



**Tuesday 3rd October 2023 at 19:15
Management Committee Meeting**

Attendees: Chairman: Pete Heath; President: Derek Sackett; Ladies Captain: Jo Kemp; Club Secretary, Julie Williams; Safeguarding & Welfare: Adrian Neaves;

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

Apologies: Membership Secretary: Jo Holl; Communications: Jon Holl; Vice-Chair: Kev Bullions, Men's Captain: Andy Stevens, Safeguarding & Welfare: Julie Neaves; Social Secretaries: Janet Morgan & Janice Lee Miller; Juniors Coach: Gary Gillatt; Treasurer: Simon Cowdery

MINUTES

1. Alan Green 5 & 10 mile planning – Pete

- Development of template to call for volunteers - Shared by Pete

Some comments received from the committee. Propose to use this template to share with members via training runs and email. This will be shared with race directors for all events to aid planning. This check-list and planning is separate from the marshalling organisation.

Action: Pete to share with Jon and check if he would collate and respond to any replies.

- Request from Maryanne for an Associate/Assistant Marshal Co-ordinator. Ade has volunteered to help as a back-up and also to help with finding volunteers via the weekly runs. **Ade** will contact Maryanne to offer his support.
- For discussion at a future committee meeting - how can we reward marshal volunteers, to start in January 2024. **Julie** to add to the agenda for November.

2. Finalisation of club policy documents - Julie

- https://drive.google.com/drive/folders/1ONGi0bjD7g08J6idTW3D_9lhaZelSZMd?usp=sharing
- Julie and Pete have made updates for the committee review and approval.
- **Club constitution document**
 - Updated to emphasise “Club for all”.
 - Adjusted minimum age for club membership juniors to 9 years in line with suggestion from Derek and Gary.
 - Executive committee - propose that membership secretary(ies) are on the executive committee with voting rights
 - Separated bullets on safeguarding and disciplinary processes into two sections
 - Section 8: added - “Minor updates, which do not impact the principles of the constitution, may be authorised by the Committee, without requiring a vote at an AGM or EGM”.

Decision: Committee agrees with proposal to add membership secretary role(s) as Committee member(s) with voting rights.

Post-meeting note: this would increase the number of voting committee members from 10 to 11. Propose there is a corresponding increase in the number of attendees for a quorum, from 5 to 6. Julie has contacted the Committee and confirmed agreement.

Note that Derek will represent juniors on the committee in terms of voting representation.

Action: Julie will make the changes and circulate a final copy. These documents will be posted to EA website and to the TRAC website.

- **Health & Safety policy**
 - Remove or adjust bullets
 - “Ensure that all members are given the appropriate level of training and competition by regularly assessing individual ability dependent on age, maturity and development”. **Decision:** Committee agreed to remove the words “and competition” as individuals should take personal responsibility that they are fit and able to undertake a race, when they enter and participate in races.
 - “Provide access to adequate first aid facilities, telephone and qualified first aider at all times”
 - **Decision:** Amend to “Provide access to first aid facilities, where practicable. Run leaders to have phone on hand to enable first aid and emergency help if needed”.
 - Remove named first aiders - **Decision:** Agreed to remove names.
 - Question for committee - does anyone want to stand as Health & Safety officer? Currently named as Secretary role. Several Committee members offered support for Health & Safety but not specifically to act as the H&S officer. Propose to ask for any volunteers from the members/Committee members. **Action:** Julie to add to November agenda.

- **Data retention policy**
 - Remove last column stating date of data review and minimisation.
 - Agree to remove this column. Committee to look at policy to see what data review actions are needed.
- **Privacy and cookie policy**
 - Updated web addresses for club
 - Updated section on example of who information is shared with, to be current and more generic.
- **Inclusion policy** - tidied document, no significant update
- **IT security policy** - tidied document, no significant update

3. Captains update - Andy & Jo

- Include discussion of 2024 Club Champs

See separate update and thoughts from Captains. In brief, the TRAC men and women's positions, both as teams and individuals, in the Kent Grand Prix are very impressive and undoubtedly have been helped by great engagement in these races, driven at least in part, by inclusion in the TRAC Club champs race list.

For 2023, Club captains recommend leveraging KCAA races, issued in two tranches. First 3 months of the year should be known by end Oct.

Noted that we would like to encourage participation of local events by local running clubs, but propose this is encouraged by promoting the social side e.g. encouraging picnic / cake post race rather than trying to have the club champs support KCAA, be competitive, be complete before cross country and support local clubs. Could consider one-off prizes for a local race to encourage participation and look to recognise runners who aren't the fastest but maybe get closest to their pb or use an age-related handicap.

Committee feedback: Agree that there should be a maximum of 11 races so that you can't have a situation where 2 runners could run 6 races and never compete against each other.

- XC - Jo will send out a message confirming who has signed up for XC so far, and will explain that runners can still sign up for later races in the series.

4. Social update

- Quiz night will be moved to Tuesday 21 November instead of Thursday 23 November (as requested by club, as no club runs on Tuesday eves) Kevin (quiz master) is available for this. Venue - Bradstow Pub Broadstairs. Arrive 19:30 for start at 19:45. £5 per person to go towards TRAC chosen charity. Ade has provided a prize. Any other prizes available? **Pete** to check with Kev if any kit that could be useful e.g. mugs, hats.
- Xmas Party will be Dec 22nd at San Clu Ramsgate - ad to be posted soon. **Jon** to share when available.

5. Track flood lights & risk assessment - Derek

- Track lights are being checked with the run leader taking the track session on Thursday nights. Currently, the juniors can train on the far straight where there is plenty of light.
- Currently 6 lights working, Andy/Chris will conduct a risk assessment on the evening of track use to see what is safe.
- Jon has engaged with the Royal Harbour Academy rep and understands that the cost of replacing lights may be high and funding could be challenging. Jon will continue to act as a single point of contact and recommends that we network with Thanet AC to support the discussions and understand options for solutions.
- When this is resolved, the Committee will discuss whether we need to charge members for track use, given the relatively high cost of this specific service.

6. Planning for November Members committee meeting - agree agenda and preparation. - Julie, Pete, All

Tuesday 7th November, 7.15 for 7.30 meeting start,

Bradstow Pub, Broadstairs will also be used for the next members club meeting.

Draft Agenda:

- Captains report - club champs, KCAA status and 2024 proposals (Andy, Jo)
- Alan Green - encourage runners and need for volunteers, HQ check-list (Pete)
- How can we best reward volunteers in 2024 (Pete, All)
- Social updates - quiz and Xmas party (Janice/Janet)

- Policy documents - updated and being available (Julie)
 - Call for any Health & Safety representative?
- Other topics from committee members?

Julie to liaise with Jon to advertise the Open November meeting and encourage members to attend.

7. Review & close-out actions

Many actions closed or nearing closure.

AOB.

Julie: Expect to get a message from EA regarding 1 London Marathon place, by end November, to be allocated via a draw to eligible members.

Derek: Have £200 surplus from summer subs which can now use to cover any shortfall incurred in future juniors training. Derek to pass this cash to Simon for banking, when possible.

APPENDIX: STATUS OF OUTSTANDING ACTIONS & ACTIONS FROM LAST MEETING

ACTION	BY WHOM	BY WHEN	COMMENTS
Need list of run leaders to check DBS and safeguarding checks. First step, look at EA information. Failing that, committee will approach run leaders.	Julie W	Oct 2023	Complete - this is shown on the EA site by green tick denoting coach/run leader is currently licensed.
<p>Ensure a team is put in place to support Terry for the Alan Green race. Jon will buddy up with Terry for this year's race. Pete will approach Mark Haddon to see if he is willing to be race director in future</p> <p>Discuss with Maryanne how best to provide her back up and support for organisation of marshals (Julie).</p> <p>Race Management Structure: Develop a more generic, joined up, standardised approach across our races and including budgets.</p>	Pete	Sept 2023	<p>Pete approached Mark - action closed.</p> <p>Maryanne would appreciate a back-up marshal co-ordinator. Ade will confirm he is willing to act as back up and support.</p> <p>Pete has developed a generic template for pre-race planning and HQ volunteers..</p>
Confirm rota of RIs to reinstate the Sunday long run training	Ade / RLs	Sept 2023	Long run now set up, Ade leading most - First session held 24 September. Still will need other run leaders to help and encourage slower runners too.
Update of club constitution, policy documents, EA contact details	Julie W	End October	Complete
KFL Cross country – complete paperwork for Minnis event and confirm entrants for the league.	Andy, Jo K, Julie W	October	Completed

Simon will develop a budget for next year including the energy bill which will be significant.	Simon	In progress	
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