

18 May 2026 (In person) 7.15 pm

In attendance:

Dan Green, Karen West, Nikkii Barnett, Andrea Macqueen (chair), Christine Inch (minutes), Paul Filler, Hayley Barron, Hayley Rogerson, Darren Cordes, Sarah Mills, Laura Graham-Clare, Karen Lyons, Bob Glasgow, Paul Goodhew, Tim Wright.

1. Apologies for absence and new committee member

Apologies had been received from Paul Williams who was attending the Chingford League meeting on the Club's behalf.

Welcome to Bob Glasgow who has re-joined the Committee as Acting Men's Captain.

2. Minute of previous meetings

The minutes of the committee meeting held on 16 March were approved with one note – Darren commented that "he did not remember" the incident during the Circuits class. No further discussion was needed on this point.

3. Action Points

Outstanding actions from previous meetings were complete, carried forward, or discussed elsewhere on the agenda. Comments to note here: COL have confirmed the CCTV in the yard does work. Heating guy to start end May. Keys 2 more issued (Caroline Grant & Jamie O) so 34 issued; Dan has 1 spare

4. Y/e accounts, new signatory and finance update

Paul G advised that Mark Roberts would have the 2024-2025 accounts ready for the auditor (Andy Lunn) within the next week. The process thereafter is once the auditor has signed them off, the accounts will be signed off by the committee then presented to the AGM in October alongside the accounts for 2025-2026.

Mark has stated that he is happy to do the accounts for the current year 2025-2026.

It was agreed by the committee that Louise Juby be added as an additional signatory for the bank to assist in the timely approval of payments.

The bank is carrying out extra due diligence (possibly because of us changing signatories) – Paul G, Andrea and Paul F will complete forms and send off their i/d etc to the bank so that the bank's compliance & AML checks can be carried out. The bank will also be sent a list of committee members.

Paul G stated that neither Louise nor Mark are interested in doing the day-to-day operational aspects of the Treasurer role. Andrea suggested that once Louise has been added as an additional signatory, Paul should let us know if further help is required.

Finances - £9,000 will be paid to EA shortly.

5. Membership update

Dan provided an update on latest membership figures. 357 first claim; 67 second claim; 32 associate, 8 student - total: 464.

EA renewals all done – thanks to Dan as this is a big job.

Dan provided some interesting stats on number of members who have raced for the Club in a club race over the past year (based on info on Spond). 152 have raced (of this 45 only did one race); 210 have not raced.

Marshals (again based on Spond info): 116 members have volunteered for 1 or more races which we host (we hosted 16 races).

Suggested that we need to publish and celebrate those who have marshalled. It was agreed to send out a poll to generate some interest in volunteering and also to add a sheet to the renewal form in Sept/Oct so members can tick which events they will help at.

6. Circuits

This started again 3 weeks ago. The risk assessment allows for 20 attendees but Jamie suggested having lower numbers to start with. Week 1 there were 5; week 2 11 attendees and week 3 10 members. Nobody on the committee has attended as yet. Jamie asked whether outside can be used when the weather gets warmer. The committee agreed Yes and Hayley B will speak to Jamie about updating the risk assessment to include outdoors.

7. Website

Hattie/Jamie G have tidied it up and it is more user friendly. Still work to be done but Sarah is not sure what the next steps are. Christine stated that fixtures need to be added and easily found; any results from races we host need to be added (action by RD to send them to Sarah who will liaise with website team to ensure they are uploaded). List of committee members needs updating. Sarah to action all.

Junior club records being uploaded to website today.

8. What's app

Laura apologised for the delay in doing this. She produced a paper which had been e-mailed and talked this through at the meeting. It was agreed that all the comments about conduct/best practice should apply to all the Club's channels/platforms.

All committee to read this document and send Laura any comments by 31 May 2026.

9. Spond

Need to sort this out as too many people with admin/enhanced access. Dan agreed to go through each group and see who has access to what. Discussion with Paul W as to what proposed changes need to be made.

10. Mailchimp/membership works (MW)

Christine explained that she is the only person who currently uses mailchimp to send out e-mails to members and to design, create and send the newsletter. Juniors do not use it. The issue is that there is no syncing between membership works and mailchimp – therefore the list on mailchimp is always out of date.

It was agreed that MW, and not mailchimp, would be used to e-mail members going forward. Laura agreed to research what other options were available to create the newsletter which could then be attached to a MW e-mail in addition to being posted on WA and Facebook. (E-mail is needed so Associate and lifetime members can have access to it). Christine stated that she won't be doing the newsletter again so we need to look for somebody to take this on.

11. Club Constitution

Andrea has looked at what other Clubs do and suggested creating a sub group to share ideas and discuss the way forward. Paul F, Tim, Dan and Bob G agreed to work with Andrea on this.

12. Award/Trophies

A list of perpetual trophies has been added to the list of awards/trophies by Christine and sent to the Committee for consideration. No comments were received. Nikkii and Karen W agreed to review this and come back to the Committee with suggestions.

Honours Board in Clubhouse: Nikkii and Bob agreed to review recent winners and liaise with Danny F to get it updated. Christine will get information for the Junior boards.

13. Diversity & Inclusion

Still waiting for feedback from members. Please do this by 31 May 2026.

14. Future races

Forest 5 – Dan helping Bob J with it. Don sorting out marshals. Question as to why Entry Central being used. Review this for next year – is it needed?

MWL - issue is catering. Nikkii to ask on refreshments group. Christine to get info as to what Katie Inch did last year. Hayley R to get Costco costs of ready-made sandwiches.

Fell race – slightly amended course. Still £5

5k OTR – agreed use PR bar code system. Bob G reminded that more help is needed as last year we had to rely on LAC.

Essex League hosting 2026-2027 season. Bob G attending a meeting and keen to know if Orion should offer to host. A discussion followed. The advantages of us hosting are: great course; no travel for us = higher numbers of Orion runners in theory; great for Orion's profile. Considerations though are: another race to host (with multiple races on that day); difficulty getting marshals; different course distances for the Juniors; issues with the course in the past for younger juniors resulting in complaints from parents.

Agreed that for us to host the following would be needed: Junior parents and Junior committee to resource the junior races (CI to ask Helen); should be autumn (Oct/Nov) and not close to Mercury; CL; Orion 15; Bob G offered to be RD in place of Paul W (unless Paul W wanted to do it).

15. Orion 15 de-brief

Nightmare with last woman walking on a flat concrete path at 3 miles in! Tail runner was wearing a "Parkrun Tailwalker" jacket – not helpful. Some marshals waited so long that they gave up. For next year need to: suggest re-naming it "Orion 15 mud & hills race"; stress no headphones; encourage more Orion runners; trail/marshal around tree on Wellington Hill where several went the wrong way; rule that if an Orion member is running, they need to get family or friends (not an Orion member) to marshal. Consider use of W.App location or strava so that marshals know where the tailrunner is. All to be actioned for next year.

16. AOB

- * Coaching qualification for Karen West. She is keen to do it. Approved in line with policy. Karen to get costs and liaise with Paul G.
- * Darren has more time so free to help out more, possibly with Juniors. Darren to contact Helen Pearce.
- * Quiz 1 table left
- * Long standing members dinner – Paul F and Tim taking over this. Women to be invited!
- * Epping Forest Heritage Trust keen to get volunteers from Orion. Post on WA community – Laura
- * E-mails to Orion inboxes about ad hoc races & other stuff. Agreed to trash them unless it is very local and linked to charity or we could benefit from getting volunteers for Orion as payback

* Forum to sell/donate running related stuff. Agreed to set up a closed group on FB Marketplace. Tim still managing shoe exchange at clubhouse

* AGM Sat 3 October 2026 – committee members to note the date

15. Date of next meeting

The next meeting will be held on Monday 27 July 2026 at 7:15pm at the Queen Elizabeth.

Action points

Loading historic Mob Match results onto the website. Ongoing.	c/f Paul F
Speak to COL re lease (hiring clubhouse) and race fee levels. Ongoing when the chance arises	c/f Tim - ongoing
Finalisation of account to 30 June 2025 & get audited	c/f Paul G & Mark R – by end May
Add Louise Juby as signatory for bank account	Paul G
Prepare accounts for 2025-2026 year – so can be audited prior to AGM	Paul G/Mark R
Alternative banking arrangements to facilitate the production of account for future audits to be considered once last year's & current years accounts finalised	c/f Paul G & Mark R
Orion 15 – see above for feedback on this year. Items to be actioned for 2026 race	Paul W
Criteria/structure for WhatsApp groups – respond to Laura. Laura then to action,	ALL respond to Laura by 31 May. Laura then to implement
Review who has access to what on Spond – too many – some should be helpers and not admin (Paul W has the details). New training sessions need Committee approval.	Dan to list who has access to what then discuss with Paul W
Risk assessment for night forest runs to be finalised, signed off and circulated to leaders – remind leaders to fill in accident report form properly. RA to be added to website	Andrea to check it's done
Social event summer?	Karen W
MWL catering – urgently need somebody to take the lead on this. Plus need tea and cake for Forest 5's	Nikkii to speak to refreshments group
MWL 2025 catering info. Costs of ready made sandwiches from Costco	Christine to get from Katie - DONE Hayley R to get - DONE
Review latest version of Diversity & Inclusion document and provide any practical suggestions for implementation	ALL respond to Darren by 31 May. Darren then to update, particularly with ideas for implementation
Review use of Entry Central for Forest 5 next year	Dan/Bob G & Bob J
Speak to Jamie O re circuits outdoors and RA	Hayley B
Circulate Constitution discuss ideas with sub committee	Andrea, Tim, Bob G, Paul F
Awards list – review and propose any changes needed	Nikkii, Karen W
Liaise with Danny F to update honours board Christine to advise on Juniors	Nikkii and Bob G
Liaise with Hattie/Jamie G re website – see points above	Sarah

Possible brunch to celebrate 40 th anniversary of women in Orion	Nikkii
Further consideration of GP points – ideas for discussion at next meeting	Dan
Research software for newsletter	Laura
Identify somebody to do next newsletter – due in Oct straight after AGM	TBC
Celebrate those who marshalled – next newsletter	TBC
Essex League hosting 2025-2026? Check if Juniors will take on the Junior races	Christine to speak to Helen. DONE – answer is no.
Poll on WA to encourage volunteers & post re Epping Forest Heritage Trust	Laura
Set up FB Marketplace closed group and advise members	Laura/Sarah
Get costs for coaching qualification	Karen W
Dates: 3 Oct AGM – add to calendar	ALL