



WEST EDINBURGH RUNNING CLUB
Annual General Meeting
Thursday 27 March 2025 at 18:30 on Zoom

Minutes of Meeting

1. Attendance

Alan Jeffrey (Chair) (AJ), Dom Godfrey (Co-Chair) (DG), Stuart Leslie (Secretary/Minutes) (SL), Martin Brennan (Treasurer) (MB), Rhea McGlashan (Welfare Officer) (RM), Alice Lubis (Welfare Officer) (SL), Anna Cormack (AC), Caroline Catto (CC), Dawn Carberry, Georgina Li, Val Willis, Alan Chow, Alison Acosta, Alison Gillis, Alison Gray, Ania Ferreira, Celina Davis, Chris MacFarlane, Claire Gilchrist, Claire Jellema, Colin Galbraith, Corinna Bremer, Eleanor Johnston, Elizabeth Welsh, Emily Johnston, Emma Keiller, Jan Anderson, Jan Drummond, Jenni Owens, Kathleen Inch, Keith Stewart, Kevin Duguid, Keiran Turner, Linda Howie, Ali MacDonald, Lindsay McMahon (Scottish Athletics), Lisa Pollock, Lucy Aitken, Matt Bird, Meredith Hamilton, Michael Bisset, Oliver Jackson, Pauline Paine, Piotr Stepień, Richard Eakin (RE), Ronnie McIntyre, Ross Bowman, Russell Richmond-McIntosh, Sally Richmond-McIntosh, Stuart McGibbon, Trish McFarlane, *Unknown (Victoria iPhone)*

No apologies were received.

2. Welcome

AJ opened the meeting, thanking everyone for their attendance.

AJ introduced Lindsay McMahon (LM), a representative from Scottish Athletics. LM shared her enthusiasm about learning more about the club's achievements so far and its plans for the upcoming year.

3. Chair's Report and Year Overview

AJ reflected on the past year, highlighting the club's achievements, including a successful first year of membership and steady growth since the club's establishment in January 2024.

As outlined in the club constitution, the committee must undergo re-election annually. Both SL and AL have expressed their decision not to seek re-election this year. The existing committee members, all of whom secured at least two nominations to continue in their respective positions, were unanimously re-elected during the meeting without any objections or alternative candidates being proposed. The roles are as follows:

- Chair: Alan Jeffrey
- Co-Chair: Dom Godfrey
- Treasurer: Martin Brennan
- Welfare Officer: Rhea McGlashan
- Secretary: Vacancy (temporarily filled by Dom Godfrey)
- Second Welfare Officer: Vacancy

DG has kindly agreed to temporarily assume the responsibilities of Secretary until the position is formally filled in the near future.

4. Secretary's Report

SL expressed gratitude to AJ for his kind words regarding his decision to step down from the Secretary role. The minutes from the 2024 AGM were approved, with a minor adjustment made to the attendee list.

SL provided an overview of the membership figures for the previous year, highlighting that the club had 104 members by the end of February 2025, when membership closed. The upcoming membership year will run from 1 April 2025 to 31 March 2026.

The membership structure remains unchanged, with standard membership priced at £25 and concessions at £12.50. From 1 November 2025, standard membership fees will be reduced to the concession rate to reflect part-year memberships. Additionally, free membership continues to be available on request.

SL also discussed aspects of the club's expenditure, emphasising that all coaches and committee members are unpaid volunteers. He reported that a large portion of the funds are allocated to annual fees payable to Scottish Athletics and training courses for coaches and welfare officers, including First Aid.

The use of Entry Central as the platform for managing 2025/2026 memberships was explained, and SL confirmed that membership for the new year is now open.

5. Head Coach Report and Year Overview

DG presented a report on the club's coaching progress over the past year. The coaching team has grown to ten members, currently comprising two Coaches in Running Fitness (CIRF) and eight Leaders in Running Fitness (LIRF). However, this is expected to change in the coming months to three CIRF and seven LIRF.

DG highlighted that the team size aligns with the requirements outlined by Scottish Athletics with regards to coach/athlete ratios and ensures sufficient flexibility to accommodate periods of coach absence.

The club's core values were reinforced, with all coaching team members having completed professional training provided by Scottish Athletics, including courses on equality and diversity.

DG reported some exciting plans for the year ahead including a new club summer trail series and a monthly lunchtime trail session in Holyrood Park.

6. Welfare Officer's Report

RM gave an update providing an insight into the responsibilities of the Welfare Officer within the club, emphasising the role in providing members with a confidential and safe avenue to address any concerns they wish to raise within the club. RM also reported that a club survey would soon be conducted to gather feedback from members. This is voluntary but members are encouraged to share their feedback.

Welfare Officers have recently received committee approval to wear a distinctive club T-shirt, specifically designed to raise their visibility during training sessions.

7. Treasurer's Report

MB provided an update. MB reiterated one of the club's core values that finance should not be a barrier to participation. To uphold this principle, the club strives to keep all costs as low as possible. MB highlighted that no profit is made from any merchandise, including club kit, to ensure affordability for all members.



MB reported that a contingency fund of £500 is consistently maintained to cover unforeseen expenses. A waterfall graph illustrating the financial position over 2024/2025, including both income and expenditure, was presented. MB also confirmed that, in keeping with good practice, the finances have been reviewed and verified by the Treasurer of Portobello Running Club.

MB advised that all card payments taken at Thursday training will now be handled by himself.

The full written financial report is available to members on request.

8. Club Championship

AC and CC oversee the club championships and outlined how members can participate. The points system was briefly detailed, which is designed to accommodate athletes of all abilities. Points can be earned through various means, including participation in selected races, age-graded race timings and volunteering at events.

Participation in the championships is entirely voluntary, with members having the option to opt in or out during membership renewal or when joining the club.

Full information is available in the Club Championship handbook and on a video, available to members on request.

9. Questions & Any Other Business

Club member, RE, asked about the availability of AEDs during club training sessions. DG responded, advising that an AED is accessible in Saughton Park, and a risk assessment is conducted whenever training occurs outside the park. LM suggested exploring the option of a portable AED and has offered to investigate this and report back to AJ.

10. Closing Remarks

DG closed the meeting by offering his gratitude to the committee and coaching team for their dedication and hard work over the year. He also extended his thanks to the club members for their initial and ongoing support, which has been instrumental in bringing the club to its current success.