Herts Phoenix
Athletic Club

Herts Phoenix Committee Meeting

Date: **30 July 2025**

Venue: **26 Elmwood WGC**
AL8 6LE

Present: Dave Firman (DF), Sarah Gaynor (SG), 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)

1. Introduction & Apologies; Welcome to Newcomers

All committee members present. DF welcomed new volunteers – Eugene Van Zyl, Jeff Studholme, Catherine Heaney

2. Previous Minutes – 14th May 2025

Approved as issued.

3. Matters Arising

Kirsty Fardell to be invited to a meeting that suits. AN confirmed that he had been in contact with her. Attendance at next meeting might be an option.

Action:	AN to confirm with KF

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. It was confirmed that the club has met all standards for this year.

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

There is a need to ensure that any templates/responsibilities for the Club Secretary, in particular in relation to the AGM, are made available.

Action:	DF to contact Chris Lawn

The provision of refreshments at the last meet went well. There is still stock available – tea, coffee, biscuits, soft drinks. These could be provided again at meet at Wodson on 30 August 2025.

Action:	AN to check if the café will be open at Wodson on 30 August 2025

Club payment options were discussed. Two areas for review were identified – (i) administration and the effective/timely collection of fees and (ii) the fee structure itself (pay as you go versus membership fees).

Action:	JF to prepare a paper, looking at both areas, for discussion at the next meeting

4. Chair's Report and AGM

AGM was held on 25 June 2025 with reasonable attendance. The role of secretary needs to filled.

SG proposed CH as an honorary member of the club; seconded by JC/SB. CH will now undertake the Club Secretary role.

DF reported that the High Jump/Fan area at Wodson had been identified as in need of repair. AN reported that the proposed work had been completed for £7795 (no VAT) and had been funded by Herts Phoenix.

5. Secretary's Report

CH will now take on the Club Secretary role. SB confirmed that club correspondence will be sent to the secretary for circulation to committee members/club members as necessary.

Action:	AN to contact Fuat to setup generic email address for the Club Secretary and to arrange access to Membership MoJo for CH.

6. Treasurer's Report

Positive report on Club Finances. Now 25% through the year – payments progressing well.

Payments for facilities at Gosling/Wodson are made quarterly in advance.

7. Membership Secretary's Report

AN provided an update on the club's membership this Financial Year (year commencing 1 April 2025):

Sports Hall Membership:

11 new members at Wodson

8 new members at Gosling

An additional 48 new members across the club; 50 members have left; 60 members have been removed (where there has been no contact with the club).

The waiting list for both sites is long.

Action:	Committee members to consider how the waiting lists are managed and if this can be optimised CH to include this as an agenda item in a future meeting (linked to Coaching & Development (see 9 below)

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 circulate his report to the committee

NJ queried if it would be possible to fund transport and kit for the meet at Thurrock on 7 September 2025. AN confirmed that this would be acceptable.

9. Coaching & Development

There is currently no committee member for this area. The meeting agreed that this should be an agenda item for a future meeting. 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:	All to consider this for future discussion CH to include as an agenda item in a future meeting (date tbc)

10. Forthcoming Events & Need for Officials

Three key upcoming events were noted:

Herts Phoenix Athletic Club

16 August 2025	NAL @ Oxford
30 August 2025	SAL @ Wodson
7 September 2025	EAL @ Thurrock

A general request was raised for helpers at these events to assist with equipment (set -up, moving etc), updating of boards/results, general admin on the day.

Action:	All to request assistance from their teams/parents

11. AOB

SG tabled an Athlete/Coach/Parent Agreement, setting out the expectations for each party on behaviour and involvement at the club. This had been used previously and she would like to reintroduce it for Sports Hall members.

NJ would like to consider using this with her group too.

Action:	SG to forward agreement to CH CH to circulate agreement with the minutes

12. Data of Next Meeting

17th September 2025

Venue: Wodson – Commentary Box