



MINUTES

Committee Meeting - Tuesday 13th February 2024
6:00pm at the Alma Hotel, 66 Magill Rd, Norwood

	Item
1	<p>Present Jane, Hans, Alison, Seb, Andy, Mick, Carlos, Jim, Lesley, Ruth, Belinda</p>
2	<p>Apologies Isaac</p>
3	<p>Minutes of previous meeting Accepted as written</p>
4	<p>Rebrand Update</p> <p>Before commencing, Jim took the opportunity to thank Alison for her leadership in creating and delivering the new website. Committee all agreed and applauded Alison for this work and leadership.</p> <p>It was noted that overwhelmingly positive feedback has been received from the community towards the new brand and website.</p> <ul style="list-style-type: none"> • Brand: the new branding was launched in the last week of January. A letter was sent out to key stakeholders in advance of the launch. • Assets: new marquee skins arrived. Trial assembly to be conducted. Need to consider insurance before storing it in the container. Banners are still to be created and ordered. Ideally we look at new HiVis with the new branding but we need to review the budget. Arch banners still need to be created and race bibs. James' paid work is now complete and further work will be delivered in a volunteer capacity. The arch banners will be ordered in two batches. • Website: stage one is live. Maps are sitting in the google drive as a temporary solution for public access (View only). Committee has full access so beware not to edit accidentally. • Social media: Seb has taken over the social media and the committee thanked him for his work to date - the posts look great and it is excellent to have Instagram fully in use again; we still have an issue with Facebook and Instagram not connecting despite every attempt. Seb will be the moderator for FB and the Lounge; Alison and Seb will manage permissions to join both.

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5	<p>Finance Report</p> <p>Jane provided a summary of the latest round of expenditure. \$33,000 remaining in the bank balance.</p>														

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	<p>Memberships: 239 Five Peaks: 89 entries with 32 registered for the bus</p> <ul style="list-style-type: none"> We need to disable the Express Registration facility on ActiveWorks which was inadvertently activated (this enables people to register and not pay until later, however it is hard to track so we agreed to disable this). Noted that there have been no complaints about the increase in membership fee from \$15 to \$20. Hans advised that non-for-profit organisations must be registered for GST if they exceed \$150K <u>turn-over</u> (not profit). <table border="1" data-bbox="368 898 1350 1066"> <thead> <tr> <th colspan="2" data-bbox="368 898 1350 965">ACTIONS</th> </tr> </thead> <tbody> <tr> <td data-bbox="368 965 1145 1066">Talk to former Treasurer, Mary-Ann, about the GST history and requirements for TRSA.</td> <td data-bbox="1145 965 1350 1066">Jane</td> </tr> </tbody> </table>	ACTIONS		Talk to former Treasurer, Mary-Ann, about the GST history and requirements for TRSA.	Jane
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6	<p>2024 Committee</p> <ul style="list-style-type: none"> Withdrawal of committee member: <ul style="list-style-type: none"> Isaac messaged Alison before today's meeting to express his regret that due to work and travel commitments he has decided to step down from the Committee. We wish him well and thank him for coming on board while he could. The Committee will consider who they would like to invite to replace Isaac. Roles and responsibilities review: <ul style="list-style-type: none"> Renewed and rejigged some roles due to Isaac's departure and the workloads of others. Monthly Challenges: Jane messaged Cherie (former committee member who has been running the TRSA Monthly Challenges) to ask if she felt they were worth continuing; after discussing her feedback about low take-up and engagement the Committee decided to create a poll soon that will ask the community what activities they want us to deliver, including Monthly Challenges. <table border="1" data-bbox="368 1765 1350 1933"> <thead> <tr> <th colspan="2" data-bbox="368 1765 1350 1832">ACTIONS</th> </tr> </thead> <tbody> <tr> <td data-bbox="368 1832 1145 1933">Create poll for community asking what extra activities they want - eg. monthly challenges, film night, other</td> <td data-bbox="1145 1832 1350 1933">Alison</td> </tr> </tbody> </table>	ACTIONS		Create poll for community asking what extra activities they want - eg. monthly challenges, film night, other	Alison
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7	<p>Correspondence</p> <ul style="list-style-type: none"> ● Michelle Brigham re. Trail Care: the committee discussed the concept and history of TrailCare and Michelle’s work to date. Agree that this is a value add and we’d like it to continue but will suggest it is reworked as follows: <ul style="list-style-type: none"> ○ Reduce to two dates per year to maximise turn-out and reduce effort on Michelle’s part ○ Consider offering discounted race entries to anyone who participates ○ Committee to do their best to attend and support the initiative ○ Avoid clashes with Second Sundays and TRSA races ○ Greater social media awareness and encouragement to participate (Seb and Lesley to liaise with Michelle) ● Claire Sims: provided feedback on the rebrand ● Doug Smart: provided feedback on the rebrand ● David Close: provided feedback on the rebrand ● Steve Burdett re. Five 50s/20s prizes: Steve emailed Alison to remind the Committee that free entries are given at a social event as prizes. The committee discussed the overall concept and agreed that while we support the initiative we need to understand what the financial commitment is going forward; we request that another organisation take on the risk of paying up front before reimbursement (we believe this is fair as TRSA has footed this for some time now); questioned whether this initiative should incur a fee to join to make it more cost effective and discussed that it doesn’t necessarily align with our current ethos of not providing a finishers medal. ● Alex re. Maps on new site: will the route library be available <table border="1" data-bbox="368 1391 1350 1559" style="margin-top: 20px;"> <thead> <tr> <th colspan="2" data-bbox="368 1391 1350 1458">ACTIONS</th> </tr> </thead> <tbody> <tr> <td data-bbox="368 1458 1145 1559">Request that Steve provide a budget and plan for Five Fifties/Five Twenties</td> <td data-bbox="1145 1458 1350 1559">Alison</td> </tr> </tbody> </table>	ACTIONS		Request that Steve provide a budget and plan for Five Fifties/Five Twenties	Alison
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8	<p>2024 Series Planning</p> <ul style="list-style-type: none"> ● Five Peaks <ul style="list-style-type: none"> ○ Training runs: first one went well. Second one will coincide with the Second Sunday so will consider combining it (Claire will not be here but Mick and Andy are happy to lead it; some concern about how to manage this as it is not an out and back course like a typical social run; to be discussed offline and determined). It was noted that the wrong map is on the website and needs to be updated. ○ Planning update: Jim and Andy have discussed the start for the 16km/18km option - traffic, parking and safety challenges that we need to overcome and plan for. 				

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	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ■ Infinit will provide product for us again ■ Coffee van is booked (for the whole year) ● Paella food truck to be sourced instead of pizza due to unavailability of the pizza vans. ● Dinner/Info evening: Discussed the idea to bring this event forward to allow more time before Five Peaks for guests to implement learnings from guest speakers and to celebrate the start of the TRSA season, not just Five Peaks. Date: Thursday 11 April. Suggested asking Nick Muxlow, Andrew Perry (PREPD) and Botanic Health Care (or Erin Colebatch) as speakers. Less speakers but good quality topics and then join them as a panel for questions. To mark the start of the whole season instead of just Five Peaks. Community have suggested some venues which we will look into. Committee supported approach and planning will continue, being led by Ruth, Lesley and Alison. ● Key items/key dates: not discussed. ● Permit progress for all other dates and locations: Kuitpo - discussion about Forestry SA land clearing issues possibly affecting event delivery, costs, traffic, Kuitpo Hall hire; however this was a very popular event last year. Consideration to proceed or to abandon and revert to a different course - consider Belair as we have not held an event there in some years. Agree that Andy will investigate Belair availability and discuss Kuitpo further with the Ranger; if Belair is not available we will stick with Kuitpo. If we proceed with Kuitpo, Carlos and Andy to do a site visit. ● Registrations/Active Works/Race Roster: Hans delivered a presentation on Race Roster as an alternative to Active Works: based on 2023 stats we would have saved around \$1000/event (\$5-6K per year); it has more features, it is user friendly, it has a timing and bib allocation system; back end reporting is great; can be used as a mail out service. If we proceed, we will deliver Five Peaks with Active Works. It is understood that there is no ongoing fee or opt out fee if we stop using Active Works. Hans is very positive about the system and proposes following through; the committee supported the decision and agreed to trial it for the first On the Trails event. Discussed integration needs for membership. ● ForestrySA fee negotiation/impact: no further comment since meeting with Forestry SA. <table border="1" data-bbox="368 1778 1350 1906"> <thead> <tr> <th colspan="2" data-bbox="368 1778 1350 1845">ACTIONS</th> </tr> </thead> <tbody> <tr> <td data-bbox="368 1845 1145 1906">Jim to update the Five Peaks map and send it to Alison.</td> <td data-bbox="1145 1845 1350 1906">Jim</td> </tr> </tbody> </table>	ACTIONS		Jim to update the Five Peaks map and send it to Alison.	Jim
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9	<p>TRSA Social Runs and Activities</p> <ul style="list-style-type: none"> • Social Runs: proceeding well. • Trail Care: discussed under Correspondence. • Film night: Seb suggested holding a TRSA film night and the committee support the idea. Seb will explore further and Belinda will speak to a friend about the Regal Theatre. • Membership drive: Lesley discussed a proposal to the committee to drive membership for 2024 with the lofty aim of reaching 1000 members for the 10th year. The committee supported the idea and agreed to proceed with a membership drive. It raises revenue for TRSA and provided to make membership even more enticing. • 10 Year Celebration event: deferred. • Five 50s/20s - awards: discussed under Correspondence. • Monthly challenges - discussed under 2024 Committee roles. • Other: no other discussions. <table border="1"> <tr> <th colspan="2">ACTIONS</th> </tr> <tr> <td>Explore film night options for committee to consider</td> <td>Seb</td> </tr> <tr> <td>Proceed with plan to drive membership</td> <td>Lesley</td> </tr> </table>	ACTIONS		Explore film night options for committee to consider	Seb	Proceed with plan to drive membership	Lesley				
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10	<p>Action Items</p> <p>** Each committee member is asked to please review and update their action items.</p>										

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	<p>Discussed medals - looking at sustainable options; further research and comms required.</p> <table border="1" data-bbox="368 618 1350 786"> <thead> <tr> <th colspan="2" data-bbox="368 618 1350 685">ACTIONS</th> </tr> </thead> <tbody> <tr> <td data-bbox="368 685 1145 786">Ribbons and new medals for 1st, 2nd and 3rd placing for all events to be sourced</td> <td data-bbox="1145 685 1350 786">Belinda</td> </tr> </tbody> </table>	ACTIONS		Ribbons and new medals for 1st, 2nd and 3rd placing for all events to be sourced	Belinda
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11	<p>TRSA Supporters</p> <ul style="list-style-type: none"> • ioMerino: love the rebrand; keen to meet to discuss ongoing relationship: Alison and Lesley meeting with Tracy and David. • Orange Mud/Huma Gels: keen to proceed. Requested that we update the logo and wording to Huma Gels instead of Detour Sports alongside Orange Mud. • Thir/TNT: indicated keen to proceed however has not replied to two follow up emails requesting confirmation and information for the website. • Groovy Gaitors: on board. No further updates. • Intersport Blackwood: on board with vouchers like last year. • The Ultra Journey: on board for 2024 and excited to be involved. • PREPD: on board for 2024 and excited to be involved. • The Running Company: Max and Byron from both stores will jointly come on board for 2024, effectively replacing ON. Shoes will be featured at each event. Their priority is to build relationships with the community and branding presence. • Base2Summit: trail runner and TRSA member Katherine Marks is keen to come on board as a supporter with low on-site presence but web/MC/social presence and donation of prizes (Kat is a Strength and Conditioning coach/trainer) • Botanic Health Care: Podiatrist Dale Marriott has expressed interest in coming on board as a supporter. Lesley is meeting with Dale to discuss. <p>The Committee discussed its position on commercial exclusivity to supporters: we do not charge supporters to be on board and we offer good branding presence, free entries to events and other benefits. Our priority is to bring value to the community. We believe that a diverse range of products and brands provides choice and that people value this. Most supporters feed-back that their main objective is to build a relationship and brand presence with the community with sales being secondary. The committee understands that some supporters may choose not to partner with TRSA as it is unwilling to provide exclusivity, and we are comfortable with this.</p>				

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12	<p>Other business</p> <ul style="list-style-type: none"> ● AGM debrief: deferred ● Risk and Incident workshop update: <ul style="list-style-type: none"> ○ Lesley has been working with Craig to create new documentation (Incident Management Plan and Flow Chart) and will now handover to Andy to take the lead on Safety and Risk ○ Jane asked if people's medical details are forwarded to our First Aid provider and Hans confirmed that a spreadsheet is sent to each RD to send on to the provider. ● Insurance Cover: Riley Cox has provided a quote, approx. \$4,600 all up including Five Peaks, through Athletics South Australia. Approx. \$1K saving. Additional associate club fee of \$300 and contents insurance for \$160. Also option for members to opt in for a fee per event for personal insurance. ● Google Drive permissions: in progress by Jim ● Five Peaks Sweepers: Jane has had a volunteer come forward wishing to be the sole sweeper for the whole event, however the Committee discussed our new decision to have a minimum of two sweepers or one for each portion of the race distances. <table border="1" data-bbox="368 1182 1350 1413" style="margin-top: 20px;"> <thead> <tr> <th colspan="2" data-bbox="368 1182 1350 1245">ACTIONS</th> </tr> </thead> <tbody> <tr> <td data-bbox="368 1245 1147 1346">Circulate the insurance quote email for committee to review</td> <td data-bbox="1147 1245 1350 1346">Mick</td> </tr> <tr> <td data-bbox="368 1346 1147 1413">Follow up with Sweepers for Five Peaks</td> <td data-bbox="1147 1346 1350 1413">Jane</td> </tr> </tbody> </table>	ACTIONS		Circulate the insurance quote email for committee to review	Mick	Follow up with Sweepers for Five Peaks	Jane
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13	<p>Next Meeting</p> <ul style="list-style-type: none"> ● Next Committee Meeting: 4th March 2024 						
14	<p>Minutes accepted as true and correct</p> <p style="text-align: center;"><i>Alison Fenton</i></p> <p>Chairperson, Alison Fenton Date: 1/03/2024</p>						