

MINUTES

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| MEETING OF: | Chelmsford City Walking Football Club - Committee Meeting |
| DATE: | 06 July 2021 |
| TIME: | 12.30pm to 3.00pm |
| VENUE: | CCFC, Salerno Way, Chelmsford |

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| PARTICIPANTS: | Chris Jullings, Peter Osborne, Bob Willis, Gary Murphy, Terry Buck (via videoconference) |
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| ITEM No. | DESCRIPTION |
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| 1. | Apologies for absence: None – All present |
| 2. | Minutes of meeting 01 June 2021 Agreed Proposer – Bob Willis Seconder – Terry Buck |
| 3. | Action Points from previous meetings - See Annex A. |
| 4. | Club finances <ul style="list-style-type: none"> • Current financial status <ul style="list-style-type: none"> ➤ As at 01 July 2021 cash at bank stands at just under £2,209. ➤ Our current net asset value (allowing for the pitch hire and other accruals) is £3,414. ➤ Net income for the year to date is £985. We are forecasting a net income at year end of £780. • Financial Statements 2021/21 <ul style="list-style-type: none"> ➤ The Club's prepared Financial Statements for 20/21 and associated financial records have now been independently examined and certified by David Clarke. They have been signed-off by Chris and Terry. ➤ The Committee expressed its appreciation to David for his continuing support. |
| 5. | Social Secretary update <ul style="list-style-type: none"> • The 'Gunrunner' social event planned for Friday 29th October 2021 is well subscribed, with around 105 tickets reserved (70 club members, 25 'Gunrunner' following and 10 CCFC guests). • Steve Shore (CCFC) has agreed to offer CCFC season tickets to Club members at £5 per head. So far 20 members have taken up the offer. • We are still on track to returning to a monthly 'bite to eat' session as soon as possible after 19th July (further relaxations in COVID restrictions). |

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| | <ul style="list-style-type: none"> The Committee anticipates re-introducing the monthly mini-tournaments when the EWFL season nears its close in October. |
| 6. | <p>EWFL 2021 update</p> <ul style="list-style-type: none"> Two rounds of the over 60s and one round of the over 65s have already taken place. In spite of 31 and 39 CCWFC players registering to play for the over 60s and over 65s respectively, in practice the numbers available to play have been very low. It was agreed that Peter and Gary would re-examine the registers of players to provide a more informed view as to the reality of the position. <p>AP1/0721. Peter and Gary to re-examine the lists of CCWFC players registered to represent the club in EWFL competitions to provide a more informed view as to the reality of the position.</p> <ul style="list-style-type: none"> Although the Club still has very strong, competitive teams at both age groups, the Committee feels that it needs to attract younger members who will be able to strengthen the teams and provide succession to players as they grow older. It is also important that the Club re-builds its over 50s capability. <p>To address this it was agreed that between 4 to 6 Club members will be invited to join a 'working group'.</p> <p>AP2/0721. Chris to invite 4 to 6 Club members to join a working group to address the Club's longer term playing capability and future.</p> <ul style="list-style-type: none"> CCWFC has agreed to host the following 'rounds': Monday 7th June – Over 60s Tuesday 20th July – Over 65s Tuesday 24th August – Over 60s Tuesday 26th October – Over 60s Chris wished to record formally his thanks to Ray Rouse, John Green, Geoff Stockley and Gerry Howard for volunteering to support the events already held. He will be seeking further support for the subsequent events. |
| 7. | <p>Kit management</p> <p>The Committee appreciated the 36 new kits provided by the main Club.</p> <p>Options for managing the distribution of the kits were discussed given that there are insufficient numbers to support current and future demand. It was agreed that kits will be handed out to members to keep (rather than being handed out and taken back just for league games). This may require us purchasing further kits and agreeing an equitable way of recovering the costs.</p> <p>It was agreed that Gary and Peter would review the register of CCWFC players to provide a better view of kit requirements on a player-by-player basis.</p> |

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| | <p>AP3/0721. Gary and Peter to review the register of CCWFC players to provide a better view of kit requirements on a player-by-player basis.</p> <p>It was agreed that four goalkeeper jerseys (numbered accordingly) would be purchased.</p> |
| 8. | <p>Equipment stowage</p> <p>The lock up facility for storage at the main club of CCWFC and EWFL equipment is proving to be successful.</p> <p>It was agreed that a 'spare' kit/equipment bag, comprising balls, pitch markers, and goalkeepers' gloves) would be added. This will provide back up in the event that a training group manager is unable to attend a session.</p> <p>It was also agreed that one of the new first aid kits would be added to the CCWFC equipment bag and the other will be retained by Chris. Other Committee members also have access to the original first aid kits.</p> |
| 9. | <p>Welfare update</p> <ul style="list-style-type: none"> • First aid guide <ul style="list-style-type: none"> ➤ Gerry is finalising the first aid guide. • MEAP <ul style="list-style-type: none"> ➤ Gerry reported to the Committee (by email) that there are still a few members who have not formally acknowledged receipt of the revised MEAP. • First aid training <ul style="list-style-type: none"> ➤ Ray Barry and David Turner have successfully completed the FA course. Gerry will try to arrange a get together with them, Bob and Tony Escott to try some hands-on training. • Incident reporting <ul style="list-style-type: none"> ➤ There have been no recent incidents and Gerry has uploaded all Incident Reports to the CCWFC Dropbox. ➤ Gerry has opined that it would be impractical to record every minor injury and has suggested that Incidents Reports be limited to situations when first aid is administered, a player could not continue or where conflict has resulted. • Provision of a defibrillator at Melbourne Park <p>Although both the Leisure Centre and CCFC have access to defibrillators, the Committee discussed the desirability of having a defibrillator affixed to the Melbourne Park changing rooms.</p> <p>AP4/0721. Chris to explore with Gerry the mounting of an approach to Chelmsford Council to have a defibrillator affixed to the Melbourne Park changing rooms.</p> |

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| 10. | Stepping into the Future (SIF) – update Chris provided an update on the SIF (see Annex B). |
| 11. | AoB None |
| 12. | Date/time of next Committee meeting 03 August 2021. 12.30pm to 2.30pm To be held at CCFC. |

ACTION POINTS

| AP No. | DESCRIPTION | OWNER | UPDATE | STATUS |
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| 1/0621 | Chris to write to the WFA to seek improvements in the way their Regional and National trials processes operate and to share this model with CCWFC members. | Chris | <u>07/21</u> Actioned | Closed |
| 2/0621 | Terry to advise/remind members about Pitchero selection processes and timetables. | Terry | <u>07/21</u> Actioned | Closed |
| 3/0621 | Peter to write to all members to advise them to use the provided toilet facilities and to refrain from spitting on the pitch, which presents risks of transmitting COVID amongst other medical conditions. | Peter | <u>07/21</u> Actioned as part of the training selections email sent to all members on 6 th June. | Closed |
| 4/0621 | Terry to write to Chelmsford Council to seek the re-opening of the main toilets at the Melbourne Park facility. | Terry | <u>07/21</u> Actioned | Closed |

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| 5/0621 | Chris to make a general plea is for more members to proactivity lend a hand at training sessions. | Chris | <u>07/21</u> Actioned. Chris has observed that there have been improvements. | Closed |
| 6/0621 | Gerry to purchase two comprehensive first aid kits for stowage in CCWFC's equipment bags (cost around £96). | Gerry | <u>07/21</u> Actioned. Gerry has also topped up missing items in other first aid kits. | Closed |
| 7/0621 | Gary to purchase 20 new footballs (cost around £100). | Gary | <u>07/21</u> Actioned | Closed |

STEPPING INTO THE FUTURE – UPDATE (July 21) PROVIDED BY CHRIS JULLINGS

5.1 Marketing – growing the membership

Our ad continues to be aired on Chelmer Radio (thank you to David Baker).

I managed to get an article about CCWFC on the back page of the Essex Chronicle – it was a nice piece re our league season and navigating COVID.

I did an interview at Chelmsford Community Radio (in partnership with Mates FC) promoting the club and the benefits of walking football.

We participated in the 'Active Essex' launch on the 1st July, and had the bonus of Anton Ferdinand joining us as well as getting a small feature on regional ITV.

Thank you to those supporting the day and to Lance for inspiring others to play.

John Green and David Gregory have restarted the 'leaflet drops' and will ramp this up post 19/7 and at the CCFC ground as they return to having crowd attendance.

If anyone else wants to volunteer for leaflet drop activities, please let me, John or David G know.

Our goal is to grow our membership to 100 by Sept 2022, this means adding c34 new members over 18 months. To date we have added 11 new members since the 1/3.

We will now start differentiating our marketing approach to attract both recreational and younger, more competitive players.

5.2 Reaching into the community

We continue to directly appeal to the wider Chelmsford community through our relationships with the Essex Chronicle, Chelmer Radio, Chelmsford Community Radio and regional TV.

We participated in the launch of 'Active Essex' in order to promote the club to a wider audience of folks thinking about health and fitness.

All of our sessions (for the next 5 years!) are now visible on the 'Active Essex' website 'Find your active'.

We continue to work with 'Provide' to offer a channel via the NHS for folks seeking to rebuild health or seeking social inclusion.

5.3 Over 70' invitation tournament

The inaugural tournament will take place on the 12th of August.

Tony Escott and Ray Rouse have kindly volunteered to help organise / run things.

Southend and Leyton Orient have confirmed participation , we are finalising one other club to participate along with a CCWFC team.

We have agreed that there will be medals and a cup for the winners.

5.4 Over 50' WFA Cup entry

We noted the work that Ray B has done to organise a o50' WFA cup team - thank you Ray.

Thank you to the 6 players who put in a fantastic effort at Wakering – whilst the result didn't go our way, you did yourselves and the club proud.

There is clearly learning from our experience (in terms of rebuilding our o50' numbers and preparation for these types of games).

Ray has kindly provided some thoughtful analysis , which we will now consider.

5.5 Coaching programme

I have set out our intent in detail in my previous 'flavour of the committee' e mails.

We have been thwarted twice in our attempts to get our video session of the coaching programme done.

The good news is that it will happen (weather permitting) on 13th July.

Bob and Spencer have been doing some preparatory work in the background and there is some interesting and fun content developing for the 'coaching manual'

The coaching manual is now likely to be completed Aug / Sept and will be a valuable asset to support the transition year that I referred to earlier.

5.7 Sponsorship

We have received the 36 new kits promised by Steve , I have written to Steve to thank him.

We discussed how we use the new kit and have agreed that it will be handed out to members to keep (rather than being handed out / taken back just for league games).

This may require us purchasing further kit and agreeing an equitable way of distributing it. Gary is investigating this.

We will communicate our plans on this shortly.

The new kit was one part of the sponsorship case that I submitted to CCFC. I am still pursuing the training equipment and advertising at the club ground elements.