



Chapel Allerton Runners Committee Meeting Minutes

Date/Time/Location: Monday 4th December at 8pm on Zoom

Chair Person Suzzi Garnett

Minutes: Tim Knighton

Present: Suzzi Garnett, Tim Knighton, Paul Hough, Jacob Goodwin, Holly Keighley, Dan Price, Chris Watson, Lora Forster, Dannie Hembra

Apologies Heather Ross, Katy Nunn, Sam Robins

Agenda Item	Summary of discussion	Action	Who	When
Actions from previous meeting:	SG to check updates from previous meeting: Done Partially completed Not done – new deadline created			
Member of the moment	Nic Cuthbertson for leading the headtorch runs and volunteering to help with set-up at every PECO.	Suzzi to put money behind the bar Sam to do social media post	SG SR	ASAP ASAP
Christmas party	Arrangements finalised – attendees to be seated for 7pm, with mains at 7.30pm. Heather has volunteers to help set-up but more would be appreciated. Drinks tokens are still needed. Heather arranging table decorations and comms. Sam has confirmed raffle prizes are arranged and most have been collected. Dan will sort music arrangements for the party.	Suzzi to clarify drinks tokens format and arrange. Dan to sort music arrangements.	SG DP	By party By party
Club survey	Discussion over question format.	Suzzi to finalise survey on Google Form. Survey to be sent in January 2024.	SG	31.1.24
Club trip	Discussion to be moved to January meeting agenda.	Tim to put on agenda for January.	TK	8.1.24
Membership fees	England Athletics putting price up by £1 per person. Club finances should allow for club to absorb this increase for members for this coming year. .			
PECO	Attendance at race 2 was good.			



	Roundhay Runners to be in touch in January to discuss Roundhay Park PECO, to be put on January meeting agenda.	Tim to put on agenda for January.	TK	8.1.24
Club champs	Finalising of arrangements ongoing. Parkrun Cup likely Feb/March-May as last year. To be put on January meeting agenda.	Tim to put on agenda for January.	TK	8.1.24
Membership	Jacob gave brief update, no issues of note.			
Finance	Paul gave brief update, no issues of note.			
Coaching	Holly gave brief update – schedule working well and initial feedback is good.			
Committee actions	Suzzi to create and circulate Rotas for Wednesday announcements, maintaining Review of the Year document, and monthly broadcast comms.	Suzzi to create and circulate Committee rotas.	SG	8.1.24
Date of next meeting	Up and coming meeting dates: Monday 8 th January 2024			