



Minutes

Committee Meeting - Monday 13 May 2024
6:00 pm at the Republic Hotel, Norwood

	Item	Who
1	<p><u>Present:</u> Alison (Chair), Carlos, Jim, Andy, Mick, Jane, Ruth</p> <p>The Chair also welcomed Andrew Norman to the meeting, who has expressed interest in joining the committee.</p>	Alison
2	<p><u>Apologies:</u> Belinda, Seb, Lesley, Hans</p>	Ruth
3	<p><u>Minutes of previous meeting</u></p> <ul style="list-style-type: none"> • Minutes accepted as true and correct 08.05.2024 • Outstanding actions from the previous meeting reviewed and status updated. <p>ACTION 6 - First aid kits for all social runs. Jim provided kits to cover Tues and Thurs TRSA social runs plus 2nd Sunday social runs, and Jane to distribute to run leaders. Further kits available from Jim if needed.</p> <p>ACTION 7 - Film night. On agenda for tonight.</p>	Alison
4	<p><u>Finance Report</u></p> <p>Current balance in bank \$43,700, up from \$43,500 last meeting and following expenditure on items including 5 Peaks event, permissions, storage. Debit card closing balance \$2482.</p> <p>Membership numbers, 5 Peaks and Kuitpo (in progress) registration numbers up from same time last year, which supports profitability of events.</p>	Jane
5	<p><u>Correspondence</u></p> <ul style="list-style-type: none"> • Michelle Brigham - Trail Care. Alison has contacted Michelle and advised that Seb will be future contact on committee. • Dawn Parks (Good Runnings) - 2025 Calendar. Committee noted there may be some overlap in calendars and to continue to review. 	Alison
6	<p><u>Committee vacancies</u></p> <p>Alison advised that Lesley has unfortunately had to tender her resignation for personal reasons. The Committee wishes to sincerely thank Lesley for her contributions and acknowledge the great work she has done for TRSA. This leaves 2 committee vacancies.</p>	Alison



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	<p>Chair invited Andrew Norman to provide a brief introduction to himself. Committee members unanimously confirmed Andrew into one of the vacant positions and the Chair welcomed him onto the TRSA Committee.</p> <p>Ruth was nominated to the Committee Secretariat role vacated by Lesley, and this was agreed by committee.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> Alison to sort relevant access for Andrew and Ruth in new committee and secretariat roles respectively (including bank signatory responsibility for Ruth). 	
7	<p><u>Five Peaks debrief</u></p> <p>Feedback was generally very positive. Committee members have provided comprehensive written feedback which will be used to inform planning for Five Peaks 2025. Committee discussed items to be added to written feedback including consideration of bus levy for 17k to minimise irresponsible parking on Mt Barker Rd, and having same cut-off time for all distances.</p> <p>Committee noted that Malcolm advised on the day that all starters were accounted for at race end, but records do not currently support this as there remain some persons marked as started but not recorded as DNF or completed. Committee also noted that Event Medical Plus have not yet provided an incident report for the event.</p> <p>ACTIONS:</p> <ul style="list-style-type: none"> Ruth to add considerations for 17k bus levy and same cut-off times for all distances to Five Peaks feedback doc for 2025 Jane to request information from Malcolm (timing) re how DNFs are accurately recorded Jim to request incident report from Event Medical Plus. 	Alison
8	<p><u>2024 Series Planning</u></p> <ul style="list-style-type: none"> Kuitpo planning (Sunday 2 June 2024, RD Andy): Andy advised that he is awaiting confirmation from Forestry SA re whether we can use same course as last year. Andrew Norman confirmed as Assistant RD to Andy (RD). Placement of toilets will be confirmed once course confirmed. Course marking volunteers to meet Saturday 1 June 10am Kuitpo Hall or over the road. Committee members involved in course marking or set-up offered to volunteer at Kuitpo parkrun on Sat - Jane to contact parkrun to advise names. Andrew offered to check course on the day if needed. Registrations: Active Works/Race Roster: Transfer of all members from Active Works to Race Roster is yet to be completed. 	Alison All



	Item	Who
	<ul style="list-style-type: none"> ● On The Trails Series: Committee agreed that people need to have participated in 4 out of 5 to be considered in the medals category. ● Group discounts: Committee agreed that any requests for group discounts will be run through committee and if agreed, offered members rates. Agreed Luke's Fitness to be offered member discount. ● Dead heats and ITRA: No change required. <p>ACTIONS:</p> <ul style="list-style-type: none"> ● Andy to approach Alexandrina Council for signs to put on road indicating event ahead / slow down (Kuitpo) ● Jane to contact parkrun to offer TRSA committee members for Kuitpo parkrun volunteer roster Sat 1 June 2024 ● Alison to provide Andy access to Race Roster to enable review of participant numbers by distance ● Andy to continue progressing applications to Forestry and DEW for all upcoming events with priority for Mt Misery and Mt Crawford ● Alison to consider sending message alerting people to enable 'safe sender' in order to stop emails going to spam ● Point structure for On the Trails series competition to be developed by Jim and Alison to put on website by end this week 	
9	<p><u>TRSA Social Runs and Activities</u></p> <ul style="list-style-type: none"> ● Social runs: Good turnout to yesterday's 2nd Sunday social run at Kuitpo. Alison has added NRG Cobbler's Creek independent club run information on our website. ● Film night: Seb has provided updated options - not discussed at meeting ● Membership drive: Seb doing some socials on TRSA benefits to encourage membership. Free beginner clinic and some paid social to support membership. ● 10 Year Celebration event: not yet progressed, with action as per below. <p>ACTION</p> <ul style="list-style-type: none"> ● Jane to ask Claire for update re TRSA 10 year document 	All
10	<p><u>Other business</u></p> <ul style="list-style-type: none"> ● Insurance update: To be considered at next meeting ● Contents insurance: Committee agreed to increase insurance cover to \$50k <p>ACTION: Jane to contact insurer and ask to update to increase to \$50,000 and check any limitations and itemisation required</p>	All



	Item	Who
	<ul style="list-style-type: none"> ● Environment and social cause support: Alison proposed options for inclusion of links to social or environmental causes for TRSA support via provision of website links for voluntary member donations. Committee discussed putting this out to members to seek interest, suggestions and/or agreement on causes to support. For further discussion at next meeting. ● Disability courses: Committee discussed request from Lauren Rooke for consideration of disability access to trail events. Committee supportive of asking her to provide more details but noted that this would likely require work beyond capacity of committee for 2024 ACTION: Alison to contact Lauren to request that she further scope up options and requirements for courses to allow disability access, including risk assessment and mitigation strategies ● Website build phase 2: ACTION: Alison to initiate contact with Obed to establish a budget then Andrew to assist with implementation by offering to source / provide course descriptions, graphics etc ● Grants: ACTION: Mick to talk to Peter Stokes at SA Water re grant options for Mt Bold and proposal re simple TRSA Twilight Series ACTION: Alison to sign off the website grant on Smarty Grants so Andy can progress ● Merchandise: Committee agreed that merchandise collection options will be limited to via postage with associated fee, or collection at events ACTION: Jane to followup whereabouts of ordered Fractal caps, noting dates for Kuitpo ACTION: Alison to explore re-establishment of PayPal for purchases ● Allocation of other Committee responsibilities previously covered by Lesley: Andrew agreed to take role of Assistant RD for Sturt Gorge. Michael agreed to take the lead on management and liaison with TRSA formal supporters, with help from Andrew and Andy as required. ACTION: Mick to contact supporters advising that he will be new TRSA contact. 	
11	<p>Next Meeting</p> <ul style="list-style-type: none"> ● CHANGED Next Committee Meeting now: Monday 3 June, <u>The Republic, Norwood 6-9pm</u> <p>ACTION: Ruth to set up next meetings at Republic for Mondays immediately following On the Trails events</p>	Ruth



	Item	Who
12	Minutes accepted as true and correct DocuSigned by: <i>Alison Fenton</i> 851D81B512CC42C... Alison Fenton Chair 5/29/2024	Alison



ACTION ITEMS - OPEN			
#	Action	Who	Date raised
9	Alison to sort relevant access for Andrew and Ruth in new committee and secretariat roles respectively (including bank signatory responsibility for Ruth).	Alison	13.05.2024
11	Jane to request information from Malcolm (timing) re how DNFs are accurately recorded.	Jane	13.05.2024
12	Jim to request incident report from Event Strategies.	Jim	13.05.2024
13	Andy to approach Alexandrina Council for signs to put on road indicating event ahead / slow down (Kuitpo)	Andy	13.05.2024
14	Jane to contact parkrun to offer TRSA committee members for Kuitpo parkrun volunteer roster Sat 1 June 2024	Jane	13.05.2024
15	Alison to provide Andy access to Race Roster to enable review of participant numbers by distance	Alison	13.05.2024
16	Andy to continue progressing applications to Forestry and DEW for all upcoming events with priority for Mt Misery and Mt Crawford	Andy	13.05.2024
17	Alison to consider sending message alerting people to enable 'safe sender' in order to stop emails going to spam	Alison	13.05.2024
18	Point structure for On the Trails series competition to be developed by Jim and Alison to put on website by end this week	Jim / Alison	13.05.2024
19	Jane to ask Claire for update re TRSA 10 year document	Jane	13.05.2024
20	Jane to contact insurer and ask to update to increase to \$50,000 and check any limitations and itemisation required	Jane	13.05.2024
21	Alison to contact Lauren to request that she further scope up options and requirements for courses to allow disability access, including risk assessment and mitigation strategies	Alison	13.05.2024
22	Alison to initiate contact with Obed to establish a budget then Andrew to assist with implementation by offering to source / provide course descriptions, graphics etc	Alison Andrew	13.05.2024



ACTION ITEMS - OPEN			
#	Action	Who	Date raised
23	Mick to talk to Peter Stokes at SA Water re grant options for Mt Bold and proposal re simple TRSA Twilight Series	Mick	13.05.2024
24	Alison to sign off the website grant on Smarty Grants so Andy can progress	Alison	13.05.2024
25	Jane to followup whereabouts of ordered Fractal caps, noting dates for Kuitpo	Jane	13.05.2024
26	Alison to explore re-establishment of PayPal for purchases	Alison	13.05.2024
27	Mick to contact supporters advising that he will be new TRSA contact	Mick	13.05.2024
28	Ruth to set up next meetings at Republic for Mondays immediately following On the Trails events, dates to be confirmed	Ruth	13.05.2024



ACTION ITEMS - CLOSED				
#	Action	Who	Date raised	Date completed
1	Lesley to speak to Brett about offer to provide electrolytes for the Five Peaks finish area	Lesley		13.05.2024
2	Resolve photographer and videographer permits and public liability	Seb		13.05.2024
3	Site requirements for Supporters needed: Lesley to follow up again	Lesley		13.05.2024
4	Random prizes from Supporters: follow up again	Lesley		13.05.2024
5	Lesley to reply to Michelle re. Trail Care	Lesley		13.05.2024
6	Jim to provide basic first aid kits for all social runs	Jim		13.05.2024
7	Follow up options for Film Night (date, time, duration)	Seb		13.05.2024
8	Lesley to enquire with Republic about moving meetings there	Lesley		13.05.2024
10	Ruth to add considerations for 17k bus levy and same cut-off times for all distances to Five Peaks feedback doc for 2025.	Ruth	13.05.2024	13.05.2024