



**Newham and Essex Beagles Athletics Club**  
**Redacted Minutes from Executive Management Committee Meeting**  
**Wednesday 21<sup>st</sup> February 2018**

London Marathon Community Track - Queen Elizabeth Olympic Park, London, E20 2ST

**These Minutes are presented in redacted form. This means that some details from the original Minutes have been removed or obscured. This has been done where confidential matters have been discussed. Presenting Minutes for publication on the club website in this way allows members to see what the EMC is discussing and the conclusions while not giving so much detail that the EMC might feel restricted from an open discussion because their views might be made public. The redactions have been carried out by the Club Chair.**

**Chair:** Tony Shiret (TS)

**Attendees:** Sarah Alexander (SA), Nina Hepburn (NH)

**Guest:** George Choat (GC), Rhian Horlock (RH)

**Apologies Guest:** Adele Stach-Kevitz

**Minutes from last Meeting**

- No issues with minutes from previous meeting – approved as a true record.
- Cheryl Brown has stepped down from the Executive Management Committee but will still retain her role as Club Treasurer.
- AGM has agreed new constitution, and this will be put onto the NEBAC website.
- Redacted Minutes from all meeting will now be published on the NEBAC website.

**Matters Arising**

- RH has submitted the report for the GLA fund and GLA are happy that everything that needs to be done has been.
- **Action:** RH will provide a copy of the report to the Executive Management Committee.
- EMC received report of a disciplinary hearing which had resulted in a temporary suspension of membership.

**Community Track Move**

- West Ham Activator role to continue.
- Discussion re the Newham Network put in place in 2005. A decision has been made that the network needs to continue but needs someone to run it in place of Coral Nourrice. Newham network has some contracted use of the track every year, which is useful for NEBAC and the other Network members.
- There are continuing discussions re throws provision. A possibility of having a remote area will be explored. This could allow a much better-quality area for throws to take place.
- Terrance McMillan has rented space to another club for Hurdlefest Summer meeting.



- **Action:** NH to look into and confirm extent of activities planned at TM by other clubs.
- EA are moving toward sign off on the Newham Network, other details such as whether a Bank account and steering group meetings is needed is still TBC.
- **Action:** Meeting to be set up between NEBAC and LBN ASAP.
- Date of actual move to Community Track needs to be confirmed and communicated to everyone.
- **Action:** NH to send a formal letter to Active Newham regarding continuation of hub and outdoor track use at Terrance McMillan.
- **Agreed:** Aim to move on 1 April 2018 from Newham Leisure to Community Track and Active Newham to move hurdles and equipment to the Community Track.
- We need to know what the equipment availability is for NEBAC at the Community Track, dates of West Ham matches, any building works taking place and the car parking facilities.

### **Club Mark**

- Child and Welfare policy has now been completed and is compliant with the new data protection laws and just need to go onto the NEBAC website. There are a few things that we still need to get in place such as own first aiders.
- **Action:** NH to provide a list of critical things that are not in place, so John Harris can help us.
- **Action:** RH to send dates of first aid workshops coming up to NH so someone from NEBAC can attend and become a qualified First Aider.

### **Funding**

- RH to investigate applying for more grants for the club. We are currently working with EA on Satellite Club grants.
- **Action:** Rhian to apply for satellite club funding.
- Satellite clubs will require NEB coach input. Once the programme is agreed sessions to be sent out to all Coaches including Assistant Coaches. All coaches will need to be DBS checked and another Coach present if the session is being led by an Assistant Coach. Schools insurance to cover the sessions.
- “Pitching” pack needed for the club for general fundraising and for presentation to external stakeholders.

### **Summer Open Series**

- Need to get more helpers to support these events. Proposed dates will clash with NEBAC Officials officiating elsewhere. Key helpers for these kinds of events will not be there.
- **Action:** TS to speak to Coral in regards to setting up a meeting off the back of her event in June/July (confirmed subsequently CN already holding her own open in conjunction with her disability events) plus NEBAC having one other event in August. Maybe able to source some of Coral’s volunteers or seek some volunteers from Newham Volunteers to help support these events.



- It was identified that warm-up lanes need to be marshalled more at the next indoor open meet. Tim M has looked into this and confirmed that we can have a Safe zone with the warm up training area.
- **Action:** NH to ask Alison Mitchell from Newham Volunteers whether they have any volunteers available to help at the meet on 28 February 2018.

### **School Taster Sessions**

- The taster sessions run in conjunction with the GLA went well and we need to run them again. This time like the Academy where there is a charge and they are run during term time (10-13 weeks) with 2 sessions lasting for 1hr each. This would also count as a Satellite Club. We could also run a camp which West Ham may be interested in. We would need 1 Coach per 12 so on average 3 Coaches per session.
- Track meeting to be held at Community Track to get schools engaged, in particular targeting secondary school pupils. We can only take 6 schools including St Bonaventure and St Angela's
- **Action:** TS to speak to James Ralph and Simone Laidlaw in regard to dates and schools, RH to provide TS with contact details.

### **Club Kit**

- We have a lot of yellow vests in lots of sizes in both genders. We need to move to a new process where for example you can order kit online and get the logo's printed on, either with Asics or a new kit supplier. In the meantime, the kit we have needs to be used so everyone has at least a vest at the meets. Question is do we want to move the items from the container over to CT or keep it at the container? Better coordination is needed so once we know who needs what.
- **Action:** NH will look into this and liaise with others.

### **AOB**

- Wider Committee meeting needed as it was said that 2 or 3 of these are needed a year, so propose a meeting is organised for end of March to take place at the Community Track.
- TS would like George, Rhian and Adele to attend future Executive Management Committee meeting as required.
- Date for next EMC meeting TBC.