Herts Phoenix Athletic Club

Herts Phoenix Committee Meeting

Date:	**14 January 2026**
Venue:	**Elmwood, Welwyn Garden City**
Present:	Dave Firman (DF), Jennie Cox (JC), Eugene Van Zyl (EvZ), Stuart Broadhead (SB), Sarah Gaynor (SG), Adrian Newman (AN), Natalie Jewell (NJ), Phil Rizzo (PR), Catherine Heaney (CH)
Apologies:	Jeff Studholme (JS)

1. Previous Minutes – 26th November 2025

Approved as issued.

2. Matters Arising

Kirsty Fardell to be invited to a meeting that suits.

Action: CH to liaise with KF and arrange a meeting. To be held at Wodson.

Meeting with Clare Wake to be arranged following on from the meeting with KF. Purpose of this meeting is to ensure that club standards align with requirements and are reviewed regularly.

Action: SG to arrange with CW once KF meeting has taken place
Carried Forward

All attempts to retrieve any old club documentation from previous incumbents has been unsuccessful. The associated action has been closed and we will move forward. Any documentation that surfaces will be added to the new repository.

3. Chair's Report

The meeting agreed that the venue for the club AGM would be The White Horse at Hertingfordbury as last year. This will be booked once the VETs dates are known. Masters is on 9 June 2026. Going to target 22 June 2026 for the AGM.

Action: SG to book

4. Secretary's Report

The current organisation of the club and named roles were discussed. EvZ shared work compiled to date on the existing chart displayed in Gosling.

The meeting agreed that a female welfare officer was necessary for Gosling. NJ offered to take the role and this was agreed and approved by the meeting.

The meeting discussed the various means of communication from/about the club. The website is a key source of formal information but is not necessarily up to date.

Action: All to review website and check for errors and omissions.
Action: Any errors/omissions to be forwarded to SB who will liaise with Fuat to ensure updates are completed

SB agreed to be the single point of contact to Fuat to ensure all website updates are completed.

The club Facebook page focusses on news and event updates.

PR agreed to manage the interface to Facebook and ensure that all items are appropriate and uploaded.

Action: PR to upload organisation chart to Facebook once it is amended and approved.

EvZ provided an update on the GoogleDrive repository he has set up to store all club-related information. Any key information will be stored here going forward. Historic information will be scanned/uploaded as and when sourced/provided. The meeting thanked EvZ and agreed with this approach.

It was noted that all meeting minutes should be published on the website, with any sensitive information redacted. This will be done one meeting in arrears once the committee has approved them.

5. Treasurer's Report

As of end December 2025 the club is running at a surplus.

Facilities hire charges for the next three months have already been paid. Payments are made quarterly in advance on (or about) 1st January, April, July and October.

6. Membership Secretary's Report

Membership numbers are stable – numbers of leavers evenly balanced with joiners from waiting lists.

There is a vacancy for a new NAL Men's Team Manager. A number of names were suggested – Nick Lloyd, Roger Armorgie, Sean Curran

Action: DF to start process and discuss with Sue Armorgie

Action: CH to copy Code of Conduct Policies (Coaches/Officials/Athletes) from UKA website onto the club website. Carried Forward

7. Competition Co-ordinator's Report

SB circulated and reviewed the Results Digests.

Action:	SB to check meet information on the Club website Carried Forward

SB will coordinate the planned club meeting. Photo Finish equipment will be needed – Delta Timing costs £600 approx.

Action:	SB to enquire. Carried Forward

8. Coaching & Development

This can be removed as an agenda item. The subject will be covered as we review the club organisation and our regular reviews of membership and coach availability.

Action: All to identify where the gaps exist in the coaching structure Carried Forward
Action: SB to draft an email (post starting) to go out to all attendees/new joiners to outline the need for new volunteers Carried Forward
Action: CH to draft an 'all coaches' email requesting a volunteer for 'coaching coordinator. Issue to committee for agreement prior to issue to coaching community. Carried Forward

The meeting agreed that coaching courses would be funded by the club.

EvZ confirmed that he was scheduled to complete an officiating course.

9. AOB

The proposed new payment trial for Sportshall members will start in April 2026 and be carried out on a termly basis.

Action:	JS/SG to draft an email communication to sportshall members. This should be circulated for review to the committee prior to issue. Carried Forward

Track Cleaning – Gosling

The track at Gosling is currently very slippery. Cleaning and regular maintenance is critical to ensure there are no health and safety issues.

It was also noted that there is a manhole cover missing in the grass area in the middle. This too is a potential health and safety issue.

Action:	PR to discuss with Gosling management team

Martyn's Law

SB updated the meeting on the current status of information available (as of October 2025) regarding Martyn's Law which requires clubs to have in place processes to address the threat of terrorist attacks. There is a purple guide available from the HSE. The club is awaiting the provision of a policy on this from England Athletics.

10. Date of Next Meeting

25th February 2026
Venue: Wodson

Action: CH to amend meeting schedule for 2026 (as discussed at the meeting) and circulate.