

# Minutes of Course Measurement Working Party (Board of Directors of the Company)

## 4 February 2017

Held at the Priory Rooms, 40 Bull Street, Birmingham, B4 6AF, commencing at 10:50 am.

### Attending:

Hugh Jones (Chairman), Phil Holland (Secretary), Ken Kaiser (Treasurer)  
Brian Porter (North), Phil Cook (Wales), Dene Townend.

### Apologies:

Paul Hodgson, Kym Wheeler.

### Course Measurers attending as observers:

John Webber, Tony King (South), Bob Statham, Doug Hyde, Colin Tether (Midlands).  
Apologies received from 5 measurers.

## 1. Welcome

Hugh Jones welcomed the measurers attending as observers, and invited them to contribute to the discussion on later items.

## 2. Transfer of Operation and Assets from Unincorporated Association

Phil Holland reported that the Committee of the Unincorporated Association had approved the transfer of the undertaking to the Company. Also, that a general meeting of the Unincorporated Association had resolved to wind up the Association following the transfer.

He tabled the Asset Transfer Agreement and the Board resolved to accept the transfer. The Board also approved the form of the agreement and authorised Phil Holland & Phil Cook to sign it on behalf of the Company. **Approved unanimously.**

Transfer of the bank account to the Company is intended to be on a date in February to be confirmed with the bank.

*ACTION - Phil Holland & Phil Cook to sign the Asset Transfer Agreement.*

(The meeting adjourned briefly for signature of the Agreement.)

## 3. Appointment of Director

Phil Holland reported that, because of time constraints on submitting the company registration documents, Kym Wheeler (ACMS Midlands) was omitted from the original list of Directors. She was a CMWP member in the Unincorporated Association and had indicated her willingness to serve. He proposed that she be appointed Director from 1 April 2017. **Approved unanimously.**

## 4. Directors Terms of Service

Phil Holland noted that all Directors (CMWP members) would now serve for a 3-year term. He proposed that the existing rotation of ACMSs be retained and that the

Chairman, Treasurer and Secretary retire in sequence. Other CMWP members to be added to the pattern, giving the following rotation:

- 2017 North, Northern Ireland, Treasurer
- 2018 South, Wales, Secretary, Paul Hodgson
- 2019 Midlands, Scotland, Chairman, Dene Townend

The proposal was **approved unanimously**.

## **5. Company Membership**

Phil Holland explained that to become a member of the new Company, measurers based in the UK would need to sign a letter of subscription. This would confirm their agreement to comply with the Company's articles, including guarantee of a sum of £1 towards any outstanding liabilities should the Company be wound up. The current members of the Company are Hugh Jones, Ken Kaiser, Phil Cook & Phil Holland, the subscribers to the memorandum of association which formed the Company.

UK measurers not signing a letter of subscription (and any non-UK measurer submitting a measurement report for certification) would automatically be Associate members of the Company. They would be entitled to receive notices of general meetings and other information circulars but would not have any voting or other rights. They would be permitted to attend meetings as observers.

The status and accreditation of course measurers will not be affected by the distinction between Members and Associates. Measurers will continue to be classified as Grade 1 or Grade 2 and active, inactive or retired.

He proposed that these provisions be set out in company rules to be drafted and approved by CMWP.

The proposal was **approved unanimously**.

## **6. Insurance**

Phil Holland reported that he was having difficulty in getting any response from brokers and would be pursuing other avenues. CMWP noted the importance of insurance for the Association.

*ACTION - Phil Holland to pursue insurance.*

## **7. Course Measurement Website**

CMWP are aware from previous reports that the website needs updating to make it more usable on small screen devices. The current coding of the website makes this difficult and a complete rewrite is probably the only realistic answer. This would also make ongoing maintenance easier following the resignation of Mike Sandford.

CMWP recognise that this is a major task and that the first stage is to define our needs and assess the potential cost. Phil Holland proposed that Dene Townend, who has a background in this field, investigate the possibilities and produce a report.

*ACTION - Dene Townend to investigate and report on website development.*

## **8. Upgrading Course**

Phil Holland noted that we had about 30 Grade 2 measurers to be considered for upgrading and it was some time since we had organised a course. CMWP members agreed to seek locations and dates for possible courses.

*ACTION - CMWP members to identify dates and locations for upgrading courses.*

## **9. Jones Counters**

Phil Holland reported that he had recently issued two replacement counters and a further two would be required for trainees nearing completion of theory training. This would leave a stock of only two counters. CMWP agreed to purchase 10 Jones-Cook counters, which are now cheaper and more easily obtained than Jones JR counters from USA. *[Phil Cook withdrew for discussion of the purchase.]*

*ACTION - Phil Holland/Ken Kaiser to arrange purchase of 10 Jones-Cook counters.*

## **10. Meeting with runbritain**

Phil Holland reported briefly on a meeting with Gavin Lightwood. A reminder to race directors to renew their course measurement certificate has been added to the licence system. Future improvements will include flagging an out-of-date certificate.

Gavin undertook to correct the licence status of the Wilmslow Half Marathon and to pursue the issue. *(Later resolved by a new measurement.)*

The meeting closed at 12:20 pm.

### **Action List**

*ACTION - Phil Holland & Phil Cook to sign the Asset Transfer Agreement.*

*ACTION - Phil Holland to pursue insurance.*

*ACTION - Dene Townend to investigate and report on website development.*

*ACTION - CMWP members to identify dates and locations for upgrading courses.*

*ACTION - Phil Holland/Ken Kaiser to arrange purchase of 10 Jones-Cook counters.*