

**Management Committee Meeting**

 **Tuesday 7th February 2023 at 1915**

**Attendees:** President; Chairman; Ladies Captain; Mens’ Captain; Club Secretary; Communications Manager; Junior Head Coach; Safeguarding & Welfare Officers; Vice Chairman & Kit Manager.

**Apologies**: Webmaster; Treasurer; Social Secretaries; Membership Secretary.

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 **MINUTES**

**Agreement and Acceptance of Minutes of Last Month’s Meeting:** Agreed by Lady’s Captain, seconded by Welfare and Safeguarding Officers.

**Junior Update:** Fairly quiet period at the moment. Preparation for indoor event in March. Training to move out of St Lawrence 25th March and outside to St Peters indoor event thereafter for the Spring, Summer and early Autumn seasons.

**Welfare & Safeguarding:** Update on ensuring application of age limit criteria at runs/training. Kirsty Fardell (EA Club Support Manager) contacted for advice which was that, any U18 attending an adult session must be accompanied by an adult and if an U18 is not accompanied by an adult then they should be directed to the Junior Section. Discussion ensued around this, various scenarios and options were carefully considered but, ultimately, the consensus was that Juniors will not be permitted to participate in the Senior Club’s road sessions but can utilise the track at the same time on Wednesdays as the Seniors as it is a controlled environment. NB. for the few remaining Couch to 5K sessions which are taking place on the track concurrently, the Couch to 5 K will have priority track space. **ACTION**: Junior Head Coach to brief the Juniors accordingly.

* Maintenance of the DBS register was questioned/checked. Club Secretary responded that DBS approvals are recorded (name, date of DBS) but expiry/renewal dates are not pre-empted and communicated to the relevant person as this is actioned automatically by the appropriate body.

**Treasurers Report:**

Accounts seem to be stable with:
£3492.69 in the Community Account; £16245.33 in the Business account and £837.99 in the Paypal account.

Interest rates - we are only getting 0.6% on the Business Premium account so will look around to see what we can get if we allocate £10k to fixed term for 6 to 12 to months. Still leave £6k for emergencies and might be able to get a bit more £’s in payments.

Treasurer will move the money in Paypal over shortly in different amounts so he can allocate to each income stream.

Finally managed to arrange an online meeting with Freshbooks to sort out a few teething problems which should speed up processing and allocating transactions.

A couple of key items to make the Treasurer’s life easier is budget codes for payments. This will be progressed asap.

Treasurer requests any race directors or any other persons organising events checks with him first before sending information out regarding payments so that he can allocate a budget code to it.

Treasurers still not able access the Barclays banking app which is very frustrating and will have to contact them yet again. He can receive emails on his ‘phone via the treasurer email account yet unable to reply to emails so he apologises for the delay in replying - however he does get them but has to log on to his desktop/laptop to reply.

Will be monitoring costs / income, race numbers with Ricki Savage 20 Miler and Sackett 10km over next couple of months and finalise a proposed budget for next year.

 **Captain’s Updates:**

Training and Run Leaders (RLs)

* EA has notified RLs that First aid (first response) training is now an EA requirement. Cost is £10 for on-line courses starting from April – applicable upon renewal of run leader license.
* Mondays. All groups are often full. Various leaders. Great range of speed and ability. Some leaders have not had runs on every week. Some are at C25K assisting on Mondays.
* Hills Weekly Wednesday, Wednesday night beginners: at the same venue or top of the hill. Often 30 runners. Some leaders and runners have assisted C25k.
* Thursday Speed. Sessions often have up to 30 involved. Feedback has been in the race speed gained by our runners. Some new runners book on the app. They will need to know that they will need to join or pay the £20 rate. This could be the case on other runs.
* Friday. Back most weeks with low numbers.
* Sunday. The Hartsdown run really needs a push when we are not racing.
* Trac run leaders and helpers are currently training c25k runners Mondays and Wednesdays at the track.

Race reports and 2023 Club Championship

* Canterbury 10m. 27 TRAC runners took part - all in race vests. We should feature well in the KCAA Leagues (both team and individuals). A race report on Website with great photos. Results to our Club Champ spreadsheet uploaded on the day.
	+ - Some highlights were:

Julie Williams first V55.

3 men under the hour and men’s team prize for first 4. A huge achievement in this large race.

Andy Stevens 57:42 16th overall.

Jack Bradley 58:19

Lee Hardie 59:15

* No other races noted in our news.
* A new enthusiastic runner, Lainey Carter, competed at Canterbury in our race vest and in a more recent London 10k.
* Multisport athlete Sorcha Page has been having a go a cyclocross at Betteshanger.

Cross Country KFL legs 5 & 6

* Deal and Canterbury saw 16 TRAC competitors, however The Thanet men’s team at Canterbury are short of a full team with one senior and two V40’s required. Some injuries have led to this and some runners appear to be doing their own training as it’s getting close to spring marathon training time.
* New runner Andy Jones first run in a vest. News posted to website for both. Canterbury news is pending being uploaded by AS. Great photos thanks to Gary Page. As I was on the bench, I tried some short clipped film and loaded to Facebook only.

Upcoming races.

* Tunbridge Wells Half.
* Thanet 20 Ricki Savage 19th March.

Captains Miscellaneous

* Captains attended a relay meeting with the East Kent Clubs. Feedback required on proposed way forward. Nice W to manage the whole race ie not just the timing but eg council permissions, risk analysis, First Aid provision, lavatories etc and asked to do a quote in time for first race in May. Fact is the event has just got too big (FYI Council permissions have not been requested in the past for this event as it has been on a fairly informal footing. Times are changing though, requirements are becoming more stringent and hence a more considered approach may be required…).. TRAC will go with the majority but the question of why alternative quotes were not requested was raised with no real clear answer given. Hopefully the Nice Works quote will come with a discount to reflect the imperfect service it provided last season when it only had timing to manage...
* Need to discuss relay date for Minnis bay. Low tide 23rd May or 6th June. (date is 30th on the planner but high tide)
* Committee positions for 2023. Men’s Captain has submitted a descriptor of his role. Club Secretary will update all Committee roles and get them on the website via a link- at the same time making clear those current Committee members who will be standing down so as to give ample opportunity for fresh blood to consider and put themselves forward for election. Emphasis will be placed on the high level of support that incoming committee members can expect from outgoing predecessors. Communications Officer will propose some wording for the Club Secretary’s review prior to going on the website. It was also proposed to publicise these opportunities via “shout-outs” at our training events and other intra-club interactions. Also proposal to The question arose as to how other clubs manage this situation, how do they promote folk onto the Committee and what support is given? **ACTION**: Club Secretary and Communications Manager.
* For the Awards Night, the “Runner’s Runner” prize will be awarded following the results of a survey that our Deputy Chairman has set up via “Survey Monkey”. 18 responses received thus far.
* Trophies are due to be ordered for 2022 Club champs. Captains will order the majority of trophies, but the relevant nominations will need to notify the Ramsgate Trophy Shop for engraving. **ACTION**: Nominees and Club Secretary (re the “Secretary’s award”).

[**Ricki Savage 20 Mile:**](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&t=h&msa=0&msid=105879619365143952182.000472e993d2fc564c477&ll=51.293405,1.044087&spn=0.016612,0.038238&z=15) 25 entries thus far. Need 103 to break even. At present £2,707 in the red. Update from on marshal situation requested.

Discussion took place on the merits (or otherwise) of advertising/publicising the event (or our events generally) via leaflets. The consensus was that leaflet dropping was not a preferred or particularly productive means of getting word out. **If** leaflets are used then they should be Committee reviewed prior to publication, should list all other TRAC events too where space allows and also include a QR code linked to an entry form or other race details of interest. Whilst their will be no leaflet drops for the Ricki Savage there is scope to put some details about it on the white board at the next KFL event or perhaps develop a poster for prior events to the Ricki Savage. We should also consider how we might target first time London Marathon runners who are based in Thanet/Dover/Canterbury. NB. We have emailed those who entered the Ricki Savage last year (those that are known that is) and we can also check whether the EA will share with us the email addresses of all past entrants. **ACTION**: R Savage Race Director

Next time this event is run (eg 2024) could include the option of doing it as a team or team relay. Additionally, could encompass a 10 mile event too. ACTION: Race Director

[**Social Events Update:** :](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&t=h&msa=0&msid=105879619365143952182.000472e993d2fc564c477&ll=51.293405,1.044087&spn=0.016612,0.038238&z=15) Presentation Evening.

* Approval granted for The Racing Greyhound as venue on Tues 28th March at 1900 hrs.
* Need to know numbers of members interested in order to advise the venue a week or so before. **ACTION**: Social Secretaries: booking via the RunTogether app will be necessary and, from that, visibility of the quantity of attendees will be provided.
* Social secretaries advisecost of buffet for 40 members is £150. The option of having a set hot meal may be considered but cost containment is of prime interest. **ACTION**: Chairman to discuss with Social Secretaries.
* A Quiz night is proposed (date and details tba but propose before Easter) with the objective of raising money for our chosen charity. Quiz entry fee to cover venue hire and aim to generate a surplus that will be donated to said charity. It was highlighted that, to have the Quiz before Easter, will push its proximity to Presentation Evening and this may adversely impact attendee levels at both events. Requires further consideration especially around likely levels of interest. **ACTION**: Social Secretaries.

[**Club Communications & Miscellaneous Items**](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&t=h&msa=0&msid=105879619365143952182.000472e993d2fc564c477&ll=51.293405,1.044087&spn=0.016612,0.038238&z=15) :

* Sackett 10k Race Director to be asked for more detail regarding the approach from “Baypoint” to form a partnership or strategic alliance… **ACTION**: Club Secretary to liaise with him.
* Decathlon successfully approached to provide a 10% discount to TRAC and Coastal Striders members ie a 10% reduction to be made available on all running related products on a Tuesday evening. May have to show an item of TRAC kit or TRAC related picture to prove you are a member to receive the discount. Awaiting email confirmation from Decathlon prior to publicising.

**Race Management Structure:** : Committee agreed on need to discuss, agree and document the expected level of autonomy of Race Directors especially in making financial commitments. This includes how (or should) we make it more of the Club owning a race rather than the Race Director? Furthermore, can we develop a more generic, joined up, standardised approach across our races and including budgets. **ACTION**: Club Secretary to schedule a Race Directors meeting (to include the Treasurer) for a date after March and map a way forward that addresses these points and others of relevance. Utilise knowledge and experience of the Sackett and Alan Green Race Director...

[**AOB**: (All)](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&t=h&msa=0&msid=105879619365143952182.000472e993d2fc564c477&ll=51.293405,1.044087&spn=0.016612,0.038238&z=15)

* The Kit Manager reported continued delays in receiving the elite running vests in the correct colour. Latest delay cited by the distributor as being due to festivities associated with the Chinese New Year. The credulity and patience of our Kit Manager is being severely tested and unless there is a swift and satisfactory outcome an alternative source may be investigated.
* A Club Member has expressed an interest to the Secretary in becoming a TRAC Committee member. This will be encouraged and developed by our Chairman.
* Further to a request for clarification it was stated that Southern Water’s sponsorship of the Harbour Wallbanger will go ahead in accordance with the majority Committee decision and as reflected in the Minutes of the General Club Meeting on 17th January, 2023.
* The Club’s chosen charity for 2023 is Kent and East Sussex Air Ambulance.
* Further to complaint from new joiner re the weak confirmation of membership and notification of how to engage with the Club’s training sessions consideration around this process will be initiated by the Membership Secretary in May. **ACTION**: Membership Secretary.
* Committee for 2023/4 will be elected at the next AGM. Some current members are not standing for re-election hence there will be gaps to fill and folk need to be advised of the opportunities available to support their club sufficiently in advance of the AGM (in May). **ACTION**: Club Secretary
* Potential venue for the May AGM is the Ramsgate “Comfort Inn” (previously the “San Clu”, imminently to return to that name). Chairman will investigate price and availability. **ACTION**: Chairman
* Membership rates for 2023/4 were agreed as follows: (1) Basic/Social membership £20 (2) Racing/Competing membership £37 (comprising £17 subscription to EA plus £20 Basic membership) (3) Juniors and Students/OAPs to increase to £15 pa. EA optional upon application to the Membership Secretary. This will be the first increase in the Basic membership subscription since before 2019. **ACTION**: Communications Manager to issue a note to Webmaster requesting changing the website parameters for joining fees and categories and also amending the receipt notification date to 2023/4 Club year and not as it currently says which is a year or more out of date. He will also propose some wording to the Club Secretary to communicate this membership rate change to the membership via social media.

**D**[**ate and Venue of Next Committee Meeting:**](https://maps.google.co.uk/maps/ms?oe=utf-8&client=firefox-a&ie=UTF8&hl=en&t=h&msa=0&msid=105879619365143952182.000472e993d2fc564c477&ll=51.293405,1.044087&spn=0.016612,0.038238&z=15)

* Tuesday 7th March 2023. 19:15 at The Chairman’s house.