Herts Phoenix
Athletic Club

Herts Phoenix Committee Meeting

Date: **25 February 2026**

Venue: **Wodson Commentary Box**

Present: Dave Firman (DF), Jennie Cox (JC), , Stuart Broadhead (SB), Sarah Gaynor (SG), Adrian Newman (AN), Natalie Jewell (NJ), Catherine Heaney (CH)

Apologies: Eugene Van Zyl (EvZ)

Absent: Jeff Studholme (JS), Phil Rizzo (PR)

1. Introductions/Apologies
See attendee list above

2. Previous Minutes – 14 January 2026
Approved as issued. One amendment – The Treasurer's report should read that Facilities Hire charges for the next 3 months have already been paid (paid quarterly in advance i.e. on or about 1st January, April, July and October).

Action: CH to amend prior to posting on the club website

3. Matters Arising
All matters arising were discussed during the main body of the meeting.

CH introduced a new agenda format. This will evolve over the next few meetings as we reassess how best to structure the meeting to address the key aspects of the club.

4. Club Structure
DF reported that he now has the 'Holy Grail' of the Athletics club – the box of information and old documents relating to the club. The box also contains a hard copy of the club constitution (2022).

Action: DF to arrange to get the box to CH

It was agreed that the current constitution should be reviewed and this process was started at the meeting.

Kirsty Fardell to be invited to a meeting that suits to discuss the club structure and club standards.

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

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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

Meeting Minutes
It was agreed that we would upload all minutes from when CH started in Club Secretary role to the website once they have been approved and any redactions agreed.

Action: CH to send approved minutes to SB. SB to forward current minutes to Fuat for inclusion on the club website

It was also agreed that the old minutes contained in the box would be scanned and uploaded to the googledrive.

Action: CH to scan once in receipt of the box. Scanned documents to be sent to be uploaded to Googledrive. CH to liaise with EvZ.

Committee Roles
The meeting discussed the changes to roles anticipated for discussion at the next AGM. There are currently two vice chairman – Dave Firman (Wodson) and Phil Rizzo (Gosling). DF is currently covering the chair position pending a new chair appointment.

AN confirmed that he wishes to step away from his role and therefore we need a new membership secretary and a new treasurer.

It was confirmed, from the current constitution, that there are 5 officer roles – Chair (1)/Vice Chair (x 2)/Secretary (1)/Treasurer (1). The committee can have up to another 7 members. The committee cannot exceed 12. For a meeting to be quorate, there must be a minimum of 5 members in attendance. The meeting agreed that, going forward, we need to have succession planning in place to adhere to the constitution and how long roles can be undertaken by the same individual.

Action: SB to arrange to remove Siana Hetherington from Club Website

Club Standards & Procedures
The GDPR requirements of the club were discussed in the context of new members joining and the associated process, in particular the existence and safe disposal of membership forms. This process, and how we manage members data, needs to be reviewed.

5. **Coaches & Team Managers**

DF reported that all Roger Armorgie's athletes have been allocated to Sid Clark

NAL Men's team manager is needed for this year. Kathy Walker will take on the role next year.
Sue Armorgie/Emma Lloyd are managing the Women's team this year but not next.

Action: DF to identify possible replacements. Also send a general email looking for volunteers.

JC said that she may be able to assist with team management next year.

6. Membership

New joiners can register at any time during the year. There is a one-month grace period after which they can sign up and join the club and fees must be paid. New athletes are registered with England Athletics once membership fees are paid.

There are two elements to the fees – (i) membership fee; (ii) training fee
Membership renewal period is 1 April – 30 Jun each year. Payment can be made at any time during this period.

AN/SB confirmed that there was no need to identify or review 2nd claim athletes at committee meetings.

SB confirmed that Richard Bloom registers all Higher Claim athletes.

7. Club Finances

AN reported that the club finances are in good order. He will present the numbers at the AGM.

Main costs in any given year are:
- Hire of Wodson/Gosling (paid quarterly in advance Jan/Apr/Jul/Oct
- Affiliation Fees
- Membermojo (£200 annually)
- ad hoc transport costs

8. Competition Update and Forthcoming Events

SB provided his report to the meeting, summary of which had been circulated prior.

Action: SB to circulate additional results omitted from the results digest presented at the meeting

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9. Club Communications

Stuart Meakins is responsible for all race and event information.

Action: SB to contact Stuart to discuss the meeting on 19/4 - in particular the provision of officials.

It is important that we continually review the website to ensure that the information is relevant and up to date.

10. AOB

a. Plan for AGM

The date for the AGM was moved to Wednesday, 24th June 2026 (7-9pm), as The White Horse at Hertingfordbury does not open on a Monday.

Action: SB to forward last year's AGM invite letter and agenda to CH
Action: CH to issue invite and agenda for AGM to all club members once approved by the committee

b. Awards Evening

It was agreed that the awards would be presented in line with last season's age groups (before the indoor age group changes on 1 April 2026) and should include the whole season.

The awards are decided by a working party including AN/SB/DF and Richard Bloom. Others are welcome to attend. Some of the other committee members said that they would like to be involved. Meeting date to be confirmed.

Action: DF to confirm date and invite others as appropriate

c. Gosling Track Maintenance

Post Meeting Update:

PR reported that he is in ongoing discussions with Gosling about the track cleaning – a question of costs for this has been raised.

PR reported that the manhole cover at the track has been replaced.

11. Date of Next Meeting

15th April 2026

Venue: Elmwood, Welwyn Garden City