

**Tuesday 5th September 2023 at 19:15**

**Management Committee Meeting**

**Attendees:** Chairman: Pete Heath; President: Derek Sackett; Ladies Captain: Jo Kemp; Men’s Captain: Andy Stevens, Club Secretary, Julie Williams: Communications: Jon Holl; Membership Secretary: Jo Holl; Safeguarding & Welfare: Adrian Neaves, Julie Neaves

*Note: \*Julie Neaves is also Membership Secretary with Jo.*

**Apologies**: Kev Bullion, Gary Gillatt

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**MINUTES**

1. Alan Green 5 & 10 mile planning – Pete –

Key area to improve is to increase the number of volunteers to support the race, particularly at the HQ post the race. Agreed that a request for help needs more direct communication to members, explaining what are the various tasks and including members that enter and who could help after completing their race. This communication can be done via run leaders at the weekly event, by email to the members who have entered, via facebook etc.

**Action: Pete** to prepare a list of all tasks which need support, to be used to engage members.

The committee discussed what an excellent job Maryanne does with organising the marshals and would like to ensure she has back-up and support, as needed.

**Action Julie** to contact Maryanne to what kind of support and back-up would she like, and with her agreement get a short message with her contact details to share with interested members.

1. Minnis X-country next actions – Jo K/Julie

Nikki has transferred details of all the organisation needed, from previous years. Licence application has been completed. **Action: Jo K and Julie** will update the various documents and get event application to the council. Andy agreed to be the race director / point of contact on the day.

Need to publicise the XC now – Jon will do so via monthly message to members**. Action: Jo and Andy** will post via facebook. October 8 is the deadline. Need to emphasise that EA membership is compulsory. Payment required is £12 per person, asking entrants to reference ”XC and surname”. Note second claim members are eligible to run for TRAC but need to be distinguished from first claim members.

1. Relay planning group – nomination of rep for planning team. Pete

Graham Rawlings is convening a group to start planning for relays 2024. Pete has volunteered to be the rep to this group and to feed back to the committee. Jo K and Andy to be involved closer to the races.

1. Run leader (Jacob) proposal to change first claim club and continue as run leader

The Committee noted Jacob Burton’s intent to change first claim club, to enable him to enter more races. Jacob has proposed that he would remain a run leader with TRAC and continue to engage on a social basis. The Committee welcome and appreciate that Jacob is able to continue as a coach / run leader according to his own training and coverage, and wish Jacob wish well with changing clubs to further his running goals. Jo H has released Jacob from first claim to TRAC, on EA site, to expedite his transfer. Julie has notified Jacob of the committee discussion and status..

1. Club code of conduct and policy doc update – Julie

A review of the club constitution and policy documents is needed, updated policy documents then need to be uploaded to EA website and included on TRAC website. To satisfy the EA checklist, we also need to ensure that all club members are aware and in agreement to uphold to the safeguarding code of conduct, and that this is agreed on renewals of membership.

Noted that the club constitution should also clarify the expectations regarding second claim members running races – second claim members can run for TRAC if their first claim club does not participate in that even e.g. Kent Fitness cross-country.

**Actions:**

* Julie to circulate updated code of conduct and policy documents to all committee members for review.
* Review (all) to be complete by end September, for uploading to EA in October (Julie) and for sharing with TRAC via website (Andy).
* Jon will circulate the UKA Safeguarding code of conduct and flag that all members are expected to support this code of conduct.
* Julie will update EA check-list to confirm that the process to build into members’ expectation is in place.

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1. EA Portal and out of date contact details – Jon

Jon passed on details to Julie of some out of date contacts. Action: Julie - will update.

1. Updates from Captains

Captains shared the KCAA standings, TRAC is doing really well in the team standings and individuals. The men’s team lies in second place and the women’s team in 3rd place (only separated from 2nd place by 10 points!). Andy Steves is first male overall and Jo Kemp is 3rd female overall. In the age group standings, there are many TRAC members in great positions – see separate spreadsheet for details. Many congratulations all, and best of luck for the remaining races.

Captains noted that the strong TRAC turn-out and performance was also helped by choosing these races as part of the Club champs calendar and this will be a factor considered when selecting races for the 2024 Club champs.

Regarding the clash between a club champs race and one of the cross country races, following and outreach to members, a suggestion by one member that both the original club champs race and the cross country race on the same day would be included for points for any members participating in these events. A communication will be shared with members to feed this back.

1. Quiz night and Xmas do

Quiz night is planned for November 23rd, noted that this is a track training night. Julie has asked the social secretaries and quizmaster Kev if it could be moved to a Tuesday night, but if not, then it is not a major issue. The committee agreed that the fee should be again £5 per person, to be donated to the sir ambulance. Ade has a prize to share, Julie has fed this back to the social secretaries.

The potential to offer a subsidy to members for the Christmas party was discussed. Due to the club financial position, which was flagged at the AGM, and is that the club is continuing to make a loss overall this year, the committee agreed it would be prudent not to offer a subsidy to the members who choose to attend the Christmas party. The committee noted that the Christmas do is good value and that it is more impactful to have what are relatively low membership fees for all club members**.** Julie has updated Janet and Janice.

1. Review of actions

The committee reviewed and closed various actions. One previous action related to re-starting Sunday training runs (90 minutes). It was noted that many members value this run, particularly those training for marathons. The committee propose this Is reinstated, with a start time of 8.30, supported by a rota of interested run leaders. **Action: Ade** to contact run leaders for volunteers to be on the rota.

1. Harbour Wallbanger 2024 – Jon

Jon would like to start early to raise interest with clubs, including London clubs, in arranging a club visit to this seaside race. Propose to increase numbers by 100. Would like to engage Race ABC which increases the advertising at a relatively low cost. Jon will check in with the Pavillion to check that the numbers are acceptable and will bring more details to a future committee meeting.

AOB.

London ballot – no news yet on the ballot place, Julie will keep look out.

Derek - Only 7/18 flood lights at the track are functioning and Derek has alerted the caretaker. When dark weather starts, will need to complete risk assessment. Jon will email his point of contact to prompt the replacement of these faulty lights.

Julie – A club member meeting would be timely, the committee agreed this would be November. Jon will include in the club communication and Pete and Julie will initiate planning.

Next committee meeting: October 3rd, 7:15 Chairman’s house.