.61
Membership cards	£94.80
Coaching	£30.00
Miscellaneous	£80.97

- While our normal presentation night of a buffet and disco was not allowed to take place we still recognised the achievements of our members by holding an evening round the bandstand at Hotham Park, where £299.70 was spent on the trophies.
- At the start of 2020 Club accounts contained a balance of £7,355.76, this had risen to £10,198.37 at the close of the year, an increase of £2,842.61. As explained above, this increase is mostly due to not staging the full presentation evening. We also didn't have any mini Club events or ice creams after an off road run. Also, with no Christmas party, the Club didn't contribute to table gifts or the photo booth which is normally in excess of £400.

Looking forward to 2021/2022

- The Committee took the decision in November 2020 that membership to the Club for those that renew for 2021 would be free, the £15 that was paid all goes to UK Athletics for your affiliation.
- Club finances remain largely unchanged from 2020. I anticipated that the Club will have a nett overspend by the end of 2021 due to the effect that the corona virus has had on the Club, my estimate at this stage would be around £1,000 but this will become clearer as 2021 progresses. The good news is that the Club is in a healthy financial position to cope with this.
- After last year's successful move towards BACS payments with 90% of people paying their membership fee this way and with Club closed I had no option but to only accept direct bank payments this year. This is obviously a lot easier to keep track of and with this in mind all payments to the Club in the future will be bank transfers only.

Please contact me if you have any question about Club finances or your payments to the Club account, email: treasurer@tonezonerunners.org

Glenn Penfold
Treasurer – June 2021

AGM 2021 – Bognor Prom 10k Race Director Review

My overall role is to lead and oversee all arrangements leading up to the Bognor Prom 10k race day and chair scheduled meetings with associated Committee members/officers.

Key responsibilities

- To ensure that all Committee members/officers and supporting volunteers have a clear understanding of their roles and responsibilities.
- To chair scheduled Race Committee meetings, overseeing and allocating tasks to fellow Committee members/officers in accordance with the Task Checklist.
- To ensure that all Risk Assessments for the event are complete and up to date.
- To ensure that all arrangements are in accordance with UKA Guidelines and Rules.
- To apply for UKA Road Race Licence (currently 2,000 entrants).
- To make application for any permits from Arun District Council e.g. use of West Park.
- To liaise with applicable Highways Agencies and obtain a Temporary Traffic Road Closure Order (TTRO) for the event day.
- To liaise with relevant local Police agencies.
- To book and liaise with emergency 1st Aid service.
- To organise and chair Emergency Services meetings.
- To organise and chair Lead Marshals meeting in advance of race day.

Review of 2020/21

Following the disappointing cancellation of the 2020 race it was a case of watching and waiting to see where the pandemic and lockdown restrictions took us before making any sort of decision to plan for the 2021 race.

When national cases started to decline and restrictions were lifted in the summer the Race Committee became hopeful that we might actually be able to plan for a race in 2021 and started to lay the foundations for a smaller scale race that would comply with the strict national Covid-19 guidelines and those in force from Arun District Council and also UKA. Unfortunately, that was short lived as by the autumn with the prospect of the dreaded second wave and stricter lockdown restrictions becoming increasingly likely, it soon became obvious that we were in an impossible scenario of trying to plan something that may or may not be allowed to go ahead and could require constant alterations. With so much uncertainty and concerns about potential financial viability the Race Committee took the early decision to once again defer the 10km until 2022.

Looking forward to 2022

It is extremely disappointing that we were unable to hold this year's race again, but we have a commitment to the 830+ deferred runners we have from the 2020 race and have the provisional race date of 22 May 2022 now in place.

Obviously, we will have to wait and see how the rest of the year pans out, but I am a lot more optimistic that we will actually be able to hold the 10km again in 2022. However, to help me achieve this I will also need a positive and enthusiastic group of people to assist me and as several of the existing Committee members decided to step back from their roles last year, I will be looking to other Club members to step up to the task. Further details will be posted a little later this year but, in the meantime, please feel free to contact me if you would be interested in assisting or have any further questions about the 10km Committee.

Duncan Stephenson-Gill
Bognor Prom 10k Race Director – June 2021

AGM 2021 – Social Events Co-ordinator Review

As Social Events Co-ordinator my primary role is to facilitate the social events for our members. We know our members love to run, but we also know they love to socialise (aka party!) and as such having an active social aspect to the Club has always been important and well supported by the Committee.

Each year the Social Events Co-ordinator organises a Summer presentation night and a Christmas party for the members, both these events are well attended with 100+ members. We would also usually hold a number of other events such as themed Club nights (e.g. Halloween, Christmas), chilli festival and horse racing days. With the pandemic, over the past year these events have just not been possible and we have all become more isolated with national restrictions and Club closure. To help motivation and wellbeing during this time, I have been involved in a number of virtual challenges with other Committee members which were well received by the membership and have helped us to stay engaged with each other.

Looking forward to 2021/2022

Nic Baglee is taking over the role of Social Events Co-ordinator and I will be switching roles to Club Chair. I have thoroughly enjoyed my 4 years of party planning and wish Nic all the best for the future. I hope there are more sociable times and freedom ahead!

Carolyn Stapely
Social Events Co-ordinator – June 2021

AGM 2021 – PR & Social Media Administrator Review

My duties as PR & Social Media Administrator for the Club is to promote your achievements to the public, this is done by publishing articles in the local newspapers or on our social media channels (Instagram, Facebook and Twitter). I work closely with the Bognor Observer to ensure we always get our slot in the weekly sports section. Obviously over the past year there hasn't been much to report but we did have a big spread for the Virtual Bognor 10k and there will be articles published soon highlighting our other challenges. You've probably all known me more recently as the Club bingo guy, virtual weekly 5k spreadsheet man and Team Orange captain.

All social media channels are working really well as I'd hoped, make sure you direct your friends if they're interested in joining the Club. We have a Twitter, Instagram and a public Facebook page.

Review of 2020/2021

- Only a handful of articles published (Virtual Bognor 10k, Virtual London Marathon, several races in September/October).

Looking forward to 2021/2022

- I want to hear more of your stories. If you have a story of a big challenge you're taking on let me know and I'll see what I can do with regards to getting it in the local paper.
- Articles on the team monthly challenge, a year of virtual 5ks and hopefully more races!

Jack Penfold
PR & Social Media Administrator – June 2021

AGM 2021 – Website and IT Administrator Review

I took over this role in June 2020 from David McManus, after his 5 years of great service to the Club.

My responsibilities primarily include:

- Management of the Tone Zone Runners Club website: www.tonezonerunners.org.uk
- Management of the supporting Tone Zone Runners online accounts (i.e. all accounts linked to the tonezonerunner.org.uk domain account).
- Co-ordination of Club website updates and all website content.
- Update race results on Club website and issue email updates to Club members.
- Issue Club communications as required by the Committee.
- Initial response to Club website messages and queries.

Review of 2020/2021

- There were very few races and race reports (produced by Jack) to post up to the website during the last year. But I did manage to tidy and update the race results history file that is saved on the [Club Results](#) website page.
- Carried out general maintenance of the BRTZR Club and Bognor Prom 10k websites.

Looking forward to 2021/2022

- Looking forward to delivering happier emails to members with race results updates, summer run schedules, Club social events and race reports celebrating our achievements.
- Planning on working with Chris Gallagher (Membership Secretary) to update member's contact details (address, tel. numbers etc) on their Club record.

Peter Lee
Website and IT Administrator – June 2021

BOGNOR REGIS TONE ZONE RUNNERS

AGM 2021

Proposed Standing Committee for 2021/2022

Name	Committee Post
Carolyn Stapely	Chair
Chris Gallagher	Membership Secretary
Claire Baker	Welfare Officer
Derek Winslow	Club President
Duncan Stephenson-Gill	Bognor Prom 10k Race Director
Glenn Penfold	Treasurer
Ian Bayley	Results Secretary
Jack Penfold	PR & Social Media Administrator
Keith Hardwell	Head Coach
Natalie Strudwick	Kit Co-ordinator
Neil Strudwick	Club Secretary
Nic Baglee	Social Events Co-ordinator
Peter Lee	Website & IT Administrator

BOGNOR REGIS TONE ZONE RUNNERS

AGM 2021

AOB questions / suggestions from members in response to AGM notice

Question 1

Can we squeeze in 1 more round of bingo/scavenger hunt?

Answer

Yes, we'll look to organise another bingo/scavenger hunt in the near future.

Question 2

Could the club organise another evening to the Run Company if they can do a good discount for us. If this can't be achieved because of Covid, could these discounts be applied for a one off visit?

Answer

A Club evening visit to the Run Company in Chichester is not feasible to organise due to current restrictions on the number of members who could be admitted to the shop at any one time. But we will look to arrange a visit in the future when restrictions have been lifted.

In the meantime, BRTZR members can still receive a 10% discount in-store at the Run Company when they present their BRTZR membership card.

Question 3

Does the club have any London Marathon places for the 2022 race, and will there be a ballot?

Answer

Yes, we have 2 places confirmed for the 2022 London Marathon and the Committee will provide a further update on the members ballot for the 2 places.