

MINUTES OF THE ANNUAL GENERAL MEETING OF TRENT PARK RUNNING CLUB HELD ON MONDAY 25 OCTOBER 2021 AT SOUTHGATE HOCKEY CENTRE COMMENCING 7.30pm

1. Apologies for Absence

Apologies were received from Chas Taylor, Chris Prescott, Kath Sinnott, Jill Atkins, Lesley Turner, Chris Thompson, Sally Minks, Claire Goldfinch, Peter Lambert, Andrea Berkoff, Tali Swart, Janet Clarke.

2. Minutes of the AGM held on 26 November 2020

The minutes were agreed.

3. Matters arising

There were no matters arising.

4. Honorary Chair's Report – Peter Goldfinch

Having become chairperson at last year's virtual AGM, it is great to finally be able to do this year in person!

I have had the privilege to chair the club with a brilliant group of people who form the club committee, it has been a challenging year for everyone but through their determination the club has gone from strength to strength

We have seen how the club and our members can adapt to fit in with our schedules and demands while working predominantly from home. It is great to see so many groups who have supported each other over the past 18 months which is truly the spirit of the club

It is not without the hard work of the club's committee that we have had such a successful year. So, I will take this time to thank everyone of them. The committee is also on hand this evening to answer any questions from their reports.

Andrew Dench, the covid officer who came onto the committee while the covid pandemic was taking hold helped us navigate the changes and challenges so amazingly

Paul Ward, the coaching Coordinator, has planned, helped and guided our 40 plus leaders within the club

Robert Pick, the secretary, for all the excellent work he has carried out. Not just this year but many years, unfortunately has decided to step down

Adam Bowman for sorting out our racing teams with Chas in assistance

Kath Sinnott, the social secretary, who following the success of the pizza evening is now organizing the Dinner & Dance (a small plug please buy your ticket if you have not already)

Christine Hawker membership in dealing with so many inquiries and questions from prospective members. Christine is standing down this time, so thank you for everything you have done.

Brian Dilley, the treasurer who took on the finance role following Jason Maloney. Brian is doing an excellent job looking after the club's funds

Girish Menezes, Communications officer, has taken our club to twitter, Facebook and, beyond helping James Joy who is not on the committee but organizes the plank, London Marathon marshals and generally holds the club together with all the technology

Anthony Plewes was the triathlon officer but now has taken over running the newsletter from Camilla, who reformed the newsletter and Anthony has carried on with all the good work

Peter Hughes the new triathlon officer who has recently taken over the role and instantly put me in my place

Kellie Cuthill looks after the welfare and has gone through policies and procedures for the club it is ever growing demand upon the club and Kellie is doing a great job controlling it

Thank you, Matt Burn, for organizing the Triffic Trail along with his team of helpers and, not forgetting the runners.

5. Honorary Treasurer's Report – Brian Dilley

Firstly, I would like to thank Jason Maloney for serving the Club as Treasurer prior to me taking over in February, and former member, Andy Andreou for helping to prepare the accounts.

Due to the inactivity of the Club during the financial year due to the pandemic, all comparisons with previous years, or splits between senior and junior P&Ls are meaningless, so my report is only at the full club level.

The Club paid £4,925 to the Hockey Centre for rent this year, compared to £26,212 last year. This meant that the Club did not need to use as much of its reserves as anticipated at the start of the pandemic, when member subscriptions were suspended.

Member subscriptions were £7,972 compared to £41,278 the previous year. The split between Seniors and Juniors was Seniors £6,494, Juniors £1,478.

In addition, money received by the juniors from Jack Petchey was not able to be spent until the following financial year, increasing reported profit by £2,000

The Club therefore made a loss of £961 for the year (£2,961 excluding the impact of the Jack Petchey money), compared to a profit of £2,086 the prior year.

Cash at bank on 31 March 2021 totalled £55,732, (19/20: £66,548). After accruals and prepayments, the Club reserves stood at £56,675 (19/20: £57,636).

6. Membership Secretary's Report – Christine Hawker

Last October we weren't sure how many members would remain with the club after so long away due to the pandemic. Not only have many members remained with us, 221 seniors, we have had a number of enquiries asking to join since January, around 88 adults. Some have not amounted to much and some are still ongoing. We have had 32 senior members join or re-join since April.

The numbers as of the 16/10/21 are as follows

Seniors 256

Students 2

Juniors 102

U21 7

Social 15

Honorary 6
Swim 7
2nd claim 5
Total 400

We have so far renewed 80 URNs, seniors and Juniors.

I would like to thank James Joy again for his fantastic support with the membership system and queries from people on how to use it. Thanks also are due to Chas for all his guidance on new enquiries.

7. Club Team Manager's Report – Adam Bowman

October 2020 through to October 2021 was a relatively quiet time on the racing front in comparison with our usual fixture list, but nevertheless we had a great season given the circumstances and races that were available for us

Met League and Sunday League – no races

Luckily we were fortunate that the Chingford League managed to put on a few races in which we had good attendance across the board. Our standout result was the Chingford League relays at the end of the season where we had a clean sweep; Women's team, Men's A team, Men's B team and Men's Vet team.

Onto the road racing summer series and we had planned with the MWL to run some actual races but it wasn't feasible, so instead they hosted four virtual races which were well represented by Trent Park throughout.

After the four races we had another clean sweep across the board, with wins for the Men's and Women's overall teams, Men's and Women's Vets teams, combined overall winners and combined vets winners.

With that in mind, the team are looking forward to getting back to things properly with the Met and Sunday League which are starting soon (the first fixture for each league will have been run by the time of the AGM) as well as making sure we still support the Chingford League where we can.

Most recent race was the Annual Trent Park Track Mile which was a fun and exciting evening of racing. Winners on the day were Alessio Ferrari for the Junior Male, Steve Moss for the Senior Male, Niamh Keohane for the Junior Female and Emily Jeanes for the Senior Female. Niamh and Emily also both broke the respective club track mile records on the night.

A personal thanks from me for everyone who has raced or supported the club in some capacity throughout the last year or so, in particular to Scott, Paul Brennan, Emily Clarke, Anja, James Joy and Chas.

As a final word from me, a massive thanks to Robert Pick who leaves the Committee this year after a good few years of service. You'll be missed on the committee with your wise words of wisdom but I'm sure I'll see you out on the cross country fields soon!

8. Coaching Coordinator's Report – Paul Ward

The impact of COVID-19 has continued to impact the club in many different ways and we have adapted guidance for Leaders and Coaches in line with England Athletics (EA) at every new phase.

As with last year I would like to recognise the support of Andrew Dench and James Joy in their commitment to provide clear guidance and updates for everyone. Without their direction the club would not have been able to return to training in accordance with EA guidelines.

In the past 12 months an additional 12 members have successfully completed the “Leaders in Running Fitness” qualification and are now able to lead runs for all abilities.

Over the winter months we will need all leaders to help organise regular runs, providing a safe environment for training.

The Transformers under the leadership of Kath Sinnott and Natasha De Souza continue to grow in both leaders and members. Sessions are adapted for a mixed ability and also include guidance on strength training, speed work, mobility, aerobic and anaerobic capacity. This group have the highest number of sessions on offer and are rewarded by consistent attendance levels.

The sub-20’s continue to follow a structured program and have been offering regular sessions at both the Track and Hockey Centre. They are focussing on the 2021-2022 Cross Country Season and would welcome more members who would like to participate competitively for the club.

Organised runs and attendance for the core of the club is still lower than pre-COVID as members and leaders continue to adapt to changes in both personal and business circumstances.

Track sessions on Tuesday’s have been well attended with a focus on speed work this year that has attracted members of mixed abilities. These sessions will continue to be organised through the winter, providing a safe environment to continue speed work over longer distances.

Thursday’s has traditionally been the main night for all members to train together. Concerns over COVID-19 have impacted these sessions more than any other. Through the final quarter of 2021 we hope to see more

members return to these sessions at a regular start time of 7.00pm approx.

Coacha will continue to be utilised for organising runs by leaders. This ensures that as a member you have the full benefit of running with club members and a leader in a safe environment, within EA guidelines. This also includes insurance coverage in the unlikely situation of an accident occurring whilst running.

Flexibility is shown and a leader will use their discretion to allow a member to run who hasn't signed up to that specific session. Records are then updated by leaders post the run.

In summary the club has a healthy number of leaders and a booking system to ensure members can enjoy training together safely. The next year is important to the future of the club as we offer a variety of sessions meeting the mixed ability of our members.

9. Junior Section Representative's Report – Paul Hart

First and foremost a big thankyou to Andrew Dench the other members of the team that provided COVID risk assessment studies/provisions with Enfield Council to allow us to start training again in April. Initially this was with limited group sizes of 5 athletes per coach which has now increased to 12 (in line with England Athletics guidelines). In other respects, the junior section is still structured as per pre COVID times i.e. a minimum age of 9 to join with members split into Under 11, Under 13, Under 15 and Under 17 age groups. Age as of 31st August applies (in line with EA Cross country age groupings). Uptake in membership renewals and new joiners has been good, particularly amongst the youngest and we are operating a waiting list for the U11's. We currently have 10 coaches covering 3 days per week of training. Saturday morning sessions take place for all age groups from the hockey club whilst there are Tuesday track and Thursday road runs for U15 and U17's. All sessions require registration via Coacha. We continue to compete in 2 cross country competitions : The North West London League and the Met League. It's good to be racing again and we have some competitive runners in all age groups. The section continues to receive funding from the Jack Petchey Foundation and this has been used in recent months to give the juniors days out doing water sports and paintballing. Challenges for the section going forward include:-

- Moving back inside the clubhouse for pre session notices now Winter is coming - if we feel it is safe to do so in numbers.
- Increasing participation in cross country races. Whilst we have fast individuals in all age groups we do not have large numbers competing and this is detrimental to our chances of placing well in the team competitions.
- Ensuring a progression of juniors into the adult ranks in the face of college, university and work.
- Recruiting more parents and club members with Lirf qualification to assist or even join the coaching staff.

10. Communication Officer's Report – Camilla Chafer/Anthony Plewes/Girish Menezes

When I took on the newsletter at the beginning of 2021, the idea was to produce it on these simple principles:

- Informative
- Engaging
- Simple and short
- Drive readers to the website
- Retain and/or increase readership

At the start of 2021 we moved to a bimonthly newsletter given the pandemic's interruption to normal events. Simply, there was little to report that couldn't be condensed into a fortnightly mailshot. With most club activities at a halt, we focused on keeping members updated on rules and procedures as they changed, ensuring we remained compliant with England Athletics/British Athletics. The frequency of the newsletter remains simple to change as the club resumes full activities and more news inevitably arises.

The challenges

The challenge was how to increase the open rate when members weren't opening/reading it. The first step to solving this problem was to change the format of the newsletter to one that was broken into clear segments that disseminated information in a short, factual way, while keeping the human element with the standfirst always signed off by "Peter and the TPRC team".

For further information on any topic, readers were driven to the website. For example, race results take up a large portion of the newsletter (and rely on members to either supply their times, or rely on a time commitment for someone to crawl race lists) but while these are much wanted by some members of the club, others have little interest. The solution was simple: host results on the website and drive readers there. The website could benefit from updates to support this. For several sections, various club members took ownership for reports eg Tri rep, men's captain, women's captain.

In addition to keeping the information clearly segmented and short, we also removed almost all pictures. With the majority of readers reading the newsletter on their phones, this significantly reduced the scroll rate, something that can frustrate readers.

Some stats on the newsletter (please note, this doesn't include specific, targeted emails such as for the London Marathon volunteers):

Date	Recipients	Opens
1 st Dec 2020	597	381 (64.4%)
4 th Jan 2021	604	389 (65.71%)
1 st Feb	601	354 (59.30%)
1 st March	599	370 (62.80%)
12 th April	596	377 (64.01%)
10 th May	627	375 (60.68%)
7 th June	636	378 (59.62%)
5 th July	640	375 (59.52%)
2 nd August	644	363 (56.54%)
1 st September	642	353 (55.50%)
5 th October	666	258 (39.15%)

Conclusion, successes, and next steps

It shouldn't be surprising that there's still work to be done on increasing the open rate but the stats above show sign-ups are increasing (likely due to the club reopening to new members) and that the open rate has remained steady.

The simplest solution to increase the open rate is to publicise the newsletter via the other channels, specifically Facebook Running Buddies group, and WhatsApp groups, acting as a reminder to open and read, possibly with a brief content description. With the format now clear, we aim to entice previously "lost" members back to the newsletter and continue to retain those currently opening it.

As the club returns to normal activities, the frequency of the newsletter is likely to change otherwise it will become increasingly longer and members prefer it shorter.

Feedback received by committee members suggests members are happy with the new format and like the clear, informative, content and the engaging "voice".

Author: Camilla Chafer

Addendum from Anthony Plewes

I took the newsletter over from Camilla in the Summer of 2021. I have made a few changes based on member discussions.

1. Because of the increase in information arising each week, we are moving to a weekly schedule in the newsletter.
2. Because members were not sending in race reports on a regular basis, we have engaged a specific results team – Chas Taylor and Robin Tremaine. These results and reports go on the TPRC web site and an abridged version in the newsletter. Judging by the click rates, the results section does appear to be a popular part of the newsletter.
3. Open rates have dropped off in recent weeks. This may have something to do with a recent technical issue concerning how Apple Mail opens are measured, but we are investigating.
4. We are reintroducing some images to the newsletter to make it look a little more interesting, but are happy to drop if members prefer it without.

Social Media

Girish Menezes is responsible for Social Media.

Our Social Media strategy has focussed on three key pillars.

We are first and foremost a running club for all and there was a major focus on the people and social aspects of being a member.

Second, we promoted the competitive side of the club and celebrated the excellent performance demonstrated post lockdown by individuals and the team as a whole.

Finally, we have been promoting our membership & events: membership drive, the Plank, Transforming Trent Park (litter pick up), Triffic Trail, Halloween Quiz and the Dinner / Dance.

11. Social Secretary's Report – Kath Sinnott

In the spirit of recycling and sustainability, I am reusing my opening paragraph from the AGM 2019 Social Report. To quote: "It has not been the most blistering of years for formal social events in the

Club – I think we'll just blame Brexit!" Add in the word Covid and that explains this past year and both clouds are still looming over Christmas!!

In terms of actual events, we finally, comfortably, held a fab Pizza Evening in early September to celebrate a formal return to Club Nights. It was a successful evening with tasty pizza and everyone enjoying socialising together once again as a Club, with over 100 members attending.

We are now in the midst of organising the TPRC annual Dinner Dance to be held on Saturday 13th November at Hadley Wood Golf Club which we hope will be a roaring success. The Social Team put a lot of effort into organising these events in their own time so it is nice to get a positive and enthusiastic response from the Club. There will be live music from our very own TPRC Transformer, Patrick and his Band which were so popular last time so please don't miss out, hurry to get your Ticket order in!

The Social Team remain in place and are currently looking to plan the Club Christmas Party at the Hockey Club on Thursday 16th December and are discussing ideas for a themed event in February/March 2022.

I would like to take this opportunity to thank the Social Team within the Transformers for all their enthusiasm and energy and let's look forward to a fun 2022.

12. Handicap Organiser's Report – James Joy

Towards the end of 2020, we started a social distance version of the Handicap, The Plank. This used an adapted version of the course, so we could start and finish on the hill next to the sports field, have an individual start and get runners to pre-register, so this was compliant with the regulation at the time.

With a second lockdown, we were unable to run any form of handicap until April 2021, and continued with this format for the remainder of the season.

We also introduced a mid-week version, The Nightcap, again using the same format and course but had no marshals.

Whilst initially these events were popular, with 54 running the April race and 27 the May Nightcap, interest has been tailing off with around 30 attending the August event. For the September one, only one person had registered a week before the event, so this was cancelled.

October and November we can not find a date that fit so we can also cancel these.

With each event, there is a large amount of work that goes on in the background for both myself as well as David and Linda Grindall, who get together the 10 volunteers needed. Therefore, if the club members wish the handicap to continue we do need them to commit to running and volunteering.

We will shortly be sending out a survey to all members about the future of the handicap and in what format they would like it to continue. Depending on the results of this we plan to restart the handicap in January 2022.

13. Triathlon Representative's Report – Pete Hughes

Racing

The triathlon season was again disrupted by the pandemic in 2021, most races had to be cancelled and the few races that were going ahead were very restricted in their scope. Fortunately restrictions began easing in July and there was a reasonable turnout from club members at races nationwide, including the Bolton Ironman and Holkham Outlaw races in July. Towards the end of the season, a number of club members also wrapped up racing with a good turnout at the HSV sprint triathlon in Hatfield, and a couple of members also ventured up north for the Helvellyn Tri. We're hoping that restrictions will remain lifted for 2022 and hope to get more racing done.

Swimming

Open water swimming continued throughout the year at the Blue Lagoon, outdoor swimming has had few restrictions and this has meant that more club members have been able to swim more often than in previous years. Indoor swimming has been more impacted by lockdowns but once the pool opened we had another good season in Furzefield. Unfortunately, the sessions at Queenswood School have been stopped due to the difficulties in the requirement for a permanent lifeguard to be supplied by the club during all swim sessions there.

Training

We would like to get members trained up as ride leaders so that we can do formal club organised rides. However, it was difficult to get British Cycling training days organised because of the pandemic, the only sessions were in Manchester. We're hoping that this will be easier in 2022. We are hoping to organise a cycling session at the Lee Valley Velopark outdoor track to help start back on more frequent club group rides.

Club Aquathlon

This didn't happen in 2021, but for next year, we are thinking about approaching Berkeley Homes management to see if we can use the pool in the development to run the race again.

Triathlon Representative

Anthony Plewes stood down as Tri rep part way through the year due to his taking over as editor of the club newsletter. The role was taken over by Pete Hughes.

Going Forward

We hope that things will start to become more like they were before the pandemic and we can start racing more regularly next season. Some of our previously regular club races have already been announced with dates for next year. It should be possible by early next year to have a list of races where we hope to get a decent number of club members competing together in the same races, these would be our nominated club races. These club races are normally chosen during a preseason triathlon get together, we plan to do this early in the new year.

14. Welfare Officer's Report – Kellie Cuthill

The club has an identified Welfare officer (Kellie Cuthill), and a small but growing number of members who are present at different training sessions and events for both Juniors and Seniors who will act as a 'first point of contact' should any issues arise during the normal course of club activities.

The aim is to be both compliant with the Welfare and Safeguarding policies applicable to us as a running club and also approachable and representative of all members' interests.

Names and contacts will shortly appear on the TP website along with information on how you can raise any welfare queries. There will also be details on how we as a club act to follow up any concerns.

15. Presentations

As the recipient was not at the meeting the Pig will be presented in the near future.

The Ralph Martin trophy was awarded to Peter Cowley and Noreen Bourke for 6 months each.

16. Election of Officers for 2022/23

Nominations had been received in respect of the following committee vacancies:

Geoff Harris as Club Secretary – proposed by Chris Thompson and seconded by Dawn Tang.

Jason Van Zuydam as Membership Secretary – proposed by Kathleen Sinnott and seconded by Natasha De Douza.

The above were elected together with all the other members of the committee who were seeking reelection.

The Committee comprises the following:

Honorary Chair – Peter Goldfinch

Honorary Secretary – Geoff Harris

Honorary Treasurer – Brian Dilley

Membership Secretary – Jason Van Zuydam

Club Team Manager – Adam Bowman

Junior Section Representatives – Paul Hart and Peter Ley

Triathlon Representative – Pete Hughes

Social Secretary – Kath Sinnott

Coaching Coordinator – Paul Ward

Welfare Officer – Kellie Cuthill

Communications – Anthony Plewes and Girish Menezes

17. Motions: Constitution Changes and Others

The Committee submitted a proposal which after discussion and a vote was passed as follows:

The Membership Fee applicable for the period 1 April 2022 to 31 March 2023 should remain the same as for the year ending 31 March 2022 ie Senior Full Membership £110, Students £50, Under

21's £50, Junior Members £50, Swimming Only Members £50, Social Members £25. Any change in these rates will need to be agreed at a Special General Meeting.

18. Any Other Business

- Thursday evening sessions were discussed. Members' views will be taken back and discussed by the committee.
- What 3 words app was proposed as a useful tool for run leaders.
- Availability and training on the use of a defibrillator was discussed. This will be taken up by the committee.

The meeting closed at 8.30pm.