Herts Phoenix
Athletic Club

Herts Phoenix Committee Meeting

Date: **17 September 2025**

Venue: **Commentary Box, Woodson**

Present: Dave Firman (DF), Jennie Cox (JC), Phil Rizzo (PR),

Eugene Van Zyl (EvZ), Jeff Studholme (JS), Stuart Broadhead (SB),

Adrian Newman (AN), Natalie Jewell (NJ), Catherine Heaney (CH)

Apologies: Sarah Gaynor (SG)

1. Introduction

All committee members present with the exception of Sarah Gaynor. No newcomers today.

2. Previous Minutes – 30th July 2025

Approved with one amendment. The meeting date should have been documented as 30th July 2025.

3. Matters Arising

Kirsty Fardell to be invited to a meeting that suits.

Action:	AN to confirm with KF
Carried Forward	

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	

There is a need to ensure that any templates/responsibilities for the Club Secretary, in particular in relation to the AGM, are made available. Dave has spoken to Chris Lawn and Chris is going to try to make contact with Gill Benveniste. There is a box of archive materials which needs to be returned.

Action:	DF to provide CH email address to Chris Lawn

4. Chair's Report

Nothing further to report outside of the Agenda items for the meeting.

5. Secretary's Report

What and how to communicate with the committee and the rest of the club was discussed.

It was agreed that, in time, the club secretary could decide what to forward at her discretion. Not all emails need to be shared with the committee – many are just sales/cold calling opportunities.

Where the committee agrees that items are of use to the club, the secretary will share via MemberMojo.

6. Treasurer's Report

There was discussion on the paper provided by JS with regard to fee collection. It was agreed that April renewal time was a good opportunity to start a trial. The scope of the trial is the Sports Hall programme/attendees.

Action:	JS to do an analysis of the Sportshall activities/numbers with SG/SB
Action:	AN to arrange access for JS to MemberMojo

7. Membership Secretary's Report

AN reported that new members continue to join.

The meeting agreed that the management of numbers/coach to athlete ratios/waiting lists was critical to the ongoing smooth running of the club.

The option to offer this as a volunteering role to those undertaking DofE was discussed and agreed as a possible option to manage ratios.

Action:	CH to include this as an agenda item at the next meeting - October 22nd

8. Competition Co-ordinator's Report

SB provided an update on the club's competition activity to date, noting some recent successes and new club records.

Action:	SB to add CH to circulation list
Action:	CH to circulate SB report with minutes

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9. Coaching & Development

Areas to be reviewed include the structure of the club from a coaching perspective; co-ordination of teams over the two sites; provision of training courses for coaches; reinstating the coach/team managers meetings.

Action:	CH to include as an agenda item at the next meeting – October 22nd

10. Events/Officials

The team T-Shirts were well received and looked very good. Feedback was very positive.

NJ informed the committee that points were available at meetings for up to 7 officials (Level 2 and above). Worth considering for future meetings as the points difference between medal placings was very low.

11. AOB

NJ confirmed that all the food remaining after various events had now been successfully used up/distributed.

The renovation work to the fan at Wodson was very well received and feedback from coaches was very positive.

SB reported that Clive Poyner is standing for a final term at England Athletics. He needs nominations from 8 clubs to proceed. The committee agreed to support him for nomination.

A date for the awards ceremony needs to be agreed.

The option to host a pre-season meeting was discussed.

Action:	All to think about scope and format/own club or open to others
Action:	CH to include as an agenda item at the next meeting – October 22nd

12. Data of Next Meeting

22nd October 2025

Venue: 26 Elmwood WGC

AL8 6LE

Sarah Gaynor has kindly offered to host.