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**Committee Meeting Tuesday 18th March, 2025 @ 7.15 pm**

**Venue**: Community Room, Tesco Extra, Broadstairs

**Committee & extended volunteers:** Chair: Julie Neaves; Treasurer: Simon Cowdery; Secretary: Julie Williams; Ladies Captain: Joanne Kemp, Men’s Captain: Andy Stevens; Safeguarding & Welfare: Ade Neaves; Marshal Secretary: Anna Harrison. Website Manager: Phil Stevens; Kit Manager: Andy Jones; Social media support: Sam Hastie

**Members:** Robbie Weatherley-Day, Jan Hayward, Jacqui Brazil, Matt McCarthy

**Apologies Received From:** Membership Secretary: Jo Holl; Communications: Jon Holl. Coach, Juniors Rep: Gary Gillatt. Social media support: Asha Stokes; Kirsty McMahon,

**Minutes**

1. Welcome and opening remarks – Julie N

Julie welcomed 4 members who joined to see what happens at the committee. Jan and Jacqui have volunteered to take on the social secretary roles for 2025 – a big thanks and welcome to both of them.

1. Review of actions – Julie Williams

Actions have been updated and several are on the agenda for discussion. Regarding the ones that aren’t tabled for discussion:

Plan to sell excess stock? We have a number of men’s and ladies XXS and XS race vests – could also be useful for the juniors. These are usually priced at £20 each. We agreed that will hold a flash sale for these sizes only. Committee agreed £10 per vest. Social media team will help advertise this.

Juniors – Gary has fed back that there is capacity for another 4-5 juniors, therefore modest advertising would be ideal.

1. Update on Coastal half marathon & 10K – Anna, Julie

We had a good check-in with SE UK last week. At that time, 216 runners were registered (142 for the half marathon) so they expect numbers to be over 300 at the time of the race. The race map is on the website and SE UK will supply the map with marshal positions in 1-2 weeks. The course has been measured. For the half marathon, it includes a section on the wooden boardwalk on the beach at Broadstairs, to avoid the narrow and busy stretch by the arcade. Anna will alert the beach cafes to ensure no seats are placed too close to the path. In Ramsgate, we are partnering with the Granville bar to place a water station near the turning point.

We need to increase marshal numbers significantly to cover the race. Our estimated need is 40 on course, 10 at HQ and water stations. We are short of approx. 20 marshals and some posts at HQ and water stations. Social media team will put out a call for further help and we will continue to strongly flag at club runs and park runs. We discussed whether we can thank marshals by way of a goody bag, but logistically this is challenging with marshals spread across the course and not all planning to come to HQ.

We know there is a car boot sale at Palm Bay there on the same day, this is not expected to be an issue for the race start but will impact on parking availability. Therefore we asked that this to be alerted to runners in their event information.

Harbour Wallbanger race is confirmed for Sunday 28 September at 9.30, this is 30-40 mins before low tide. This date has been agreed with the Pavilion.

On the call, we discussed the possibility of having merchandise e.g. T-shirts for the Harbour Wallbanger (given it is an unusual race) and the Coastal 10 & 5 mile.

Budget: Simon

Simon has reviewed the accounts and we have a small profit and the club’s accounts remain stable. He has prepared an outline budget for the 2025-2026 year, but a key question is whether the track will be prepared and we should budget for track hire.

Track update: Andy S has had a number of conversations with the key parties involved. The school has had a survey done to understand the work needed which is significant and needs a specialist contractor, of which there are only a few in the country. Bearing the scale of the work and contractor availability, it may be unlikely that the track will be available to us in 2025. We would be interested in other options, e.g. Dover and Canterbury. Phil Stevens offered to look into this.

1. Relays –

Licence applications have been made. The committee have confirmed EA affiliation is needed for all runners. Under 18s (over 16) can compete in the seniors teams, with parental consent.

Events will be:

Folkestone 13 May

Dover 27 May

Ashford 10 June

Minnis Bay 24 June

Canterbury 8 July

Start time 7pm

* 1. how to advertise and select – Recommend inviting people to express interest in participating, stating their age group and which events they can commit to. From that we can form teams, with a subcaptain per age group. The subcaptain will ensure that the team is full for each event and will manage any absences. For example, older runners can run in younger age groups. Andy and Jo will draft an advert for the website, which will be promoted by our social media. We have opportunities for a and b teams in most age groups if there is sufficient interest and we can pay for one additional team per event, if we have extra interest.
  2. Should the club subsidise cost? £1250 paid for 50 runners x 5 events, cost £5 per runner per race.

**Decision:** Majority voted to not subsidise the relays, based on the rationale is that it is not open / suitable for all runners as the A teams would be best suited for our faster runners. Also, the club does not subsidise cross-country race entries.

1. Club charity
   1. Committee decision on final donation to Pilgrims Hospice, £630 donated to date. Simon has budgeted for a donation of £1600 total. **Decision**: Committee agreed. Andy S to communicate total.
   2. Charity choice for 2025-6.
      1. Option 1: Cheerful sparrows – a local charity helping people struggling in the community, who are referred for support by medical professionals, social care and teachers. <https://www.cheerfulsparrows.org.uk/>. Note this charity has its 100th birthday this year.
      2. Option 2: Porchlight – nominated by member: Could we have a local mental health charity like Porchlight which serves Kent. TRAC does such a lot of work in this way especially with its C25K

every year and a more publicised link via a video and with Porchlight could be beneficial for a lot more

**Decision**: Both causes were very worthy. The majority vote is for Cheerful Sparrows. Anna will get in touch to let them know, copying in Julie W.

It was noted that it would be very good to look for a charity that specifically supports mental health for the next year.

1. Club promotional video – decision on investment

For editing, Jon has received an estimate from Dan Barber at EA of £150. We would like to find a cost for filming before making a decision. Request Jon to follow up.

1. Web site readiness and EA affiliation readiness – review of documents

Website update, Jim is progressing this with Phil, he has created most of the new website and is testing it. He would like to use a free plug in that could be used to order kit. He has also found a free membership plug in which he is testing, so far so good. It isn’t still certain that this will be in place for April. This would be unfortunate but we may need to be prepared to use the current system for renewals.

When the new website is up and running, he will maintain the current emails so that these aren’t transitioned until after the April 6 race.

Stripe payment method- could be used for kit and membership. We do need to create an account with Stripe. Simon C will do this.

EA affiliation readiness (club) – we have all 7 standards filled. We need to review our club constitution and other documents – we typically do this in May around the AGM so that any significant changes can be voted on at the AGM. Julie W will arrange review pre-AGM and when completed will then upload the 2025 documents to the EA website.

1. LIRF to CIRF course – agree next steps

This is £20 per person, minimum of £200 for a private event. Could be run one evening, preferably 6-8pm but could be a little later if needed. Yes there is interest in this, but there doesn’t seem to be any cost advantage of running a bespoke event compared to each run leader arranging their attendance. This course is designed to give people an idea of what is involved as a coach. We need to understand interest from the run leaders and how they would move on from that. Another discussion is needed with the run leaders. Julie N to take this forward.

1. Social secretaries and plans for the year

Jan and Jacqui have volunteered to be the social secretaries together.

In previous years, they have organised BBQ runs – deciding on dates, finding hosts, liaising with the social media team. They may look at alternating between Friday/Saturday nights. Quiz nights are also of interest, which help raise money for our chosen charity.

Christmas party – Jan and Jacqui asked what did people like? It was noted that the meal part is not the most successful/liked.

Jan and Jacqui have explored some options:

Smugglers, Birchington, The Swan, Westgate both in the region of £40.

They will also explore any buffet options. Overall, the committee do not favour club members providing the food.

Would be good to find a range of options, including a cheaper one, and then seek views. Bring back to the committee in April with Xmas party proposals and BBQ dates.

Jan and Jacqui will book the SanClu for the AGM in May – aiming for week of 19 May, Tues, Weds, Thurs.

1. AOB –

A nomination of a member for Life membership was made. All supported the proposal. To be announced at awards evening.

We agreed to advertise committee roles becoming vacant – treasurer, mens captain, vice-chair as well reminding members that all roles up for vote in May, should they be interested.

Ready for presentation evening? Yes! Arrival at 7pm at the Greyhound. Currently 35 booked.

RunTogether – should we add pace in km/h? Agreed that this is a good idea and Chris Brenchley has tried adding it and it does fit within the title space. There is also a need to review and make consistent the contact details and message – this will take further discussion with the run leaders. Julie N to follow up.

Anna – still looking for help and suggestions for how to flag TRAC events in local communities, e.g. Thanet chat, group facebook pages. Anna will try and get a leaflet for the half marathon.

Member request: Can we flag to runners that join club champ races and other races that a photo will be taken of all runners 15 mins pre race. The committee agreed this is a good idea but we don’t have a designated photo taker, as runners present may be warming up, standing in a toilet queue or already placed their phone in at the bag check. If runners or their supporters are able to, we agreed 15 mins pre race start is a good practice for our entrants to be aware of.

Next meetings:

Presentation evening – March 20

Committee meeting – 22 April – to confirm

[**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

| [**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) |
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| Invite two members to committee meeting  Add reward and recognition as standing item | Julie W | Standing item |  |
| Get costings for promotional video | Jon | April | £150 for editing. See cost for filming also |
| Advertise relays to members and ask for expressions of interest and commitment to race dates | Andy S and Jo K | April |  |
| Website - propose options for managing membership for selection by committee | Jim | March | Pending |
| Look into alternative track options | Phil S | May |  |
| Notify Pilgrims Hospice of total donation  Cheerful Sparrows of charity choice | Andy S  Anna | April |  |
| Set up Stripe account | Simon C | March |  |
| Arrange review of club policy documents | Julie W | May |  |
| Discuss strategy for LIRF course with run leaders | Julie N | May |  |
| Book SanClu for AGM  Explore options for Xmas parties  Agree BBQ dates | Jan and Jacqui | April |  |
| RunTogether - would like consistent booking message and contact number (if needed).  Discuss further with run leaders | Julie N | May |  |