



Minutes for the Virtual Exec Meeting at 2000 hours on Wednesday October 4th, 2023

ITEM	SUBJECT	NOTES	
1	Opening remarks and apologies	Attended: Will Carter (WC), Phil Robson (PR), Katie Dewhurst (KD), Dave Peacey (DP), Charli Roberts (CR), Jemma Jones (JJ), Fione Smith, Rob Dent (RD), Harry Latham (HL), Caz Igram (CI), Rachel Chicken (RC) Apologies: Sophie Mutimer, Hilary Pearce, Jane McQuitty	
2	Review last month's actions (below)	WC - Transfer email accounts (chase Diesel). RC - Secure MSFT 365 package and work with PR and Chris Boulton to implement. PR suggested RC uses constitution and accounts to prove "non-profit" status.	
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3	Membership update	<p>The majority in all groups have paid memberships. If anyone wants HP to chase their groups let her know.</p> <p>HP offered to go through and tick the GMS sign up on Teamo but needs a list from GMS.</p> <p>HP requested clarity on irregular players and insurance. Committee agreed that if the player is on Teamo, they are covered by insurance.</p> <p>HP requested clarity on how/when to remove contacts from Teamo. PR explained to move players to "sabbatical group" for one year, then review and cleanse this group each season.</p> <p>Exec agreed that Teamo match fee debt should not exceed £50 and HP should notify club captains and captain when a player reaches a £50 debt.</p>	<p>TL, WC, PR – Move non-members to sabbatical list and cleanse old sabbatical list members.</p> <p>RC / WC – update constitution with note on insured players.</p> <p>HP – Set deadline of October 31st for paying membership. Send reminder before this date to outstanding list and communicate this list to captains.</p> <p>RC – send list of debtors to TL, RD, PR (include HP for next time)</p>
4	Update from the welfare team	Poor response to request for coaching and first aid certificates from DBS list.	FS – Chase certificates again, this time using text and email, deadline Oct 31 st
5	Teamo update - explanation on photo and medical icons	RC showed Exec how to see medical icon and "no photo" icon on Teamo	<p>FS – Communicate meaning of new icons to team captains.</p> <p>FS - Remind parents to double check medical records for their children.</p>
6	Social update - Secure date for Dinner Dance, pencil in dates	<p>4th Nov – Adult social, Brewhouse</p> <p>9th Dec – confirmed Christmas club day and Christmas social.</p>	TL – organise Balcarras training and move Men's 1s game to Balcarras. Book pitch time for club day matches.

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	for Christmas Club Day and End of Season Club Day	<p>24th March – confirmed club day around last Men's 1s home fixture</p> <p>13th April – confirmed for dinner dance. Venue TBC.</p>	<p>RC / CI – share planning of two club days.</p> <p>CI – Add dates to Teamo.</p> <p>RC – Add dates to website.</p> <p>CI - Compare costs of Story Teller to other venues.</p> <p>WC – Send CI last year's venue cost comparison.</p>
7	Plan for VPs and Patrons (choose dates throughout season, plan comms)	RC suggested 4 mailers per year to VPs with update on club news and invite to fixtures	<p>RC – finalise email list</p> <p>RC – draft first newsletter</p>
8	Comms update - Any improvements to the way we communicate as a club?	General discussion on how to improve club comms. Agree that we should encourage captains to be more communicative and for Exec to use captains chat to share important news on events.	<p>RC – add minutes to website.</p> <p>JJ – investigate social media activity and whether any improvements can be made.</p>
9	Men's 1s pitch and teas discussion	Discussion on Men's 1s teas location, now matches are played at Chelt College. Agree to trial Chip Shed on Sunday 8 th and report back. Only commit to the full season once we know there is enough space and it is financially viable. To cover additional cost, we will be increasing Men's match fees to £13 and ensuring no men's debtors. Agreed need to confirm numbers in advance to manage costs. Agreed it's for this season only and to reviewed.	<p>RD – Provide financial calculations to Exec.</p> <p>RD - Report back after Sunday and get commitment on location for remainder of season.</p>
10	Match day fundraising ideas	RD suggested some new ideas: -Bucket at matches was discussed but may not be popular with cashless spectators -Bobble hats -Fantasy league	<p>RD – try the bucket idea and report back</p> <p>RD – provide bobble hat quote to RC and WC</p> <p>RD – put proposal together for fantasy league and share with exec</p>
11	VEO update and discussion on when and how it's being used	PR reported that it's early stages but a very useful tool. Clipping and editing takes a long time. RD expressed an interest in using this for the Men's 1s but Academy has made the initial purchase, so we discussed how to share funding and use of camera (and storage as it's bulky).	PR / RD – More discussion on how Senior club could part fund VEO. Consider how Academy could share usage with Men's / Women's.
12	Review volunteer, coach, and umpire list (from registration form)	Membership form gathers intel on club umpires, coaches, volunteers and	<p>RC – share list of umpires with TL for umpire list. Share coaches with Exec for awareness.</p> <p>RC – contact volunteers with open committee roles to see if there are any matches.</p>
13	AOB	None	
14	Date of next meeting	Weds 8 th November, 8pm	