

**Committee Meeting Tuesday 18th June, 2024 @ 7.15 pm**

**Venue**: Community Room, Tesco Extra, Westwood Cross, CT10 2QJ

Room code: 7294

**Committee & extended volunteers:** Chair: Julie Neaves;  Julie Williams; Membership Secretary: Jo Holl; Men’s Captain: Andy Stevens, Treasurer: Simon Cowdery; Safeguarding & Welfare: Ade Neaves, Communications: Jon Holl; Coach & Juniors rep: Ian Lockyer; Website Manager: Phil Stevens; Kit Manager: Andy Jones; Marshal Secretary: Anna Harrison; Social media support: Sam Hastie & Asha Stokes.

**Apologies Received From:** Vice Chair:Simon Clayton, Ladies Captain: Joanne Kemp, Social Secretaries: Janet Morgan; Janice Lee Miller; Welfare: Kirsty McMahon

**AGENDA**

1. **Welcome and opening comments** - Julie N

Our Chair welcomed everyone to the new committee and confirmed the plan to meet on the 3rd Tuesday of each month, at Tesco Community room, as we have this venue on a regular basis for free.

*Post meeting note:* Extended committee members (website manager, marshal secretary, social secretaries, kit manager, social media support) are always welcome to join committee meetings, but are not required to attend for the meeting to be quorate (as per the club constitution). It is also noted that Tuesday evenings make it difficult for Kirsty to join and Ade will continue to be the lead welfare representative to the committee.

Those present made their introductions.

Julie N reminded people about the club code of conduct and suggested that as a committee we show respect for each other, listen to each other’s views, keep to one single conversation and avoid side conversations. She would like the meetings to be fun but keep banter within safe limits. Occasionally we will have some sensitive or confidential conversations, if anyone has any concerns about any topic, please raise them to the Chair. Also, please remember not to share any such sensitive information outside of the committee unless agreed.

Regarding use of the Whatsapp group – the committee discussed a few ground rules

* Keep for committee business only
* Keep messages between individuals if the topic doesn’t affect everyone
* Hold to a 10pm cut off for sending messages and recognise that people may not respond straight away to messages received.

1. **Status of role handovers / new roles – All**

**Web content manager**. Noted that this role isn’t a technical one, but is focused on managing content. It was discussed that it may be possible to tap into a club member (Jim Allen) who has expertise in this area, if something goes wrong.

In the short term, Phil is pressing the current provider to advise on a fix for email accounts. *Post meeting note - following many phonecalls, the issues has been resolved - thanks!*

Longer term -

Need more reliable email hosting service

Consider website redesign

Benefit from having a local expert to contact

Phil will explore these topics further with others and bring to the committee when ready – potentially at the August meeting.

**Kit manager** –

* Andy now has the kit and will liaise with Simon Cowdery on two recent purchases.
* Ade will hold the spare box of kit to hand out if Andy is away.
* Andy will hold the sum up machine to take payments. Bank transfer is the preferred mechanism for payment (with reference “kit / surname”)
* Andy has been given instructions on how to get into the kit manager email via Whatsapp group.
* Andy has a stock list which will be shared with the committee (attached and in google folder)
* Will review strategy for kit at a future meeting – to see how best manage stock, including old stock.

**Marshal secretary –**

Anna has now got all high viz tabbards, lanyards etc. Although not printing race specific lanyards now to be more green, we will continue to give a TRAC lanyard to keep the visibility of the club at the races.

**Comms support –**

The additional support for creative content, videos etc will be very welcome. Jon, Asha and Sam will work together to develop ideas and co-ordinate posts so that we don’t over communicate also.

**Welfare officer-**

Kirsty McMahon will take the required training, funded by the club.

**Run leader** –

Adam Wade has confirmed his interest in being a run leader.

Asmaa Hatim and Jude Wood have also expressed interest. **Action:** Julie N will contact them to discuss their interest and bring any proposals back to the committee to decide, based on needs for the club.

1. **Harbour Wallbanger** - status and next steps - Anna / All

After some connection difficulties, Anna has able to have a call with Barry from Sporting Events to discuss Harbour Wallbanger and details of the collaboration, particularly with regard to organising marshals.

Anna has emailed members to call for volunteers – there are some already signed up so we need approx. 9 further volunteers for marshal roles and HQ. TRAC will cover water point, SE will cover water at the end and will cover the tail walker role.

Julie N to be present at the event to represent the club as Chair, thank Phil Thorley for his support with the venue, hand over medals etc.

Jon has proposed team prizes and Barry will order these. Barry is also following up on ice creams for participants and Anna will talk to Barry to include a request for ice creams for marshals and volunteers (funded by TRAC). Anna also proposed an additional prize for one marshal which will be a voucher for a local business.

We haven’t agreed which race arch to use but we would like the TRAC one to be used if possible. Jon will keep liasing with Barry on the race preparation.  *Post meeting note: If we do use the TRAC arch, Pete H will need some notice to get it out of storage and check the generator.*

1. **Juniors - what topics are important for the juniors, how can the committee support** – Ian

Ian shared some thoughts on TRAC juniors. In the past, there were in the region of 40 juniors spread over two sessions on a Monday night. Membership was generally encouraged by word of mouth and leafletting at Cross countries. Numbers have dropped since the pandemic and not recovered.

Some possible reasons for this are - competition from football clubs and that the TRAC Juniors are not publicised.

It was noted that a renaming of the juniors group may be appropriate as the juniors do not participate in road running. Therefore it could be advertised as Thanet Junior Runners/Athletics, belonging to Thanet Roadrunners.

The small number of juniors who are attending the sessions (Mon, Weds, Thurs) are doing well. Typically the numbers per session range from 6-8 on Weds and Thurs and 10-15 on a Mon night.

It was noted that only 6 junior members have renewed their membership, which is a concern that there are some now attending training that are not formally members. The juniors are covered under the EA Coaches insurance during sessions.

**Action: Ian** will liaise with Jo H to check the membership list and remind those who have not renewed, to renew their membership. Timing – as soon as possible.

The committee and coaches would like to encourage greater numbers of juniors and the following points were raised:

* Opportunity to publicise more? e.g. Thanet junior parkrun
* Partnership with football club, offering track running to help build speed and fitness for football.
* Need to check what can or can’t do regarding using photos in publicity.
* Currently, there is a charge (£3) for Monday night to contribute to winter hall charge and for use of the toilet facilities.
* Post Harbour Wallbanger, the committee will review if this cost can be subsidised further or removed.

1. **Annual review of risk assessments** - Julie N

Julie W to check when last review was conducted.

*Post meeting note:*

The club constitution and other policy documents required to meet the EA club standards have been uploaded to the EA website. The changes in the club constitution agreed at the AGM have been incorporated into this update. The remaining policies have not changed.

The run leader risk assessment was last reviewed by Chris Brenchley on 8/11/2023 and is noted for review on 8/1/2024**. Action: Julie W** will contact Chris to check if this review date is correct and if so, to ensure that the document is reviewed.

1. **Thanet Games – how can we support** – Ian

Ian shared the following information:

Various organisation already come together for many community events throughout the year…to get various publics into sport.  To coincide with the Olympics these organisations are putting together the Thanet Games…a series of events open to all members of the public.  As most of these are in the week, during the Summer holiday, I suspect that it will be aimed at children but my contact says families of all ages.

The events are being held at the following locations:

* Newington Park - 19th August
* St. Peters Recreation Ground - 20th August
* Dane Park - 21st August
* Westgate Recreation Ground - 22nd August
* Royal Harbour Academy - 23rd August

The events will be open to the public from 16:00-20:00.

They are asking local sports clubs and organizations to support the Thanet Games by attending one or more events, in order to:

* Showcase what they can offer members
* Offer taster sessions
* Run an activity so the public can have a go

The objective is to introduce the public to clubs in their area and engage with them by offering a combination of the above, though clubs don't need to do everything - they can do what works for them.  The main thing is to have a presence.

The events will run from 4:00pm - 8:00pm so clubs will need to attend at least 30mins prior to the start to set up. Obviously, a risk assessment and insurance will have to be provided.

The committee agreed that this event was a great opportunity to support and promote TRAC, particularly to potential junior athletes.

*Post-meeting note:* Ian is unable to support this event, if we can find one date that the other coaches could support, then we would advertise to members to seek help to offer an event.

1. **Proposals for spend (website, gazebo) - how to action** - All

Future spend on website will be discussed further when Phil and others have had time to consider what is needed. Regarding the gazebo, Jon has had some quotes for gazebos used by other clubs Jon will share contact with Julie N so that the committee can look at the options. We would also like a table which isn’t as heavy to carry across the field! Andy J kindly flagged that he has a van and could transport the gazebo to cross country events.

1. **Decision needed - request from member - publicising fund raising page** - Julie W

Recently, a member undertaking a significant fund raising challenge asked whether a link to their fund raising page could be shared from the TRAC facebook/social media. The topic was brought to the committee as the club has had an unwritten rule not to promote or share member’s fund raising and sponsorship activities as it is so prevalent across the club and would become very burdensome. The committee agreed that this rule should stand and be recorded. It was noted that if people who are fund raising wish to hold an event or share their sponsorship details on their personal social media there could be many friends and supporters within the club who would be willing to share further.

**Action: Julie W** to record the decision and feedback to the member who had made the enquiry.

1. **AOB**

**Summer run and BBQ:**

Via Anna, Janice raised a couple of questions

- how will people hear details of the addresses for Friday summer BBQ?

Answer: Via social media, direct contact to people booked via Run Together app and shout-outs.

- Is it possible to share hosts’ photos (so other members know who they are) and confirm if there will be a short and a long run? Answer: If possible, will be incorporated into the social media post.

**Member question / feedback about track sessions**:

Following a question/comment by a member, the committee discussed the approach for Thursday track sessions. It was noted that in addition to the track sessions led by coaches, members who wish to do their individual track runs are also welcome at the Thursday session, as long as –

1) they are booked on the app so that a safe capacity is not exceeded and

2) that they liaise with the coaches to agree which lanes they are able to use. This is particularly important if groups of members get together who are not participating in the main group that evening.

A communication was shared last year to clarify that all are welcome at the Thursday track session (subject to these two rules). This will be re-issued and reinforced **(Action: Phil**)

**Financial update: Simon Cowdery**

Simon provided a short update on the club finances and movement of funds across accounts. This will be shared with the committee post meeting for further reading and review.

Date for next meeting – Tuesday 16th July.

Julie W to check availability via Whatapp.

Tuesday 20th August would be the following meeting – availability to be checked (Julie W)

Future agenda items:

* Thanet Games planning
* Juniors “special” – plans to publicise and promote, decision on further subsidies
* Gazebo order
* Website and email proposals
* Kit stock list

[**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 and recently closed 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** |
| Invite two members to committee meeting  Add reward and recognition as standing item | Julie W | Standing item |  |
| Check list of juniors who are members and remind all attending training sessions to renew membership. | Ian | End June |  |
| Check review date of run leader risk assessment and action if needed and update review date | Julie W | End June |  |
| Thanet Games – Coaches to advise if there is 1- 2 dates which could support which would be shared with Committee and members to build a supporting team | Ian | End June |  |
| Discuss two members interest in run leader role and bring back proposal to committee for decision | Julie N | July |  |
| Consider future needs for website and email and bring topic to committee for discussion | Phil | August |  |
| Re-issue and reinforce communication on track session welcome to all, booking and lane etiquette | Phil | June |  |
| Record decision that club will not promote fund raising and sponsorship requests by members and communicate the decision to a member who made an enquiry. | Julie W | June | Complete |