

**Management Committee Meeting**

 **Tuesday 30th May 2023 at 1915**

**Attendees:** Chairman: Pete Heath; President: Derek Sackett; Ladies Captain: Jo Kemp; Junior Head Coach, Gary Gillatt: Club Secretary, Julie Williams: Communications: Jon Holl; Membership Secretary: Jo Holl; Safeguarding & Welfare: Julie\* & Adrian Neaves; Race Director: Terry Brightwell

**Apologies**: Mens Captain & Webmaster: Andy Stevens; Treasurer: Simon Cowdery; Vice Chairman & Kit Manager: Kevin Bullions; Social Secretaries: Janice Lee-Miller & Janet Morgan *Note: \*Julie Neaves is also Membership Secretary with Jo.*

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**DRAFT MINUTES**

1. Reflections from AGM – any next steps – All
* Terry thanked the committee for the life membership awarded to him.
* Committee reflected that AGM had very good attendance and the venue was good.
* Jon proposed that this new committee should set some new (e.g. 3) goals for the club for the next year, and proposes that encouraging Juniors should be one of the targets. Other possible goals could include financial targets and actions to fulfil the club objective “Club for all”.
* **Action**: Julie to add to the July agenda.

Review of comments at AGM raised by SS regarding Club Champs and results of V60 1st and 2nd position. This part of the meeting was chaired by Derek Sackett to ensure the following discussion was completely impartial, on the topic of the Club Champs V60 1st and 2nd positions.

* + At the AGM, a TRAC member (SS) who was placed V60 2nd in the 2022 Club championship expressed his concern that this was due to a change in the schedule of races mid-way through the year with two additional races being added. He stated that while he had known he was ahead at the start of the championship, he was surprised at the outcome at the end of the year. He also expressed concern that the balance of races were not sufficiently weighted towards longer races. The member refused to accept the second place trophy.
	+ The committee discussed this topic in order to consider the issues raised by this member and to consider a concern from another member that non-acceptance of the second place trophy was unsportsmanlike behaviour and not in line with a runner’s code of conduct.
	+ A review of the club championship points which led to the V60 scores concluded that the rescheduled races had not disadvantaged or advantaged the 1st or 2nd place V60 runners. The committee noted that the club champs results are updated after each race and are available on the TRAC website throughout the year, enabling participants to check scores and consider running additional races for a higher score. The committee agreed that the non-acceptance of the second place prize and the way in which this non-acceptance was expressed was unsportsmanlike and this should be fed back to the member. The committee noted that there is not a clear statement of the conduct expected from club members and this should be strengthened and made visible to all members.
	+ **Action**: Club secretary to prepare a response to the member with regard to the review of the club championship scoring and the non-acceptance of the 2nd position. This will be sent to the committee for review and approval before being sent to the member.
	+ **Action:** Club secretary to circulate the club constitution with a view for the committee to check for any modifications or additions and subsequently increase transparency to members.
1. Membership update and communication / coverage for membership secretaries’ absences – Jo H, Julie N
	* 157 members and ~57 EA membership. As renewals are slowing down, the membership secretaries do not need coverage for the 2 weeks of their holiday period.
2. Sackett 10 and 5K – status update – Terry
	* Good management of costs of the race. Sufficient toilets are available, avoiding an additional cost.
	* Water – cups and large bottles - £5/500 cups. Water will be provided at the Viking ship café area and can be refilled by tap there.
	* All marshals plus 2 extra have been confirmed. An arrow will be used at two simple sections of the course. Marshals will have lanyards with emergency information.
	* Safety and risk assessments completed.
	* Start and finish inflatable arch will be available the day before.
	* Race entries are currently 111 and expect further entrants and on the day entrants.

Recommendation: Send note to all members confirming that marshals are in place for the Sackett race, encouraging TRAC members to enter the race (as well as the Harbour Wallbanger).

Terry will now put in a licence request for the Palm Bay race.

1. Harbour Wallbanger - status update, view on Wallbanger trophies – Jon
	* Jon has been chasing medals as have had delays. Medals will be delivered by end June.
	* Thorleys are donating two magnums of Prosecco and have been awarded 5 entries. On the day, Lizo will be the club liaison with them and Southern Water.
	* Flyers have been ordered to share at Park runs locally and for the Global running day. Pete will collect and Ade N can take them to the Global running day event. Pete will take to Pegwell and the committee will ask Anna to take to Margate. Park Run
	* Committee recommended trophies for 1st, 2nd, 3rd males and females, 1st team of 3 male team and 3 female team. Support reducing the number of trophies and recommend dropping age prizes. Jon will decide once he has the costs.
2. Relays – steps to finalise TRAC position – Pete
	* Responded to Ashford expressing appreciation for the proposal and raising points of potential concern. Awaiting further feedback from Ashford and other clubs. Key concern is uncertain cost as unpredictable turn-out of runners.
	* Recommendation to explore Betteshanger as a venue for the relays, including for next year. The committee appreciate this exploration may be best led by Deal Tri.
	* Noted that a lot of work lies ahead to get the relays stood up again for 2024.
3. Social secretary - summer BBQ update shared by Janice and Janet

16 JUNE – Pete Heath (if no one else comes forward-Janice will confirm with Pete by 4 June)

30 JUNE – Steve Clarke

14 JULY – Jo and Jon Holl

28 JULY – Ade and Julie Neaves

11 AUG – Spencer Hoult

25 AUG – Claire and Tim Rodd

1. LIRF-CIRF development course – cost of £275. Propose bid to EA for funding - Jon

Risk awareness course – propose for all race directors.

* Leader in run fitness and coach in run fitness courses are available, involving 2 weekends of training.

If are putting a session together for runners, you should be trained in designing a session.

* Recommend that the leader of the track session would attend the course and train as a coach.
* Committee agree with this being a good idea and support Jon approaching the EA for funding.
* **Action**: Jon will pursue this.

Noted that the committee plan to review the strategy for run leaders – numbers, training, renewals of DBS etc, cost model, expectations for numbers of runs that a leader will do once trained. **Action: Julie** to add as a topic for future meetings.

**Jon** will send current list of run leaders to Julie W. This will be reviewed to check they are current members, acting as run leaders, trained etc.

1. AOB –
* Communications update: Charlotte Barton has taken on responsibility for Instagram account and is already driving up number of followers. She is doing a great job already. Charlotte and Jon are laying out their respective responsibilities.
* Proposal to make meetings shorter and more efficient, by resurrecting practice of sending reports in advance of meetings to Club secretary.

**Date of next meeting:** 4th July 19:15.