

**Tuesday 9th January 2024 at 19:15**

**Management Committee Meeting**

**Attendees:** Chairman: Pete Heath; Vice-Chair: Kev Bullions, Ladies Captain: Jo Kemp; Club Secretary, Julie Williams; Safeguarding & Welfare: Adrian Neaves, Communications: Jon Holl; Men’s Captain: Andy Stevens, Safeguarding & Welfare: Julie Neaves; Membership Secretary: Jo Holl, *Note: \*Julie Neaves is also Membership Secretary with Jo.*

**Guests:** Chris Pascoe, Anna Harrison

**Apologies**: Derek Sackett, Simon Cowdery, Janice Lee Miller, Janet Morgan, Juniors Coach: Gary Gillatt

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**Minutes**

1. Race management- review of providers - decision

At the last meeting, the committee agreed to explore support from two race management companies for our races in 2024 and beyond. The motivation for this exploration is to reduce the high burden of race organisation and management on the committee and other volunteers, particularly considering Terry Brightwell is taking a well-deserved retirement as race director after many years and events. Additionally, the support of a race management company could increase the number of entrants, through additional advertising, and could enable TRAC to increase the number of races offered. There is a consistent interest from members of bringing back the Thanet half marathon.

Pete and Jon have held meetings with two race management organisations who shared details of the support model they each offer and provided an estimate of cost/profit model for the Alan Green 5 and 10 mile race. The details of these models and quotes were supplied to the Committee in confidence and are not captured in the Minutes.

The committee members present had a unanimous preference for one of the providers, based on the information given.

The committee agreed that the next step would be to follow up with the preferred provider to check the figures supplied, inviting Simon (Treasurer) to ensure that Simon also has the opportunity to review and contribute to this important decision.

**Action: Jon, Pete and Simon** to agree and attend meeting. If information is confirmed to be acceptable, we would aim to get an agreement in place by end of January, or as soon as is possible.

1. Guest discussion - invite guest feedback on what they value about the club, what would they like to see in 2024, any other thoughts or ideas

The committee were delighted to welcome Chris Pascoe and Anna Harrison, and appreciated their insightful and positive comments and suggestions, captured below:

**What do you most value about the club?**

* Lots of run options – varied
* Friendly
* Run leaders welcoming and committed
* Proud of club t-shirt
* App easy to use
* Website – provides a lot of useful and up to date information
* Like having people’s photos so can recognise run leaders / members
* Facebook communication is great
* Good reach out and representation of charity

**Why did you join TRAC rather than another club?**

* Joined through people at Park run contacts.
* Response times from other clubs were really slow
* TRAC (Jon and Jo) provided a personal response fast, up to date information on website was impressive
* Love the club champs
* Great Communication
* Built friendships

**What would you like to see in 2024?**

* Suggestions for summer BBQs
	+ Publicise BBQs with a picture of the host plus info if there is a non-runner host who will be present
	+ BBQ run might be too long for some runners – could have a shorter one also
	+ Share dates and then ask for volunteers to host, could we prioritise some newer hosts to given them an opportunity?
* Committee member role descriptions and what’s involved, minimum time capacity expected – can this be on the website
* Park run volunteer take-over – would like to commit to this each year – Margate and Pegwell.
* Need to advertise through email as well as facebook.
* Prefer club champs that are a bit closer - some of the KCAA are quite far out, particularly for relatively short race distances

Again, many thanks to our guest and we look forward to inviting and welcoming another two members to the February committee meeting (standing action for Julie Williams)

1. Strategy to fill committee member roles, after great long service to the club! Standing down: President, Chair, Vice-chair, Kit manager, Marshal secretary

We noted that it EA expectations for club governance and management require the following roles:

* President or Chair
* Secretary
* Treasurer
* Membership secretary
* Welfare Officer
* DBS verifier

Therefore we could propose to amend the club constitution to reduce the number of committee roles and thus focus on filling the Chair role.

This will be subject to a vote and agreement at the next AGM. In the meantime, the committee are considering who might be interested in taking on the vacant role(s) or taking on any other of the committee roles.

We noted that the kit manager role could be outsourced, as some clubs do – Viga – Dover roadrunners and Invicta.

Scimtar can also run it on behalf of the club. **Action: Kev** will explore options and costs. Noted that we would like to continue/increase options to including runners names on products.

Jon flagged that we would appreciate having a deputy/additional support for communication.

Next steps: Circulate the role descriptions to the club members together with a brief commentary on what the role involves, the best bits, things to be aware of, time commitment. **Action: All committee members** to update the description for their role and update as needed, then will be circulated to members and posted to our website.

Book AGM (see AOB) and prepare for any proposals to members to amend the constitution. **Action: Pete. Julie Williams, Social secretaries.**

1. AOB and Action review
	1. Managing club runs - Julie N

We have 21 run leaders listed and it is noted that there is a cost to club to renew DBS and first aid.

The committee would like to review list of leaders to ensure we have appropriate coverage for a broad range of paces.

Noted that photos of run leaders and good descriptions of the run/pace would be helpful.

We also need a post C25K plan

Review and any recommendations to be discussed at February committee meeting

Agree expectations for renewals – will fund if leaders have done some runs through the year, or intend to return.

**Action: Jon & Julie Williams** to gather information for review at Feb meeting

* 1. Dates for presentation evening & AGM – Pete

Presentation meeting – look at 22nd March

Look for venue/cost for Tues or Friday mid-March

AGM – San Clu, look at Tuesday night.

**Action: Pete** will discuss with Janice and Janet and circulate dates on Whatsapp to check.

**Next meeting Feb 6:**

* Run leader review
* Invite two further members for input
* 2024 Budget / membership costs
* Lights
* Club address is Royal Harbour – should this be changed?

[**APPENDIX: STATUS OF OUTSTANDING ACTIONS & ACTIONS FROM LAST 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)

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| Explore race management support – follow up meeting with provider | Jon Holl and Pete HeathSimon Cowdery | End January |  |
| Explore kit management options - Scimtar | Kev Bullions | February |  |
| Update role descriptions for circulation | All committee – Julie Wlliams to co-ordinate | February |  |
| Review race leader information | Jon Holl, Julie Williams | February |  |
| Identify dates for presentation evening and AGM | Pete Heath – social secretaries | End January |  |
| Establish Park Run Competition | Andy Stevens | March |  |
| Thanks Terry and ask for race director feedback | Pete Heath | January |  |
| Invite two members to next committee meeting | Julie Williams | December | Completed - will be a standing action |
| Ensure readiness for Minnis XC | Julie Williams | December | Completed. Race went off smoothly - great team effort! |
| Alert Pilgrims Hospice of Charity choice | Andy Stevens | January | Completed |
| [Simon will develop a budget for next year including the energy bill which will be significant.](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) | Simon | In progress | Replaced by agenda item to develop race strategy and budget plan for 2024 – All committee |