



# MINUTES

Trail Running SA Committee Meeting  
**Monday 13th February 2023**  
 Maid and Magpie Hotel, Stepney, 6pm

	Agenda Item	Responsible
1	<b>Present</b> Hans, Jim, Peter, Alison, Jane, Andy, Lesley	
2	<b>Apologies</b> Dan, Michael & Belinda	
3	<b>Minutes of previous meeting</b> The Constitution notes that Minutes must be signed as authorised by the Chair - committee will action this moving forward.	
4	<b>Committee status update</b> <ul style="list-style-type: none"> <li>● Welcome to new members Andy Syed and Jim Yates.</li> <li>● Resignation of Chairperson Mary-Ann Higgins               <ul style="list-style-type: none"> <li>○ Chairperson and Public Officer nomination                   <ul style="list-style-type: none"> <li>■ Committee nominated Peter Grigg as Chair and Public Officer</li> </ul> </li> <li>○ Deputy nomination                   <ul style="list-style-type: none"> <li>■ Committee nominated Alison Fenton as Deputy Chairperson</li> </ul> </li> <li>○ Committee vacancies                   <ul style="list-style-type: none"> <li>■ We have two vacancies; decision made to continue as is for the time being and bed-down our committee group; as we allocate tasks and roles we will identify if we can fill these tasks externally or if we need to fill the two vacancies.</li> </ul> </li> </ul> </li> <li>● Filling of vacant positions               <ul style="list-style-type: none"> <li>○ Social Media Coordinator: Alison</li> <li>○ Permits: Andy</li> <li>○ Rego Manager/Updates: Hans</li> <li>○ Race Referee / Series Coordinator: Michael (Jim recommends Michael review regulations as part of handover with Steve) in conjunction with Malcolm.</li> <li>○ SA Water liaison: Andy</li> <li>○ Volunteer Coordinator: Jane</li> <li>○ Catering: Jane happy to continue.</li> </ul> </li> </ul>	Peter

	<ul style="list-style-type: none"> <li>○ Photography &amp; Videography Coordinator: Andy</li> <li>○ Trailer &amp; Equipment: Jim (will manage inventory and stocktake as well but cannot tow the trailer so will need assistance with this for each event; there is only one key for the security gate) <b>ACTION: Race Director checklist to be updated to confirm a trailer driver each event.</b></li> <li>● Roles and responsibilities <ul style="list-style-type: none"> <li>○ Website: please let Lesley know if you're making any changes to the website for ease of coordination.</li> </ul> </li> <li>● Bank Access Update <ul style="list-style-type: none"> <li>○ Jane currently manages bill payments and coordinates approvals with the authorized Committee member. Approval given for Peter, Lesley and Alison to also have a debit card and access to the internet banking. <b>ACTION: authorisation to be updated to Peter, Alison, Lesley and Jane.</b></li> </ul> </li> </ul>	
5	<p><b>Finance Report</b> Current balance is \$50,742.10 (this includes receipt of the SA Water grant and Active Works payments)</p> <p><b>ACTION: Jane to follow-up invoice payments for the Five Fifties shared costs across the coordinating organisations.</b></p>	Jane
6	<p><b>Review of <a href="#">Action Items</a></b></p>	
7	<p><b>Correspondence received</b></p>	
	<ul style="list-style-type: none"> <li>● ioMerino: Peter and Lesley meeting with Tracy and David in late February. <b>ACTION: Lesley to confirm the ioMerino membership discount on the TRSA website is consistent on all pages.</b></li> </ul>	Peter
	<ul style="list-style-type: none"> <li>● Southern Arrows: 2023 Snap Sprint Series orienteering "sponsorship" request: <b>ACTION: Peter to advise that the Committee agreed to provide four free entries for Five Peaks for any distance.</b></li> </ul>	Peter
	<ul style="list-style-type: none"> <li>● WalkingSA: Belair expo opportunity, Sunday 2nd April: Andy, Jane and Hans are happy to attend the expo on behalf of TRSA. <b>ACTION: Jane to liaise with WalkingSA</b></li> </ul>	Peter

	<ul style="list-style-type: none"> <li>● Checkpoint One Trail Running Community Summit 2023: online - Saturday 18 March <b>ACTION: Lesley and Alison to attend virtually.</b></li> </ul>	Peter
	<ul style="list-style-type: none"> <li>● ATR correspondence and catch-up: awaiting reschedule of date to catch-up with Brett.</li> </ul>	Peter
	<ul style="list-style-type: none"> <li>● Any social media comments or issues for discussion: nothing raised.</li> </ul>	
<b>8</b>	<b>2023 Series Planning</b>	
	<ul style="list-style-type: none"> <li>● 2023 Series name, dates, distances, locations <ul style="list-style-type: none"> <li>○ Committee agreed between meetings that the series be renamed to “On the Trails with TRSA”</li> <li>○ Event schedule agreed as follows: <p>#1: 4 June 2023 – Kuitpo Forest: 24km, 16km, 10km  #2: 2 July 2023 – Sturt Gorge: 20km, 13km, 6km  #3: 6 Aug 2023 – Mt Crawford: 23km, 14km, 10km  #4: 3 Sep 2023 – Devil’s Nose: 25km, 16km, 10km  #5: 8 Oct 2023 – new location to be announced + 2023 Trail Championships</p> </li> <li>○ Car parking location to be determined at new course. Further planning to continue.</li> <li>○ RDs/ARDs: updated in spreadsheet</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>● Trail Championships: discussed naming the event the SA Water Trail Championships. Committee to think outside the square as to how we could best make use of the grant.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Medals: no discussion.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Merchandise: discussed the current merchandise and the desire to freshen up the designs and range. Will use what we have for Five Peaks and aim to have new merch available for Series if possible. <b>ACTION: Lesley to help Belinda and the merchandiser create a new range for the 2023 series.</b></li> </ul>	
	<ul style="list-style-type: none"> <li>● Permits: Andy taking this on and organising.</li> </ul>	

	<ul style="list-style-type: none"> <li>● 2024 date confirmation: confirmed and Mary-Ann circulated to Malcolm and other event organisers.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Volunteers: no discussion.</li> </ul>	
9	<b>Five Peaks Planning</b>	
	<ul style="list-style-type: none"> <li>● Permits: all done for Five Peaks but awaiting final confirmation from Dept. Enviro and Heritage.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Roles: not discussed.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Trophies: Belinda has sourced a wood artist and needs to provide appropriate content for etching. All agreed that they could be etched with the Five Peaks wording and details as per the event/website/bibs.</li> </ul>	Belinda
	<ul style="list-style-type: none"> <li>● Vlog with Suk Yee Childs (Mary-Ann): Mary-Ann had started the initiative of recording Suk Yee's progress in the build up to the Five Peaks event. All agreed that this would be good to continue. <b>ACTION: Lesley to ask Mary-Ann to film another 2 videos max of 2mins long to be sent to Alison to schedule in the lead up to the event.</b></li> </ul>	
	<ul style="list-style-type: none"> <li>● Social Evening: a runner (Bec) has offered to coordinate the Five Peaks social evening for us. Happy for her to do this; limit to two speakers + TRSA rep. <b>ACTION: Peter to liaise with Bec.</b></li> </ul>	
	<ul style="list-style-type: none"> <li>● Aid station catering - community feedback and planning: we provide the catering for Five Peaks and the volunteers staff the stations for us. Putting a call out to the community to ask what their favourite food is for aid stations.</li> </ul>	
	<ul style="list-style-type: none"> <li>● Arch banners: to be organised by Jim.</li> <li>● Will need a key to get in.</li> </ul>	Jim
	<ul style="list-style-type: none"> <li>● Disco Tunnel: Steve has requested additional lighting for the tunnel. Agreed.</li> </ul>	
	<ul style="list-style-type: none"> <li>● First Aid - availability confirmed but waiting for confirmation on change to 2 July.</li> </ul>	



A handwritten signature in black ink, appearing to read 'Peter Grigg', is written across the top of a rectangular box. The signature is fluid and cursive.

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Chairperson, Peter Grigg

Date: 22/2/23\_\_\_\_\_