**LUCA Executive Committee**

**22nd December 2022**

**Online Meeting**

**Chair: J.F**

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

# General Business

## Welcome, apologies, action tracker

# Items for Discussion

## Financial arrangements

* P.R: Cash flow looking good.
* Currently chasing individual indoor payments.
* Reserve policy to be set at end of season.
* All payment information give PR a heads up.

## Organisation of events

**XC**

* Wimbledon – results now confirmed.
* Mitcham 25/Jan
* Scrubs – 22/Feb
* TVH club house or stands for results at Scrubs.
* A.S to order more flags for Mitcham.
* Race day guides for Mitcham and Scrubs to be developed.

**Indoor**

* Competition went well.
* Timetable needs to be adjusted. Moving tracks creates time burden for staff.
* We made £477 profit
* One of the highest entries ever.
* New committee could be more involved in running things on the day.
* Need expenses forms for official and include milage / transport details.
* Need an officials sign in sheet.
* Records updated. Results tables need updating.
* SMU think they are not affiliated to LUCA. – JF to reach out and explain that they are!

**Outdoor Update**

* Open Meeting
	+ 25 or 16 March – Southwark or Parli Hill.
	+ Athletics committee to run this (Not CP!)
	+ No entries on the day
	+ Market event to a wide university audience
* LICC – LUCA pulled out of meet, LICC cancelled.
* Championship
	+ Battersea – end of May/start of June.

## AOB

Discuss broader affiliation at next council meeting.

# Action Points:

|  |  |  |  |  |  |
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|  | Action Points | Status | Person | Carry forward to next meeting? | Update 22nd Dec  |
| 1 | Set up bank account | Carried forward | JF | Ongoing | Done |
| 2 | Finalise 21-22 accounts | Carried forward | AS | Done – only QMUL invoice for outdoors outstanding  | Done |
| 3 | Create 22-23 budget | Carried forward | PR | Ongoing | Done |
| 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. | 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.  | Missing men’s 400m indoors. Yaniv gave to Emma Casey.CP to chase.  |
| 7 | Streamline iRMS | Carried forward | JF | Ongoing | CP to give feedback to JF |
| 8 | Clean up website | Carried forward | JF | Done |  |
|  | **New action points** |  |  |  |  |
| 9 | Send Paddy 2018-19 and 2019-20 budgets | New | JF / AS |  | JAMES TO DO ASAP! |
| 10 | CP to send JF list of iRMS bugs. | New | CP | Done |  |
| 11 | Improve SEO | New | PR | James to try PR link again |  |
| 12 | UKA licence  | New | JF | Done |  |
| 13 | LSR results | New | JF | Ongoing |  |
| 14 | Arrange Council meeting | New | JF | Done |  |