

**Committee Meeting Tuesday 16th July, 2024 @ 7.15 pm**

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

Room code: 7294

**Committee & extended volunteers:** Chair: Julie Neaves;  Vice Chair:Simon Clayton, Ladies Captain: Joanne Kemp, Club secretary: Julie Williams;, Treasurer: Simon Cowdery; Safeguarding & Welfare: Ade Neaves; Kit Manager: Andy Jones; Marshal Secretary: Anna Harrison; Social media support: Sam Hastie.

**Apologies Received From:**  Membership Secretary: Jo Holl; Communications: Jon Holl; Men’s Captain: Andy Stevens, Social Secretaries: Janet Morgan, Janice Lee Miller, Ian Lockyer, Social Media support: Asha Stokes; Coach & Juniors rep: Ian Lockyer; Welfare: Kirsty McMahon, Website Manager: Phil Stevens.

**AGENDA**

1. Welcome and opening comments - Julie N

Julie N thanked everyone for coming to the meeting. For those who weren’t able to make the first meeting of the new committee, Julie N reiterated a few ground rules and meeting etiquette, namely that we should respect all views and listen to each other, avoiding side conversations. We will all be trying to keep discussions on track so that the meetings are not too long and Julie N will keep things moving on if needed.

1. Harbour Wallbanger review – what went well and any learnings – All

Overall, it was a great event and the participants seemed to really enjoy it. The weather was great, the conditions on the beach were good for running (the sand was a bit firmer than in some years) and the marshals were very encouraging. The medal was great and as ever, the ice creams for runners and volunteers were much appreciated.

Some observations and notes for the future were discussed:

* Pre-Race we did have some issues with the emails being down, but overall it was a little challenging to get timely responses back from Sporting Events.
* At the event, it was a little unclear what was needed from the club members at the HQ. It was found useful to hand out bag tags to participants as there were questions from runners about where to hand in bags. Marshals were wearing SE fluorescent jackets, it would be good to have them also wearing a TRAC T-shirt. Need a TRAC Chair badge too.
* We had great marshals. There was a poor phone signal in the area so it was difficult to flag to the marshals that the race start had been delayed, so this was a concern if there was a safety issue to flag. Radios may be needed in the future.
* Tide and delayed start – TRAC had booked that date based on the low tide at 10am for that date. However, Sporting events likely assumed that the race would start at 9.30am. This was probably overlooked, understandably, during the transition of support for the race in our new partnership.
* It was difficult to hear Barry, the race director, particularly when communicating the delayed start.
* There was some feedback via marshals that a couple of runners commented that the water station wasn’t where they expected, in previous years it may have been closer to the turning point. Note – next time we need a bin for the discarded cups.
* The TRAC Marquee was good to have there – next time it would be good to have some leaflets to encourage new members to join and kit there for existing members.
* It would have been nice to have had some advertising in Broadstairs of the race – not necessarily to generate more entrants but to let the public know it was happening.
* Need to discuss bag drop with Sporting Events to see if there could be some improvement (security, cover from the weather) particularly for the winter races.
* It was a little challenging knowing what was needed for the trophies, particularly the team ones. We need to identify who is responsible for managing the team trophies, engraving etc, and keep a list of previous winners so we know who to contact to bring it on the day. **Action: Captains** to agree hw best to maintain a list and manage the engraving.

**Action: Anna** to write up notes/learnings from the race, so that we have them captured for the 2025 race.

**Action: Julie W** to set up meeting with Barry, Julie N, Anna, Jon to review the race learnings, the financial outcomes, survey outcomes and share feedback. Also we need to discuss the date and name of next race and timings to work together on this. Aim to hold the check in meetings by end of July / 1st week of August.

1. Juniors – how to promote

Julie N joined one the of the juniors training sessions at St Peter’s recreation grounds. It is a nice facility, with toilet facilities. A register is taken of the attendees. They are currently using a paper based system with the junior’s information, emergency contact details etc. There are two copies held by Derek and Gary and a folder is taken to each session. There is an additional form which is used to record consent for the use of photographs in TRAC social media etc. We would like to review as a club our procedures and approach to ensure safeguarding of the juniors and safeguarding of the coaches, including check of DBS status. There may be an opportunity to switch to the app-based approach for booking sessions and keeping emergency contact details.

It was noted that we still do not have any further renewals of juniors. **Julie W** will check in with the coaches and Jo Holl about the cross-check of the juniors attending training sessions with the membership list.

We would like to discuss how to publicise and encourage the juniors section to grow. One of the suggestions raised previously was to change the name, perhaps this is something the juniors could discuss and vote on? EA are advertising a club improvement fund of £500 – we could potentially apply for this to fund investment in the juniors e.g. free membership/kit. Ideally, we would discuss plans for the juniors over the summer in time to enable some publicity at the start of the school year in September.

**Action: Julie W** to contact Ian, Gary and Kevin to ask whether they can join the August (preferred) or September meeting to have a discussion of ideas. **Completed** - Gary and Kevin will join August meeting.

1. Thanet Games – check if any volunteers / decision re participation

We have had one member step forward to volunteer which is very much appreciated. We would however need a bigger group of volunteers to successfully handle this event, therefore we will not pursue this further. **Action: Julie W** to let the volunteer know the outcome with our thanks. **Completed.**

1. Gazebo choices and getting input

The committee discussed some preferred features of a new gazebo.

* Size - 3x3m
* Robust one needed, but check weight.
* A built-in carry case would be ideal.
* We would like side panels so that it can be more readily used to change in.
* Ground sheet is useful
* Would like royal blue colour and strong branding. Depending on price, it would be nice if this was on the side panels as well as the roof area.

**Action: Andy J** will look at the website <https://www.sun-leisure.com/gazebos/> to explore options and will feedback to committee before the next meeting.

1. Reinforcement of data protection topic – reminder re use of BCC

We have documented that members were inadvertently sent an email in which other members emails were visible. This happened during a period in which the club emails were not functioning and a temporary measure was put in place, with agreement from the committee. For our normal practice, the committee agree that the official TRAC emails will be used for communications from the club and BCC used for messages sent to more than one recipient unless it is to a club email address rather than a personal one.

Should anyone wish to contact a member of the Committee or Team please go to About TRAC, or use the contact function on our website (as our emails and website are now working).

Finally, Julie W noted that for correspondence only to the committee, such as sharing committee agendas and minutes, she uses a mix of club emails and personal emails and sends out via CC so that it is visible if anyone is incorrectly missed. However, if any committee member would prefer that their club email is used or they are sent messages in blind copy, please let Julie W know.

1. Run leader interest / next steps

Adam Wade put himself forward as a run leader at the AGM in May.

Of the other two runners who expressed an interest in being a run leader, Asmaa Hatim has followed up with Julie N to confirm her interest in leading on a Monday or a Friday. This interest is very welcome. It was noted that it works very well to have a few run leaders who share a run pace session between them so that they don’t need to cover it every week.

**Decision**: We will support Adam and Asmaa to be run leaders. **Action: Julie N** will confirm this with both of them and investigate the mechanism by which the club can pay for the course. Asmaa is a member of EA currently, Adam will need to join EA. - Julie N to flag to him.

1. AOB

Further key dates:

August 20th – Next committee meeting. Julie W sends her apologies. Simon Clayton has kindly agreed to manage the agenda. Simon Clayton or another volunteer will take the minutes.

September 17th Committee meeting – we will invite 2 members. Julie W to develop list and explore availability.

October meeting – will be an open meeting, inviting all members. Date to be confirmed based on committee and venue availability.

Note: Minnis XC January 5th – we will need to start preparation in September.

Future agenda items:

* Website and email proposals
* Juniors special
* 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 actions and decisions

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| Invite two members to committee meeting  Add reward and recognition as standing item | Julie W | Standing item | Next meeting to include members will be September |
| Check list of juniors who are members and remind all attending training sessions to renew membership. | Ian | End July |  |
| Harbour Wallbanger learnings   * Anna to write up notes * Julie W to set up meeting | Anna, Julie W | End July |  |
| Gazebo choice - will look at the website to explore options and will feedback to committee before the next meeting. | Andy J | August |  |
| Communicate decision on run leader and investigate how club can pay | Julie N | End July | In progress - need to discuss reimbursement mechanism if can’t pay up front. |
| Consider future needs for website and email and bring topic to committee for discussion | Phil | August |  |