



#### 100MC Committee meeting minutes 8.10.20

Attending :- Jon Aston, Jo Yarnall, Keith Luxon, Tim Lupton, Peter Mitzi, Janet Cobby, Rob Cowlin

Jon opened the meeting and thanked the committee members for coming

The committee were asked if they were going to accept Davey's email of resignation from the role of Chair

The committee accepted Davey's resignation and wished him all the best and thanked him for the work he has done

Jon Aston proposed that Jo Yarnall take over as Acting Chair and this was seconded by Keith Luxon and unanimously agreed by the rest of the committee

As Jo Yarnall is now acting chair then someone needed to take over as we need 3 serving officers for the constitution. Rob put himself forward and all committee members were happy with this

for the purpose of it being recorded Jon asked if the committee members if they had any dissent for Jo acting as chair and for Rob acting as secretary of which they hadn't so the committee members voted unanimously for Jo and Rob to fulfil those roles

It was decided and voted on by all members that Jon sent out an immediate statement to let the members know that following Davey's resignation Jo Yarnall had been voted as Acting Chair and Rob Cowlin voted as Acting Secretary with immediate effect

A further statement would then be followed with a bit more detail

The Acting roles need to be ratified by a system so that we have a timescale of how long they are acting other than the constitution the club has 3 officers of the club but we will discuss this at a further meeting as we have more pressing items to discuss at this meeting

The minutes of the last meeting were discussed and read out from the October meeting and

accepted and these would be circulated to the committee to see what we've decided tonight and then these would be circulated to the members. Also the minutes from August also be agreed on and circulated to the members

The 100MC committee have a Survey Monkey account but not all committee members were aware of it's existence and for 2 committee members that did know it existed the one committee member wasn't at the meeting in October and the other member didn't know if the account was current.

For the record now that all committee members now know of it's existence the Survey Monkey account of the 100MC will be used for all future surveys

The content of the Survey in particular the virtual marathons had been flagged up before due to numerous amounts of emails being sent to the Secretary, the Membership Secretary and the Vetting Officer asking if they had counted and various emails had been sent to the committee time and time again regarding this subject and so with this in mind and with previous discussions this is why the question had been added as part of the survey

As some committee members didn't know how Survey Monkey worked Jon explained how you populate Survey monkey with all the emails you want to send the survey to you but you don't keep those yourself and they are kept within the platform of Survey Monkey itself and the only potential data breach is the moving of those emails but as our data protection policy states that we use an authorised third parties toward the committees work and for the club.

It was agreed that Keith was authorised to carry out the survey which means that there isn't a breach in the data protection and according to the clubs own data protection policy it states that as we can use members data for the sending club surveys to improve your experience as a club member

As a committee we are confident that there has not been a data breach on this occasion

Jon Aston has looked at what has happened and looked in detail and doesn't believe that there has been a data breach

Jo Yarnall had also been in contact with the ICO ( Information Commissioners Office ) today to seek advice over what has happened and The ICO stated that as the committee had authorised Keith to organise the Survey Monkey that there was no personal data breach

The following statement was proposed by Jon and seconded by Tim, with the exception of Keith abstaining the rest of the committee voted unanimously they agreed with the following

"As the 100MC have contacted the ICO and Jon has reviewed the situation, we are confident that we have not breached data protection legislation but if a member is concerned they should make their own complaints to the Information Commissioners Office"

The committee felt they need to learn from this experience and as a result they will be reviewing their data protection policy and which committee members has access to the database and for what they are using it for as we use the database to send out cards to committee members and we need to establish who those who do have access need it for the sole purpose of the club

At the next meeting we will be discussing the data protection policy and also looking at the role of the Data Protection Officer to appoint someone to this position

The 100MC Survey to members sent from Survey Monkey

The committee are happy to for all members to take part in the survey and look forward to hearing the results of the Survey

Jo Yarnall proposed that Keith as Social Media secretary had a 100MC email address This was seconded by Tim and agreed by the rest of the committee

It was suggested by Peter that all committee members have an email address so that no personal email addresses need to be used for the purposes of the 100MC

Rob would look into asking our provider to sort this out

It was agreed to reply to the emails that had been sent to the secretary to let them know that a statement had been released for them to read

Other business

Although it was discussed via email it was asked if Sikhs in the City London Virtual event would count, it was agreed by all members of the committee that were present ( Pete had to leave the meeting ) it wouldn't count as the event would have had to have been timed by the Race Organiser and not used the Virtual Marathon app for the results

Tim notified the committee members that the 100MC had a drop box account. Jon would look into this account and report back to us