

Trail Running SA AGM Minutes

Date: Sunday 27th November 2022

Returning Officer: Doug Smart

AGM:

Opened at 2:10pm

1. Chairperson report delivered by Claire. Report follows minutes
2. Treasurer's Report delivered by Mary-Ann. Report follows minutes
3. Voting for 2023 Committee.
Candidates were announced and those who were present stood to be identified.
Voting papers were distributed to all members in attendance, proxy votes sent in via email were collated.
Doug Smart as Returning Officer counted votes.
4. 2023 Committee elected:
Chairperson - Mary-Ann Higgins
Deputy Chair - Peter Grigg
Secretary - Lesley Magill
Treasurer - Jane Heyndyk
General Committee -
 Alison Fenton
 Belinda Richardson
 Michael Tagell
 Ronnie Davies
 Claire Sims
 Hans Bogaardt
 Daniel Caple
 Justin Parise
5. Announcement of V4 Summer Series
6. Final thank yous.
7. Meeting ended at 3:20pm

Chairperson's report - delivered by Claire Sims

I've always liked the quote from one of our founding fathers, David that 'small is beautiful'. Of course I would say that, given my rather unimposing stature, but I think TRSA has settled into an almost post COVID size this year that is sustainable and enjoyable for everyone. Reflecting on the challenge in encouraging more of you to stick your hand up for committee roles with our other founding father, Doug, he said 'I think people are intimidated because TRSA runs such excellent events'. Naturally, he's biased, as am I, but I think what it comes down to is, we have evolved to a very simple, but effective model that can be rolled out just about anywhere. We make it look easy because mostly it is, with enough help. It's not without its challenges and there is a lot that happens behind the scenes to make it all come together on event day but we have good systems in place for all of that too and we look forward to baptising our newly elected committee in the fires of Google Drive.

Summing up our 2022 events:

Five Peaks - warmer than expected, bit of chaos in the 12km

Mt Misery - the new 'Mt Crawford'
Sturt Gorge - river crossings!
Mt Crawford - stairs!
Devils Nose - parking! dogs!
Cobbler Creek - that was a hot one!

TRSA is unique in that we're the only not-for-profit trail running club in SA. For 8 years now we have continued to live by our ethos of low cost, accessible, and friendly events to introduce as many people as we can to trail running. And Maurice's brownies. Whilst small is beautiful, we still need a critical mass to ensure events at least break even, take on all the volunteer roles, and of course fill the committee spots. This is proving to be ever more challenging in light of the explosion of events on offer from companies, who also rely on volunteers. TRSA needs to continue to find ways to remind the community of what we're about and ensure our offering encourages membership to the best club around. COVID really threw a grenade into our social calendars and we're keen to reinstate more social evenings, runs, and other sessions in 2023. This is one of the many things that sets TRSA apart - an entity that exists outside of its event calendar. Our TRSA Tuesday social runs are now at three locations - Cobbler Creek, Cleland and Belair and attract good numbers of both two legged and four legged friends. Likewise, our long standing TRSA Thursday social run group is still exploring parks south of the city. And last but not least, our small but dedicated Trailcare group continues to maintain a stretch of Sinclair Gully within Morialta Conservation Park, just off Colonial Drive.

They say history never repeats, but we've come full circle from TRSA's origins with a shared storage container with Ben Hockings to a return to a storage container. We've got our trailer, now with a fancy cover sitting in the same location.

The committee has had a recent discussion about financial principles based on:

As a not-for-profit club, TRSA should maintain a minimum bank balance, an annual equipment fund for on-going maintenance and replacement of existing equipment and an annual discretionary investment fund.

The balance of these funds should be reviewed annually at the end of each event season with funds set aside under each of these principles for the following year.

In principle, the minimum bank account balance should be based on having cash funds to cover an insurable event, 12 months of fixed operating costs over and above event costs, and an appropriate buffer.

The balance of the annual discretionary investment fund should be based on the annual gross profit position, less minimum bank account funds and annual equipment investment funds. The distribution of the discretionary investment fund will be based on ideas presented by the committee and/or the community. Decisions on expenditure will be at the committee's discretion and the committee may choose to vote at a committee meeting or to bring the vote to the wider community at an AGM. All decisions will be recorded in appropriate minutes.

Investments will encompass both annual, longer term, and one-off specific expenditure and will be aligned with TRSA's Constitution and ethos of introducing people to trail running, offering low cost and accessible events, and protecting the places we love to run in.

Based on the above principles, the committee agreed on the following actions at the end of the 2022 financial year relating to the 2023 financial year:

- An appropriate minimum bank account balance for 2023 as at the end of the TRSA 2022 event year is \$30,000 based on:

Annual fixed costs \$15,000

An insurable event outlay \$10,000

Cashflow buffer \$5,000

- The committee agreed that \$5,000 should be set aside for the maintenance and replacement of equipment in 2023.
- The committee agreed that \$10,000 should be set aside for the annual discretionary investment fund
- The committee agreed to make an immediate donation of \$4,000 to the following volunteer "Friends of" groups in recognition of the benefit our members derive from their trail maintenance, weed removal and other efforts in the parks we run in.

And on that note, I'd like to thank all of our wonderful volunteers this year who have helped in any way, shape or form, in all weather. Volunteers are the lifeblood of TRSA and the club owes its continuing existence and success to the passionate, welcoming and helpful community here.

Special mention to Doug and David for continuing to have oversight of all matters related to course marking

James Brown for his continued design work

Barry and Sheryl - de-facto committee members

Maurice and Bron at Beckman St Deli who not only bake the brownie and allow us to have fruit delivered to them, but also let Claire visit after each event to wash everything in their commercial dishwasher.

And to the biggest volunteers of all - the TRSA committee, a number of whom are finishing up today, and a number who are keen to stay.

Those finishing up

Bonnie - wrangling merch and supporters, sorting waste

Megan - Secretary, medals, so organised, had her baby 2 weeks early but still dropped off the trophies today

Jim - bringing a level of detail and organisation that only a former ISO standards officer could to the container

Cherie - co-creator of the V4 Series, website wrangler and attention to detail on course marking and RD notes like no other, kids' hikes

Steve - Five 50's, playlists and speakers

On a personal note, I'm stepping down as chairperson this year after a few years in the role, which really came to the fore during COVID. I am pleased to have seen TRSA through that relatively unscathed and out the other side without a super spreading event to our name, and some brilliant new initiatives like the V4 Series - more on that later. TRSA can be all at once exhausting and all consuming but also the best thing ever. I'd like to thank you for the opportunity to lead the crew in herding all the cats in this wonderful community. The community here really is something special and I thank you all for your continued support. I'm planning to stick around as I love everything the club does and I'm keen to continue passing on the institutional knowledge kicking around in my head.

I'll now pass you onto Mary-Ann for the treasurer's report

Profit and Loss

Trail Runners South Australia Inc.
For the year ended 31 December 2022

2022

Trading Income

Other Income	1,152.00
Sales - Events	89,073.32
Sales - Memberships	7,939.50
Sales - Merchandise	7,160.32
Total Trading Income	105,325.14

Cost of Sales

Cost of Sales - Events	74,179.24
Cost of Sales - Merchandise	8,751.70
Total Cost of Sales	82,930.94

Gross Profit

22,394.20

Operating Expenses

Bank Fees	93.93
Computer/Internet Expenses	817.70
Depreciation	1,655.00
Donations	5,500.00
Gifts	323.64
Insurance	4,406.54
Motor Vehicle Expenses	116.00
Printing & Postage	117.67
Prizes & Medals	6,678.77
Rental	1,568.00
Repairs and Maintenance	2,947.68
Social Evenings/AGM/Functions	593.86
Subscriptions	2,711.13
Trail Marking Consumables	289.34
Travel - Own vehicle use	74.88
Total Operating Expenses	27,894.14

Net Profit

(5,499.94)

Balance Sheet

Trail Runners South Australia Inc. As at 31 December 2022

31 DEC 2022

Assets

Bank

ANZ Debit Card	4,208.05
TRSA Cheque Account	39,317.32
TRSA PayPal	20.55
Total Bank	43,545.92

Current Assets

Accounts Receivable	288.00
Cash on Hand	605.65
Total Current Assets	893.65

Fixed Assets

Computer/Electronic Equipment	2,226.96
Gear, Signs & Equipment	17,644.56
Less Accumulated Depreciation on Gear, Signs & Equipment	(12,226.00)
Less Accumulated Depreciation on Trailer & Contents	(5,584.00)
Trailer	6,500.00
Total Fixed Assets	8,561.52

Total Assets **53,001.09**

Liabilities

Current Liabilities

Active Network Control Account	(564.87)
Provision for future expenses	5,700.00
Total Current Liabilities	5,135.13

Total Liabilities **5,135.13**

Net Assets **47,865.96**

Equity

Current Year Earnings	(5,499.94)
Retained Earnings	53,365.90
Total Equity	47,865.96

AGM Treasurer's Report

- Turnover for the Year 2022 is \$ 105 325. Turnover for 2021 was \$ 121 577. Although we held the same number of events this year (6), our turnover dropped by about \$ 16 000. I'll delve deeper into these numbers a little later.
- The loss for 2022 shows as \$ 5500.00. Our trading result (event revenue, less cost of sales, less regular overheads) shows an almost break even point for the year. We were fortunate to get a significant reduction in Forestry SA fees at Mt Crawford and that saved TRSA around \$2000 for this event alone. Our revenue rate per entry has increased from an average of \$29 per entry in 2021 to \$34 per entry from 2022 as we did increase our entry fees by \$5 per event (except for U15's that remain at \$12).
- Now, delving deeper into the numbers that resulted in our turnover dropping by \$16000 (or 14%) this year. In the Notes to the TRSA Accounts attached to the Financials, there's a comparison table of entries per event per year since 2018. As you can see, entries are down 24% from 2021. We attribute this to the massive increase in volume of running events now available in South Australia and all over Australia, let alone all international events opening up this year too. Runners are spoilt for choice every weekend of the year, although some events burn a bigger hole in their pockets than others, right? A double whammy here, is the dilution of volunteers at events too. As a 100% volunteer organisation, this might force TRSA to pay for some services previously covered by volunteers, for example traffic management.
- What does all this number crunching mean? The 2023 TRSA Committee need to take all these factors into account when setting our 2023 entry fees. We will re-set the event budget based on average numbers of entrants and current costs. The budget helps us determine break even points for events so we can continue to track as close as we can to our not-for-profit status – remembering that unforeseen costs creep up on us all the time, and it is a good thing to have some excess for these expenses.
- Membership for 2022 is currently at 613. We had 922 members in 2021. In 2023, we plan to reward Members even more. A couple of options that have been put on the table for discussion by the 2023 committee include, limiting Super Early Bird discounts (48hrs post event) to Members Only, and merch discounts. Membership fees help cover our nuts and bolts expenses such as insurance, container rental and trailer registration for example, so thank you to those of you who are members. We appreciate every one of you. Membership rolls over on 1 January 2023 so keep an eye on your Inbox and on social media.
- Merch sales were slightly down from 2021. We don't make a profit on merch and this is intentional, however, we may need to make a small adjustment to pricing to bring us closer to a break even point on merch in 2023.
- What are we spending our money on this year that's different to previous years? These include, container storage for all our equipment, a trailer canopy for outdoor storage and outdoor storage, ute hire to tow the trailer around for events, donations to the Friends of the parks that we run in, re-usable cable ties, and Forestry SA event permits for our supporters at Forestry SA events.
- What have we decided going forward with regards to the financial management of TRSA? We've agreed to lowering our rolling bank balance from \$50k to around \$30k. This will happen gradually and, post the above donations, will be discussed and agreed on by the 2023 committee. Things we need to consider and keep reserves for are uninsurable events such as wear and tear of equipment. As a not for profit, TRSA is keen to utilise excess funds to the maximum benefit of the members, volunteers and the trail running community and if that looks like free entries to events, free merch or enlisting the help of professionals such as traffic management, we'll do our best to provide the maximum value to our TRSA community. Your elected committee will make informed decisions taking all aspects of our community into account.



Notes to the TRSA Accounts at 31 December 2022

Profit and Loss

- Other income – recovery of Merch and Admin for SA Five 50's events
- Merchandise generally runs at a small loss. To be reviewed in 2023.
- Donations – these include 8 x \$500 to the “Friends of” the parks that we run in, \$500 to the Heysen event organiser for their ransacked storage room and \$1000 to Cudlee Creek CFS for their help with Mt Misery.
- Rental – this is for outdoor storage and a 20ft container for equipment storage.
- Subscriptions – Mailchimp, ITRA, Big Cartel (merch store), music licence (at events) amongst others

Balance Sheet

- Gear/Signs & Equipment – movement includes purchase of trailer cover for outdoor storage.
- Active Network Control account – Fortnightly payments from Active Networks appear here until Event Registrations have closed and is then realised as Income.

Entries Comparison 2018 to 2022

Year	Five Peaks	Sturt Gorge	Mt Misery	Kuitpo	Mt Crawford	Devil's Nose	Cleland	Cobbler Creek	Total Entries
2018 (7 events)	645	688	717	1133	858	587	591		5219
2019 (7 events)	993	815	827	1307	939	703	601		6185
2020 (3 events)		645		527		555			1727
2021 (6 events)	648	877			652	567	657	650	4051
2022 (6 events)	610	588	519		523	445		398	3083
Movement 2021/2022	-38	-289	519	0	-129	-122	-657	-252	-968
Movement %	-6%	-33%			-20%	-22%		-39%	-24%