

# Minutes of Meeting



<b>Meeting Title:</b>	<b>Alconbury Colts Football Club – Committee Meeting</b>		
<b>Meeting Date</b>	<b>19/05/2008</b>	<b>Location</b>	<b>Sports &amp; Social Club</b>
<b>Time (From):</b>	<b>19:30</b>	<b>Time (To):</b>	<b>22:17</b>
<b>Attendees:</b>	Chris Kirschner (CK), Karen Hunt (KHu), Mark Moffett (MM), Ian Wilson (IW), Vaughan Duckworth (VD), Kevin Harvey (KHa), Marina Howlett (MHo), Nigel Howlett (NH), Richard Whitney (RW), Andy Gardner (AG), Carol Wyles (CW), Paul Tait (PT), Mick Hunt (MHu), Tracey Duckworth (TD), John Hay (JHa)		
<b>Distribution: (Those Present+)</b>	All Present, Joanne Harvey (JH), Mike Brooks (MB), Tim Chapman (TC)		
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. U18 Team for Next Season</li> <li>2. Current U6 Team – Issue regarding one or two teams for next season</li> <li>3. Appointment of Managers and Coaches for the Teams (U7, U8 Reds, U8 Blues, U9, U10, U14 Girls, U14, U15, U16 and possibly U18)</li> <li>4. Setting Budget for Next Season</li> <li>5. Agreeing Fees for Next Season</li> <li>6. Setting Dates for the year for Committee Meetings</li> <li>7. Volunteers – Football Workforce Awards 2007 / 08</li> <li>8. AOB</li> </ol>		
	<b>Date:</b>	<b>Time (From-To)</b>	<b>Location</b>
<b>Next Meeting</b>	<b>16/06/2008</b>	<b>19:30 - 21:30</b>	<b>Function Room, Sports and Social Club</b>

Notes and Actions from Meeting		
Minute Number	Minute	Actionee / Target Date
AFC_190508_001	<p><b>U18 Team for Next Season</b></p> <p><b>19 May</b> PT recapped on previous meeting and why U18's were not taken forward then due to no firm players or manager.</p> <p>JHa then came to the AGM and presented a list of players and management team. Players and Parents have offered to make donation towards fines.</p> <p>PT outlined the leagues Peterborough and District U18 and St Neots Sunday League.</p> <p>PT explained that he felt that playing in an adult team was different from Colts football. He also explained about the issue regarding Colts and Adults playing together.</p> <p>PT feels that we should look at this as a positive expansion and go forward. MHu agreed and said we should give JHa and the boys a chance.</p> <p>VD also felt this was the right way forward for the U17's. This will not have an effect on the pitch allocation.</p> <p>JHa explained that one of the Managers would need to go on Level 1 Course. Both Dave Mackrell and Allan Bays happy to. Unanimous decision.</p> <p>MHo will look into registration for U18 and provide update at next meeting.</p>	MHo 16/06/2008

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AFC\_190508\_002

## Under 6 Team

**19 May** CW explained situation that some of the Parents were looking at breaking away in Stukeley Meadows.  
RW explained that there is a core of 8 regular players  
RW explained his email asking for another coach for a second side, but if no one comes forward to run the second side then there will only be one team. RW also stated in his email that if there is no game arranged for the 'team' then a friendly is hopefully arranged which will involve all players that attend training but are not registered.  
RW said that he has some Parents offering to help but not able to commit full time. RW said he only has enough for 1 team and no other coaches coming forward.  
AG said he felt it would be a shame if some went.  
RW said that he was looking at playing friendlies and league games each week.  
PT explained that RW should just pick his team and the finding of another Coach for the other team is down to the Committee.  
CK will contact Linda Dove to discuss if any other children were available to play U7 next season.  
MM raised a FA Recommendation to say that Mini League should train 1 week and play the other.  
PT said the ambition of the club will be to run 2 teams at U7.  
RW was offered the full support of the Committee.

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AFC\_190508\_003

## Election of Managers and Coaches

19 May Managers elected as per the table below.

Age Group Manager Coach(es) )		
U7 Richard Whitney Mark Lynn		
U8 Red Kevin Harvey John Pack		
U8 Blue Mick Hunt		
U9 Mike Brooks? TBA		
U10 Dave Brinson? TBA		
U11 NO TEAM		
U12 NO TEAM		
U13 NO TEAM		

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AFC_190508_010	<p><b><u>Managers Hand Book</u></b>  <b>19 May</b> KHu and JH to bring a hard copy of the Managers Handbook to the next committee meeting.</p>	KHu / JH 16/06/08
AFC_190508_011	<p><b><u>Wordsearch and Quiz</u></b>  <b>19 May</b> KHu explained that she has been looking at producing a Wordsearch for Mini League and a Quiz for the Colts and Parents with prizes to look at Code of Conduct folling the codes being given out with the Registration Pack.</p>	KHu / JH 16/06/08
AFC_190508_012	<p><b><u>Stake and Rope</u></b>  <b>19 May</b> Stake and Rope kit is working at the matches. This has helped with keeping the line free for Linesmen and easier for Referees.</p>	INFO
AFC_190508_013	<p><b><u>Help</u></b>  <b>19 May</b> MHo would lie to start contacting people who offer to help on the registration forms.          TD showed the committee a booklet that she had produced for U14 around FA Workforce.</p>	
AFC_190508_014	<p><b><u>Ann Ladlow</u></b>  <b>19 May</b> PT to write a letter to AL thanking her for all her help over the past few years.</p>	PT 16/06/08
AFC_190508_015	<p><b><u>Managers, Committee Members and Custodians to be displayed</u></b>  <b>19 May</b> A list of Managers, Committee Members and Custodians to be displayed on the Noticeboard along with vacancies.</p>	JH 16/06/08
AFC_190508_016	<p><b><u>AGM Minutes</u></b>  <b>19 May</b> AGM minutes to be displayed in the club. These have been approved by PT.</p>	
AFC_190508_017	<p><b><u>Items for Next Meeting</u></b>  <b>19 May</b> At the next meeting we should be looking at Charities Commission and registering as a charity. JH to add to agenda.</p>	JH 16/06/08
AFC_190508_018	<p><b><u>Development / Training Officer Role</u></b>  <b>19 May</b> PT has handed out the FA Job Description for the above role. This will be discussed at next meeting to see what is involved with the role and if more people are required to be Development Officers.</p>	ALL 16/06/08
AFC_190508_019	<p><b><u>Colts and Mini League - Website</u></b>  <b>19 May</b> It was suggested that all Managers use the website as players enjoy seeing there match reports etc. The committee will be using the website. CK is in discussions with Tony Day about revamping the website to include Tournament Info, News etc.</p>	ALL 16/06/08
AFC_190508_020	<p><b><u>Mini Soccer Team Issue</u></b>  <b>19 May</b> CK brought up an issue regarding a Mini Soccer Team. PT explained that this would be resolved through a smaller meeting and both Manager and Parent would be involved. This to be resolved asap.</p>	PT 16/06/08
AFC_190508_021	<p><b><u>Noticeboard</u></b>  <b>19 May</b> VD raised that the Noticeboard could be in the wrong place. This is an issue for the Sports &amp; Social Club not Colts.</p>	

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AFC_190508_022	<p><b>Questionnaire to Players</b>  <b>19 May</b> KHu said that she will prepare a questionnaire to go to players asking them for their wishes, feelings and views about the club.</p>	KHu 16/06/08
AFC_190508_023	<p><b>Committee</b>  <b>19 May</b> VD asked if the Committee was to big now. PT stated that he would rather have a large committee than just a few people. Job Descriptions need to be produced or updated.</p>	
AFC_190508_024	<p><b>Charter Standard</b>  <b>19 May</b> IW raised that the Charter Standard is due in December 2008. We need to look at Community Charter. Alan Poulain at the FA will happily look into it with someone if we apply. Need to start talking to the FA. TD to talk to the FA. MM to also be involved. JH to link into MM and TD.</p>	TD / MM / JH 16/06/08
AFC_190508_025	<p><b>Tournament Meeting</b>  <b>19 May</b> Tournament meeting has been arranged for 2<sup>nd</sup> June at 20:00 at the Sports and Social Club.</p>	

Closed Actions		
Minute Number	Minute	Actionee / Target Date