

**Management Committee Meeting**

 **Tuesday 4th April 2023 at 1930**

**Venue: “Zoom” Meeting**

**Attendees:** Chairman; Ladies Captain; Mens’ Captain; Club Secretary; Treasurer; Vice Chairman & Kit Manager; Membership Secretaries; Safeguarding & Welfare Officers.

**Apologies**: President; Webmaster; Social Secretaries; Junior Head Coach; Communications/Publicity Manager.

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 **MINUTES**

**Agreement and Acceptance of Minutes of Last Month’s Meeting:** Accepted by all present.

**Junior Update:** : No outstanding Junior concerns other than an observation re the lack of a Junior representation on the opening page of the website. Could the words "Junior sessions/training" be portrayed on the website from the onset and not on a sub heading "training"? **Action**: Jnr Head Coach to liaise with Webmaster to initiate if possible.

**Welfare & Safeguarding:** Confirmation that the Adult Safeguarding Course they will attend on 26 April will be via “Zoom”. No safeguarding issues have arisen since last meeting.

**Treasurers Update:** Circa £20, 000 cash reserves in all accounts combined. Some cash outstanding for payment into the Club bank account but not a substantial amount. Concerning the recently cancelled “Ricki Savage 20 Mile Race”, 85% of refunds have been paid and a sum will be paid to our charity, Kent, E Sussex and Surrey Air Ambulance where some runners (7 or 8) have elected to send their refund to Air Ambulance instead of receiving their entrance money back. Treasurer needs Air Ambulance bank details however to initiate this. **Action:** Chairman will provide either bank details or a contact name at Air Ambulance. Other activities include finalisation of end of year accounts and a recognition that keeping on top of it all is key. Membership fees for the 2023/24 season are starting to come in via PayPal and this will bolster the accounts.

**Captain’s Updates & Report:**

* **Training and Run leaders**

First aid is now a module within the renewal of a Run Leader’s (RL) qualification.

Phil S is interested in leading; I’d suggest getting this in place for him as a fast leader for track cover and Mondays. **Action**: Club Secretary to liaise with Phil and support getting him on an RL course (it may be live or virtual – not sure yet but needs to be done). Simon flagged up a gap in the speeds at the Monday Club Runs and suggested that Phil might lead a group that would bridge that gap ie we should not necessarily plug Phil into leading a faster group once he’s trained. New member Dave Creggan was mentioned; he has RL experience though not sure of speed/level. **Action**: Club Captain to engage with Dave and assess experience, training, willingness and overall opportunity.

* Mondays. All groups are good in numbers. A fast group will be back soon.
* Hills Weekly Wednesday. All ok and beginners are good for the C25K graduates.
* Thursday Speed. With Chris and myself. School holidays for Easter but back on the 20th and Andy S will cover. Sessions have about 15-20. Some organisation is needed when the junior group is larger, and they use most lanes but it’s only an issue if we have a large group too. **Action**: Captain will work on this, maybe via Derek although this is more of a “heads up” than an issue as such, it’s mentioned in case it gets bigger and does develop into a problem.
* Friday. Back some weeks with low numbers. Ellis J or Steve C leads.
* Sunday. No Leaders. I’d like to think the summer might bring this forward possibly starting somewhere different. **Action**: RLs and Chris will put something on the Run Together app requesting RLs come forward.

C25K went very well; Jon H and all the leaders who took part are a credit to the club.

Risk assessments (RAs) were reviewed and re-dated with changes that needed to be added and sent. Done. **Action**: Captain. Ensure RLs are aware and know where the RAs can be found. The opportunity to put them on the website was considered but not thought necessary as long as RLs know where they are visible/obtainable.

* **Race reports. And 2023 club champs**

**Club and KCAA Bromley BVAC 5m**

Andy S 3rd O/A and V50.

James F, Terry B took part.

Points are updated and sent to the website.

* I’ve been informed the Margate Superhero run is cancelled and the event replaced in mid-Kent. This race was put in to encourage local events. A new local event needs to be nominated for our club champs and added to the events plan. **Action**: Committee to find one very shortly, can be any time in the year, ideally same time as M’gate Superhero though. Website/Events Plan has been updated accordingly.
* The Faversham race has been removed from the KCAA and is removed from our Club Champs and events plan. KCAA have substituted it by the Larkfield 10K and, again, our Website/Events Plan has been updated.
* **Action**: The elected captain will need to update any outstanding changes.

**Other runs.**

Smugglers 10k Lee H 1st and Jay B 2nd post on the website by JH.

Smugglers 5k Matt F 2nd

London Landmarks Half 13 traccies posted on the website by JH. A really great event to run and spectate in the city.

* **Cross Country KFL**

We provisionally set our date as 7th Jan 2024.

Other provisional dates Knowle 5th Nov. Swanley 12th Nov. Oxlease 9th Nov. Minnis 7th Jan. Deal 14th Jan. All Hallows 4th Feb. Blean 11th Feb.

* **Upcoming races.**

Folkestone 10mile 7th April

* **Summer Relays.**

Meeting for relays 03/04/23 (yesterday) Captains attended the relay meeting with the other clubs. Key outputs:-

* The Minnis event needs consent from TDC and Kent Highways to enable it to go ahead.
* Nice Work are struggling to apply for the application and toilet provisions for Minnis Bay. TDC is not allowing toilets on the prom. **Action**: Next Captain and/or Club Chairman: The event is at risk and Nice Work will need to be informed with ideas of how this can go ahead without toilets and permission. See the Last paragraph below \*. Action: Next Captain and/or Club Chairman - we will still need to provide the marshals as per the marshalling plan for 6th June. Captain has sent the route to Nice Work. Maryanne should have it from last year.
* Folkestone has been classed as too hazardous and the route might change.
* Ashford seems ok. The council has been helpful.
* Samphire seems ok but the runners must pay to park in cash £1 coin per runner in a bucket not £1 per car or the clubs pay an extra £1 per runner. Toilets are being delivered. Kent Highways are concerned about traffic lights queue jamming the A20.
* Canterbury should be ok.

\*Nice Work might not license the events with the EA and insure the events themselves. EA licenses and TDC would not then be needed. Barry Hopkins has been informed and this year could be used as a transition year to get the permissions before next year. The cost is still not known, and it will be a factor in the events going ahead.

**Action**: In the interim of new Captains being elected, the Club Chairman will attend the next relay meeting and make decisions about costs on behalf of TRAC. Nikki will send notes/minutes to the Chairman to aid his preparation for the next meeting. NB Potential outcomes might involve a £5 per head fee - and possibly more going forward – there will probably be more clarification at this next meeting. Warning: if costs inflate too much, clubs will pull out which, in turn, will drive up unit costs still further creating a potential “doom loop”.

Frustration was expressed with TDC who are not permitting lavatories on the prom, charging significant fees for land usage and generally dragging their feet over permissions. This is in contrast to other councils around Kent who are demonstratively supportive of local athletics events. With local elections on the horizon this may present an opportunity to lobby candidates but any action from them is not going to manifest (if at all) until after the elections in May. **Action**: Pete G is our link into TDC and our Chairman will ask him to promote our case with them. Other options discussed were to move the Minnis Bay event to a Richborough base thereby shifting it into the realms of Dover District Council (nb may be space limitations with 500 or so runners in a relatively narrow situation). Furthermore, with Nice Work seemingly taking on management of the event, it should be down to them to progress.

Dates to be updated in the Events Plan (action complete)

Folkestone 23rd May

Minnis 6th June

Ashford 20th June

Samphire 27th June

Canterbury 18th July

**Membership Secretary:** Update on renewals. All going well so far. Club (EA) Affiliation renewed also and, coupled with expenditure on individual member’s EA registration fee, Jo expects to have to put in a request to the Treasurer for re-reimbursement soon. Thus far there have been 30 renewals including some new members. Of these, 15 requested EA registration too and 3 juniors are included in the 30. The Membership Secretaries have needed to seek some clarifications from Members due to minor issues (payments not going through; payments made via the TRAC bank account instead of PayPal/website etc) but nothing major. **Action**: Renewal reminders to be posted via Facebook and website (done). Direct emails also to be developed. **Action**: Club Secretary

**Ricki Savage 20:** Update on cancellation activities and status: Good support from contractors: As a long standing customer, 4-Jays (portable lavatories) will credit the order amount and keep on account to roll forward to our next booking. Integrated Medical Services (IMS): have refunded £692.40 and Sporting Events have waived its fees to. So total out of pocket is around £750 (incl Racing Licence).

Treasurer has worked hard to get all refunds out and will also be sending a cheque to our Air Ambulance Charity for those who agreed to their refund going to charity instead. Approximately £120.

**Sackett 10K &5K**  : Update: 25 entries so far. Need 125 in the 10km and 30 in the 5km to break even. Hopefully further advertising pushes and late stage entries will bolster the numbers but aware the last Kent GP event (5 miler at Bromley) attracted only 165 runners, despite a good catchment area (eg Pett's Wood runners, Bromley, Orpington, Dartford even) and the usually sold out Harvel 5 still has places left. **Action**: Publicity Manager to push publicity and we can also push our own members to race this as not many marshals are needed. A good race for new runners too so can publicise from that angle to. Also, nice way to spend Father’s Day.

**Harbour Wallbanger and** [**Club Communications**](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) : Update. Numbers moving in the right direction.

**AGM May 2023:** Candidates and Re-Elections. Club Secretary volunteer is in the wings. No others (eg Captains role) have come forward. **Action**: Develop a contingency plan in case there are no candidates coming forward for the Captains roles.

[**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)

* **Quiz Night** 18 April 19:30 for 19:45 start. 7 tables booked and space for 1 last table of up to 8. Kevin has completed the questions and Janice has spoken to him regarding prize for winner and wooden spoon for losers! Jon is sending out regular reminders. Payment of the £5 entry fee can be made via cash on the night and Simon/Pete will have cash with them for change and also card reader the too. Profits from event go to our charity, Air Ambulance. **Action**: Chairman and Treasurer
* **Summer BBQs:**  Further detail requested by the Committee on the two hosts who have come forward ie who are they and what dates are proposed (or is the offer open-ended)? **Action**: Social Secretaries to advise. For the programme of summer BBQs the Committee propose the following dates: 16th June; 30th June and on every other week (Friday nights) into July over a total of 5 dates. **Action**: Chairman to communicate dates to Social Secretaries.
* **Summer Run, Swim and Rounders match**- Suggesting a date in Summer where we have a short run (5?), dip in sea (not compulsory) and a game of rounders to warm up. Thinking rounders on a beach (tide out! close to cafe etc) so anyone wanting to eat can buy something. On a Friday night? **Action**: Chairman to advise that the Committee are supportive but conscious there may not be many suitable cafes available that’ll be ok with “seaweed, sand and potentially sweaty Traccies. On that basis it was suggested the event doesn’t have to be on a Friday evening, it could be, for example, on a Sunday morning. Again, Chairman will put this to the Social Secretaries. NB Broadstairs Viking Bay has a cafe (and bar) on the beach towards the Clock Tower end.

[**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)

* Kit Manager reports that the replacement kit (elite running vests) has arrived after a protracted wait. Unfortunately they are, again, the wrong shade of colour. Supplier wants to set this right and a further consignment is being organised, this time with the right shade of colour (hopefully) and a credit/refund/compensatory payment is being discussed.
* Publicity Manager is approaching a Margate social media company re the £500 for the juniors, still working on that and will update when more known.
* Wallbanger has 35 entries so far.
* Publicity Manager requested a list of winners at the Award Night. **Action**: Chairman to provide.

 **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) Committee Meeting 2ndh May at the Chairman’s house. AGM at “The San Clu” on 19th May 2023.

Meeting Closed at 2200.