

**Tuesday 6th February 2024 at 19:15 at Chairman’s house**

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

**Guests:** Rich Allan, Charlotte Barton

**Apologies**: Treasurer: Simon Cowdery, Membership secretary: Jo Holl, President: Derek Sackett, Social secretary: Janice Lee Miller, Juniors Coach: Gary Gillatt

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Minutes

1. **Finalise plans and dates for presentation evening and AGM**

Presentation evening

Is booked for Tuesday 26 March at the Racing Greyhound, Ramsgate for an estimated 40 attendees, 7pm start. Food will be provided.

Janet has asked if there will be ability to project slides onto a screen. If not, Julie N will bring one from work.

**Action: Jon** will communicate to members and put on Runners app to book. This event is intended for members only, rather than guests.

**Action: Andy and Jo K** will organise and order trophies within the next week.

Committee agreed to drop the “runners runner of the year” as voting for this has been sparse in previous years.

Jo has started a slide set for the event. We would also like to include a slide on run leaders and juniors coaches, as well as an opportunity to flag who is on the committee, who will be standing down, and highlight any other volunteers.

AGM

Is booked for the 8th May at the San Clu. Will also need to be advertised.

When highlighting the meeting to members, **Julie W** will communicate who is standing down, who is willing to stand for a new role or stay in role.

Role descriptions to be published.

1. **Guest discussion** - invite guest feedback on why they joined TRAC, what they value about the club, what would they like to see in 2024 - Rich, Charlotte

Why joined?

Big club, variety of runs, track availability

Something for everyone

Like shorter sessions too

Club is gaining visibility

When joined, it was the main club option locally, but would still choose it now – it has a feel of a proper club.

Reputation no longer exclusive – don’t need to be fast

Feels now like a club for everyone.

Always someone who will push you.

Like being able to dip in and out and still see people you know

At races, will always see other TRAC runners which gives it a team feel

Note: It will be useful to write a “myth buster” when publicise membership for 2024, r.g. you don’t have to be fast, you don’t have to attend all/a certain number of club runs. **Action: Jon**

What could club to better?

Keep improving the communication – newsletters, invitations to members, keep up with the social events.

Encourage people to move up to faster running groups to get to know people and to push themselves in a supportive way. Recommend some liaison from the run leaders to invite and encourage them.

Offer some shorter runs – 30 mins to 45 mins.

How to encourage younger runners to join? Keep highlighting (photos) we do have some younger members.

Note that’s its challenging to get juniors converting to seniors

**Julie W and Ade** to look at inviting run leaders for a discussion – team, cake – thanks and discuss ideas and feedback. Post meeting – agreed to combine this with an open committee meeting in March. Run leaders have been invited.

1. **Sign off of race provider contract**

The committee has been reviewing the contract with Sporting Events. Jon has spoken to Barry about a couple of points that are not totally clear in the contract. One key point is that Sporting events will only support the races which he expects to be profitable. In theory, if deemed it would not be profitable, he could decide not to run the race. We would like some clarity around what the profit threshold is.

Details such as medical, toilets, medals are not currently covered in the contract but he confirmed verbally that these would be in scope. We would like that written into the contract for clarity.

The question was raised about charity donation as this is not readily covered in the agreement. We have already made a pledge this year to make a donation to Pilgrims Hospice. He would reduce his fee by 1% this year and TRAC would give 2% for the charity. We noted that this may not be a high amount. However, we also have races like the KFL XC which brings in a profit for the club, and a portion can be given to charity. In addition, this year we have made a profit and have funds in the bank and Treasurer has proposed we agree a one-off payment to charity. This will be discussed further by the committee as this surplus could also be used to further subsidise junior training.

A final point to clarify is the understanding on how sponsorship could factor in. For example, if TRAC secures a significant sponsor donation, to ensure that doesn’t lead to 70% for Sporting events and 30% TRAC. Again, clarity needed in the contract.

**Decision:** Committee voted to sign the contract with the amendments discussed.

1. **2024 Budget Plan & membership costs**

Simon provided an update on the current finances of the club which indicate we are on track to make a positive balance in 2023 and continue to have some surplus funds. The detail was not reviewed and discussed due to time and desire to have Treasurer as part of the discussion. However, we discussed whether membership fees should be held at £20 for renewals and joining from April 2024.

In view of the club’s positive position in 2023 and the discussion regarding how to spend surplus funds, there was a unanimous view that the membership fee should be maintained at £20 for 2024. It was noted that any increase would have been proposed and documented in the AGM 2023, but we were not able to access this document at the meeting. Post meeting, Julie W has found the draft minutes and added them to google file. The relevant discussion is copied here:

* The Chairman & Treasurer gave notification that the 2024-2025 subscription will increase by  £5 to £25 and there will be an increase of  £5 or more for the 2025-26 season. This is to help meet rising costs and reduce the deficit that we are currently running at. These notifications were generally supported and it was pointed out that TRAC fees remained highly competitive (eg Kent Invicta is £50 per year).

However, at the meeting the Committee voted unanimously to keep membership £20 for 2024-2025, and look at subsidising juniors membership and training. A question was raised about the cost of indoor training venue for juniors **– Julie W** to ask Derek.

1. **AOB**

Conflict of interest declaration

Julie W has shared a form to enable any declarations of conflicts of interest – no conflicts have been noted. The committee will do an annual check of this post-AGM as people are confirmed in their roles.

Club run leader review – outputs

We have reviewed the list of run leaders – there is some misalignment between those listed on EA site and on the Runners app. When on the EA site, we can easily view if their licences (DBS and first aid) are up to date. **Action: Jon** to talk to Ben (EA) about aligning the EA run leaders and the run leaders app.

Post C25K plan

Discussed pre-meeting and a draft plan formed.

Track lights

Noted that they are safe for the moment and with longer days, should be Ok until autumn. A long term solution is still needed.

Club address – not discussed.

Summer sports initiative

Council contacted Jon, there is funding for a summer sports initiative in August. Jon expressed interest and will wait to hear more.

Reward of volunteers

Noted that other clubs (non running) offer free membership for the year for committee members and should we consider the same. Committee discussed how some reward and recognition could be appropriate for committee members and other significant volunteer roles, and could be a choice of free membership for the year, a free piece of kit, a free race entry. To be discussed further. Noted that recognition should be a standing item on the committee agenda (**Action Julie W**)

Welfare and safeguarding lead raised that we need to strengthen the connection with the juniors as the leads do not attend junior training so don’t have the same visibility with juniors. Agreed to discuss with the juniors coaches. **Action: Julie W.** Invite Kevin McQuaid, Gary Gillatt, Ian Lockyer in March.

Member feedback:

It was commented that if our first open committee meeting is the AGM that feels too few opportunities for members to attend. Post meeting note: Committee agreed to hold the March committee meeting as an open one.

Business cards

Jon shared an example from another club, and the committee agreed that business cards could be ordered for TRAC to hand out and increase publicity and encourage new members.

Track sessions:

Recently there have been high attendance at track on Thursday and it was raised – are we controlling numbers to a maximum, to ensure safety. Also, how do the run leaders feel about people using track for their own programmes and should priority be given to those joining the run leader session? Feedback from track run leaders was – all using track need to book via the Runners app and the number is capped at 30. We encourage people to feel equally welcome to do their own thing or to join the group run. We need liaison between the run leaders and juniors coaches on track etiquette at the start of the session to agree which lanes are to be used and to communicate this to juniors, group runners, individual runners.

**Action: Jon** will put in a reminder in newsletter to book track via the app, even if doing own training programme.

[**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 Heath  Simon Cowdery | End January | Lead provider selected - reviewing contract – Action close to finalisation. |
| Update role descriptions for circulation | All committee – Julie Wlliams to co-ordinate | February | Completed for 5 roles, 3 remaining |
| Review race leader information | Jon Holl, Julie Williams | February | Alignment with EA being explored |
| Order presentation evening trophies | Andy, Jo K | End Feb |  |
| Book and communicate  March open committee meeting – include run leaders and junior coaches | Janet, Julie W, Jon | Mid Feb | Date and venue booked. Placed on Runners app and publicised. Run leaders and coaches invited |
| Establish Park Run Competition | Andy Stevens | March | On hold while consider recent Park run communications |
| AGM – highlight roles becoming free and any nominees | Julie W | April |  |
| Write myth buster to encourage new members | Jon | March |  |
| Agree how to strengthen connection of welfare officers with juniors | Ade, Julie N | March | Juniors coaches invited to March meeting |
| Remind members to book track via app | Jon | February |  |
| Invite two members to committee meeting  Add reward and recognition as standing item | Julie W | Standing item |  |
| Explore kit management options - Scimtar | Kev Bullions | February | **Completed: On line order possible. Lead times longer and prices higher therefore not attractive at this time.** |