

**Tuesday 2nd April 2024 at 19:15 at Chairman’s house, Ramsgate**

**Management Committee Meeting**

**Committee members attending:** Chairman: Pete Heath; Men’s Captain: Andy Stevens, Ladies Captain: Jo Kemp; Club Secretary, Julie Williams; Communications: Jon Holl; Safeguarding & Welfare: Ade Neaves, Julie Neaves; Membership Secretary: Jo Holl, Social Secretaries: Janice Lee Miller, Janet Morgan, Coach: Gary Gillatt;

**TRAC Member guests:** Simon Clayton, Lainey Carter

**Apologies**: Simon Cowdery, Treasurer, Vice-Chair: Kev Bullions, President: Derek Sackett

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**Minutes**

1. Run Leaders feedback

* Feedback on advertising runs with name, pace or both:

Based on discussion with a member and some questions from new members, the committee discussed whether runs should be advertised with run leaders names, with paces or both. It was noted that for any audit purposes it might be useful to know who is leading a run for a given date. But, we also note that EA does not require there to be a run leader for every run. (There should be a trained coach for any session in which the coach is devising a running objective e,g, guided track sprint sessions).

**Decision:** we will leave the run adverts as-is. Monday night runs are advertised with a run leader’s name and typically a pace. Sometimes these may be substituted by another run leader on the night.

* Criteria for new and existing run leaders, e.g. minimum number of runs led per year? Coverage of runs and paces?

**Outcome:** Its difficult to set a requirement for a certain number of runs to be covered. Essentially, we would like to offer a range of run types and paces, and have sufficient leaders to enable rune leaders to have a break and not commit to running every week. Therefore, our criteria would be that an interested person makes a proposal for the type and number of runs that they would be willing to cover, and the run leaders review this to decide if this meets the club training needs. There would also be a check against the annual training budget to see if this could be supported.

* Decision on request from 2 members for support to train as run leaders Decision paused until they make their requests. One has decided not to pursue this right now and we are waiting for further information from the second.

The committeenoted that there is a need for additional coverage for Monday run – 11.30min/miles and hills on Weds.

**Action:** Jon to email run leaders to ask who would be willing to provide some coverage and ask for volunteer to write a short message on what is involved in being a run leader, and why they would recommend it – this would be used to advertise the need for additional run leaders, at those paces, to members.

1. Summer relays - Next steps to reinstate for 2024?

Pete has been in contact with Caroline Curtis, Folkestone contact who has had discussion with Folkestone council. They propose that the relays be managed as an informal activity between clubs rather than an official race event. There would need to be a contribution to timing costs. No special provision of toilets, insurance (other than EA), ambulance. Dover and Canterbury are exploring / taking a similar approach.

We would like to be reassured that this approach is appropriate and valid with Thanet council, and in line with the EA insurance provisions. If this is regarded as a close competition between clubs, we may need participants to be EA members?

Post-meeting note - further information from Ashford following a discussion with UKA is that a licence would be needed which could be a single application for a closed, multi location, unmeasured event.

Pete Heath has contacted Pete Gough to advise. When we have further facts, we will decide if we participate, abstain or propose an alternative e.g. one off competition on a track, or a 3 race series on track.

1. Recognition

* Runner of the month – This month was Adam Wade, which was well supported and very much deserved. There are a few potential nominees for the April award.
* **Decision** on recognising first race for TRAC. After careful reflection, the committee agreed that this recognition would not be reinstated as it was challenging for captains to manage to recognise everyone. There is considerable risk of missing people out and limited benefit to members.

1. Other decisions

* Recognition of committee members eg choice of free race entry, piece of kit, free membership for year, Xmas party discount?

Not seen as the right thing to offer as an incentive, but the committee would always appreciate a thank you gesture if the timing is right!

* Park run competition - on hold or proceed?

Had been paused due to recent moves from Park Run removing some of the competitive elements of Park run. Andy has devised an alternative approach whereby improvements in pb from April to October for each individual are considered, so that the only competition is with yourself. There will be a gold, silver and bronze prize for the most improved 3 members entering. Andy will start from 1st April and will advertise.

* Advertising budget - Jon proposes we spend up to £100 on facebook advertising to attract new members - feedback last year is that the photos of after run socials are encouraging new members. **Decision:** Committee agreed the spend and recommend this is built into annual budget.

1. Feedback from our guests - what do they value about the club, and suggestions for improvements

The committee highly appreciate the thoughts and feedback from our 2 guests, summarised below/

Why attracted to TRAC?

* Attracted to the club as wasn’t just focused on supporting fast and elite runners. More focused on running, chat, enjoyment, family feel. Supportive people with no superior attitudes.
* Got an immediate response when contacting club. Had a lot of support from people who looped, didn’t make you feel bad, and chatted along the way. Encouraged to try new things e,g, marathon.

Suggestions?

* More communications e.g. success stories. More stories and comments from members about what they value of the club.
* Consider more further field trips together, e.g. overnight stay and run once a year.
* Audit and check that people have got their emergency contact details in the RunTogethers app**. Action:** Flag to members via next newsletter to review and update their details. Also – Jon will email a reminder to everyone on Run Together.

1. AGM and committee elections

* Non committee volunteer roles - website manager, marshal secretary, kit manager - plans to fill and advertise remaining open slot(s)

Committee will be very happy to accept the recent offers to take on website manager, and marshal secretary. We now need to focus on kit manager role and advertise to members**. Action:** Julie W will liaise with Kev to get details. Note we could sell remaining stock at cost and make a transition to on line ordering from another supplier.

* Election of committee roles - confirm who is standing for election to date and reminder to confirm in writing if will be absent at AGM

All standing for re-election except those flagged previously – Chair, Vice-Chair and retirement of President role. Julie Neaves will stand as a candidate for the Chair role. If she is successful, Ade would step up as lead welfare officer.

Any member interested in standing for election for any of the roles (not only those becoming vacant) is encouraged to come forward, Julie W will flag the opportunities, when communicating the agenda to the AGM.

Jon is happy to stay on as social media and marketing but would value any help from someone who has skills in social media, video editing etc.

* Do we need any pre-meet before AGM on May 8?

No – we don’t need to meet ahead of AGM. AGM agenda will include – Captains report, Treasurer’s report, Safeguarding report, Elections, Chairman’s update, Constitution change, Membership update – Julie N in Jo’s absence, Connection with juniors.

Note regarding connection with juniors, **Julie W** to contact Kevin, Gary and Ian on how best to ensure a continuing close connection of juniors to the committee.

AOB.

* Broadstairs Community Festival, 27 April, 10-4pm. Do we want to have a stall there and commit to man it through the day?

Some interest in taking gazebo and manning it, but would need professional leaflets and isn’t too much time to organise. If we do want to advertise the club, it may be better to do something in an area where there is a high footfall, and have a treadmill.

**Action:** Julie W – add as agenda topic for the next meeting – AGM.

* KFL AGM - any topics to raise? Pete will attend, Jo K to share details. Explore topic of whether new clubs/venues could be considered.
* Summer BBQs - potential dates and planning. Janice proposes: 21 June, 5 & 19 July, 2, 16, 30 August  
    
  When we put a post out to ask for hosts please ask them to use the [social@thanetroadrunnersac.com](mailto:social@thanetroadrunners.com) email with their preferred date and it will be on first come first served basis. I will confirm with them by email.  
    
  Later on, when we put out the info on address and who is hosting etc can we use a photo of host (if they don’t mind) so everyone attending knows who they are?  
    
  Also i feel it would be better if we change the host doing all the cooking as they already have sorted out a run and opened up their home.  Can it be each person cooks their own food (i expect  someone will offer anyway as they will enjoy cooking on the bbq). This takes away another chore for the host.

Committee discussed – would be nice to avoid clashes with Dreamland events, but probably not possible, some favour keeping it to a Friday night. Noted that we would like to encourage and prioritise those who haven’t hosted before and would like the chance. Also note that some hosts may like to be in charge of the BBQ, and they could take this on if they prefer. Next step: Jon to work with Janice on advertising.

Andy – SEAA affiliation renewal. No response to question on what benefits does this bring, Even though it is a small fee, we do not propose to renew affiliation unless there is a known reason and benefit.

Venue for committee meetings – we will miss the warm welcome, comfortable setting plus tea, coffee and biscuits at Pete’s house ☹

Proposal for future committee meeting to be held in a central venue, convenient for parking. E.g. – Bradstow Mill, Tesco community centre, Asda, Albion hotel. **Action:** Julie W - Check and book.

Membership update: In first day, 45 joined. 28 of them EA registered.

**Post meeting note**: Anna Harrison has asked if we would like to do Park Run Takeover on 18 May or 8 June. Noting that International running day is on 7 June, maybe 8th June would be more attractive to TRAC members to sacrifice their own park run? **Julie W** checking how many volunteers we need to provide to cover.

Heads-up to TRAC events

Tuesday 23rd April – Bradstow Mill Pub - Quiz night

Monday 6th May (Bank Holiday) – Club Champs race - Hildenborough 5

Wednesday 8 May, 7pm at the San Clu, Ramsgate – Annual General Meeting

Sunday 19th May – Club Champs race - Chislehurst Half Marathon

[**APPENDIX:**](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) Open actions and decisions

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| [**ACTION**](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) | [**BY WHOM**](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) | [**BY WHEN**](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) | [**COMMENTS**](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) |
| Invite two members to committee meeting  Add reward and recognition as standing item | Julie W | Standing item |  |
| AGM – highlight roles becoming free and any nominees | Julie W | April | In progress - to be done with AGM agenda. |
| Update role descriptions for circulation | All committee – Julie Wlliams to co-ordinate | April | Only marshal secretary remaining |
| Jon to email run leaders to ask who would be willing to provide coverage of 11.5 min/mile and ask for volunteer to write a short message on what is involved in being a run leader, and why they would recommend it | Jon | April |  |
| Reminder to members to check and provide emergency contact details in the RunTogethers app | Jon | April |  |
| Get details and help advertise kit manager role | Julie W / Kev | April |  |
| Discuss how best to connect coaches for the juniors to the committee - mail Gary, Ian and Kevin. | Julie W | April |  |
| Book venues for upcoming committee meetings, particularly June and July | Julie W | April |  |
| Agree date for Margate Park run volunteer takeover – 18 May or 8 June | Committee | April |  |
| Review race leader information | Jon Holl, Julie Williams | March | Alignment with EA being explored |

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| **Decision** | **Date for decision** |
| Outstanding: Participation in summer relays - based on further fact finding, are we comfortable to participate? | End April |
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