

## Chapel Allerton Runners Committee Meeting Minutes

**Date/Time/Location:** Monday 6<sup>th</sup> July at 8pm on Zoom  
**Chair Person** Holly Keighley  
**Minutes:** Paul Hough  
**Present:** Heather Ross, Sam Nunn, Fergus Scrutton,

Joseph Green, Nicola Hinch, Sally Parrini, Sam Robins, Anna Cooper, Jason Hill

### Apologies

Matt Belbrough

| Agenda Item                    | Summary of discussion                                                                                                                             | Action                                                                           | Who | When         |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----|--------------|
|                                |                                                                                                                                                   |                                                                                  |     |              |
| Actions from previous meeting: | SG to check updates from previous meeting:<br><div>Done</div> <div>Partially completed</div> <div>Not done – new deadline created</div>           |                                                                                  |     |              |
| Member Of The Moment           | Number of options discussed – Agreed on Ben Robins for organising the Beginners course                                                            | Social Media Post                                                                | SR  | 13/07/26     |
| Committee Roles 26/27          | 2 x committee members stepping down. Takes us to 11 people so need at least one more<br><br>Social Media and Coaching Role will need to be filled | Talk to members about openings<br><br>Think about new roles within the committee | ALL | Next Meeting |
|                                | Kit coordination role                                                                                                                             | Direct post asking for volunteers                                                | SN  | Next meeting |

|                          |                                                                                                                                                                                                                                                |                                                                                                                              |                                        |                                                                      |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------------------------------------------------------|
|                          |                                                                                                                                                                                                                                                | HK to ask NH about staying on to look after kit                                                                              | HK                                     | Next meeting                                                         |
| Website                  | <p>Discussed new website options, Wix and Squarespace. Have also received an email from a web designer who created Horsforth Harriers new website</p> <p>HK has set up new Mailchimp account</p> <p>Discussed old data on the Google Drive</p> | <p>FS &amp;HK to share info and decide on best option</p> <p>Test Mailchimp log in</p> <p>Audit and delete historic data</p> | <p>FS &amp; HK</p> <p>SP</p> <p>SN</p> | <p>By next meeting</p> <p>By next meeting</p> <p>By next meeting</p> |
| Chapel Allerton Festival | <p>Agreed to similar set up to last year. Not proactively taking details but handing out flyers.</p> <p>Will need to arrange Gazebo transport with Louise</p>                                                                                  | <p>Ensure flyers are in the lock up prior to festival</p> <p>Organise volunteers and create new sign up sheet</p>            | <p>PH</p> <p>JG</p>                    | <p>End August</p> <p>Mid August</p>                                  |
| Summer Social            | <p>Myrtle Tavern confirmed we have a space to host on 22<sup>nd</sup> July</p> <p>Decided on offering just a 4 and 6 mile route</p>                                                                                                            | <p>Create 4 and 6 mile routes</p>                                                                                            | <p>SR</p>                              | <p>13/07/26</p>                                                      |
| Handicap Race            | Ben Robins has agreed to lead again. Committee agreed to keep the same format as last year                                                                                                                                                     |                                                                                                                              |                                        |                                                                      |
| Standing updates         | <ul style="list-style-type: none"> <li>- Finance:</li> <li>- Membership:</li> <li>- Coaching:</li> <li>- Socials:</li> </ul>                                                                                                                   |                                                                                                                              |                                        |                                                                      |

|                      |                                                                                                                                                             |                                               |  |  |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|--|--|
|                      |                                                                                                                                                             | July food social cancelled<br>due to Football |  |  |
| AOB                  | Moving committee meeting to a different evening to avoid Interval session conflict. Members present agreed that Tuesday would be the best alternative night |                                               |  |  |
| Date of next meeting | Monday 10 <sup>th</sup> August                                                                                                                              |                                               |  |  |