**LUCA Executive Committee**

**11th October 2022**

**Online Meeting**

**Chair: J.F**

**Attendees: P.R, A.S, C.P**

# General Business

## Welcome, apologies, action tracker

# Items for Discussion

## Financial arrangements

Current cash flow situation: £900 in bank.

Agreed to financial year plan of 1st Sept to 31st August.

Need to bring overhead costs down and build a surplus.

HSBC account is being set up.

## Communication strategy

Mailchimp (for emails) account is expensive (£55 a month). Decided not to renew this and use social media and council whatsapp group instead. Clubs asked to repost LUCA info.

## Organisation of events

* 1. **XC.**

-Some nerves around the first fixtures (lots of new volunteers). JF will try and take time off to be there to help.

-Concern around ICL getting into their store (Abs communicating with ICL).

-LUCA flags are with LSE

-Venues booked.

**4.2 Indoors**

Lee Valley asking for payment upfront £1624. CP to ask if they will accept a deposit.

Officials being contacted.

LUCA EA affiliation expired. JF to renew. If not done in time, can ask KCL to apply for track licence using their affiliation.

* 1. **Outdoor**

Athletics OC discussed and agreed proposal for two meet format (one open and open champs).

Event 1: Open Event. Parli hill? March. Inclusive focus: ‘give it a go’.

Event 2: LUCA Outdoor Championships. May. Battersea?

Athletics OC to arrange a LUCA training day.

## Motspur/Supporters Club

JF: Initial plan to wind down Motspur and replace with a supporters club. Supports can join via the LUCA website. Different membership levels available with money going to support LUCA and supporters’ alma mater club (paid via discount on club entry fees). Full proposals at next LUCA council meeting.

## BUCS

BUCS have asked LUCA to support BUCS XC in Feb. Their host university has pulled out. Concern about the time and resource cost to LUCA. Decided to provide limited support to BUCS. E.g. signposting, providing contact info etc.

## AOB

Stocktake:

P.R: Rectangle banner, suitcase (printer, athletics related stuff).

Need a full stocktake. Push to agenda for next meeting.

JF: LSR – website allowed to expire. Results onto LUCA website.

**Date of the next meeting:**

**November – a Wednesday evening at 6.**

# Action Points:

|  |  |  |  |  |
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|  | Action Points | Status | Person | Carry forward to next meeting? |
| 1 | Set up bank account | Carried forward | JF | Ongoing |
| 2 | Finalise 21-22 accounts | Carried forward | AS | Done – only QMUL invoice for outdoors outstanding |
| 3 | Create 22-23 budget | Carried forward | PR | Ongoing |
| 4 | Get feedback on 4-fixture XC from council | Carried forward | JF / AS | Done |
| 5 | Athletics results and records update | Carried forward | CP | Records done for indoor. Outdoors ongoing. |
| 6 | Stocktake trophies | Carried forward | CP / JF | CP – spreadsheet with some idea of where they are. 800m Women’s indoors located. 800m men’s unknown. 400m men’s – Emma knows. |
| 7 | Streamline iRMS | Carried forward | JF | Ongoing |
| 8 | Clean up website | Carried forward | JF | Done |
|  | **New action points** |  |  |  |
| 9 | Send Paddy 2018-19 and 2019-20 budgets | New | JF / AS |  |
| 10 | CP to send JF list of iRMS bugs. | New | CP |  |
| 11 | Improve SEO | New | PR |  |
| 12 | UKA licence | New | JF |  |
| 13 | LSR results | New | JF |  |
| 14 | Arrange Council meeting | New | JF |  |