

Minutes

Committee Meeting - Monday 15 April 2024
6:00 pm at the ALMA Hotel, Norwood

	Item	Who												
1	Present Hans, Jane, Seb, Alison, Mick, Carlos, Jim, Ruth, Lesley, Belinda	Alison												
2	Apologies Andy	Ruth												
3	<p>Minutes of previous meeting 11.03.2024</p> <ul style="list-style-type: none"> Minutes accepted as true and correct 01.04.2024 Review actions from previous meeting <table border="1" data-bbox="316 1064 1294 1597"> <thead> <tr> <th colspan="2">ACTIONS FROM PREVIOUS MEETING</th> </tr> </thead> <tbody> <tr> <td>Review decision to apply for GST next meeting: add to agenda (See Agenda Item 5 below)</td> <td>Completed</td> </tr> <tr> <td>Alison to circulate list of who is getting which TRSA emails</td> <td>Completed</td> </tr> <tr> <td>Ute to be booked for 5 Peaks</td> <td>Completed</td> </tr> <tr> <td>Apply for ABN for TRSA (needed to register with Race Roster)</td> <td>Completed</td> </tr> <tr> <td>Committee members to review and action items from previous action lists Action Items</td> <td>All</td> </tr> </tbody> </table>	ACTIONS FROM PREVIOUS MEETING		Review decision to apply for GST next meeting: add to agenda (See Agenda Item 5 below)	Completed	Alison to circulate list of who is getting which TRSA emails	Completed	Ute to be booked for 5 Peaks	Completed	Apply for ABN for TRSA (needed to register with Race Roster)	Completed	Committee members to review and action items from previous action lists Action Items	All	Alison
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4	<p>FOR DECISION - GST application</p> <p>Notes from previous meeting 2024.11.03: Mary-Ann advised via Jane that if we hit the mark of over \$150K in revenue, we have 21-days to register for GST and then we apply for an ABN and instigate GST. Hans raised the benefit of applying for GST regardless due to the benefits of receiving back the GST we pay. Committee to make a decision prior to 1 July 2024.</p>	Alison All												

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	<ul style="list-style-type: none"> ❖ Committee agreed that we will review again next month as we are under the threshold again this month, but will review and determine monthly. 					
5	<p>Finance Report</p> <p>\$43,560 closing balance. Debit card balance: \$2,180</p> <p>447 memberships (we are more than 100 memberships ahead of last year) 417 registered for Five Peaks (176 for 58km, 121 for 26km, 54 for 17km, 61 for 10km)</p> <p>Race Roster is now active for membership registration.</p>	Jane				
6	<p>Correspondence</p> <ul style="list-style-type: none"> • DEW - Event Application Kuitpo Forest Trail run 2024. Rangers are seeking further information re our management of PC (phytophthora cinnamomic) Hygiene protocol at PC (phytophthora cinnamomic) stations, when entering and exiting the park: Alison has replied, but no further update. • MaryAnn Higgins - TRSA ABN registration is now complete. • Brett Crosby re. provision of electrolyte for Five Peaks: Inifit provide on track but Brett has offered to provide for the finish area. (Yes, thank you) • Michelle Brigham (Trail Care): dates, donation, insurance (email 28/3) - see item 9. • Cameron Bryson: Sandy Running Festival request for arch and marquee (21/3): TRSA loaned the event the TRSA arch, generator and a tent and the organisers were grateful. <table border="1" data-bbox="316 1487 1294 1653"> <thead> <tr> <th colspan="2" data-bbox="316 1487 1294 1552">ACTIONS FROM PREVIOUS MEETING</th> </tr> </thead> <tbody> <tr> <td data-bbox="316 1552 1093 1653">Lesley to speak to Brett about offer to provide electrolytes for the Five Peaks finish area</td> <td data-bbox="1093 1552 1294 1653">Completed</td> </tr> </tbody> </table>	ACTIONS FROM PREVIOUS MEETING		Lesley to speak to Brett about offer to provide electrolytes for the Five Peaks finish area	Completed	Lesley / Ruth Alison
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7	<p>7.14pm GUEST SESSION - Riley Cocks to discuss a new insurance option:</p> <ul style="list-style-type: none"> • Little Athletics Australia and Athletics Australia insurance program: Gow Gates. • SARRC and ATR use this insurance. • Two price points based on event numbers, then we would receive 20% off for having six events for the year. 	Alison Riley				



	Item	Who
	<p>Event Day insurance: Quoted \$4600 for TRSA (Five Peaks and 5 x On the Trails) Volunteers need to be listed and are then insured (does this also cover them on the pre- and post event, days before and after?) Vendors/supporters are not covered. Equipment is covered at the event. Public liability, professional indemnity and equipment/property.</p> <p>Affiliation cost of \$300: makes us a member of Athletics SA; we would be required* to pass on a \$15 annual fee to each Member to have personal accident insurance for all events and all club runs (to be invoiced to us; we would have to provide a quarterly update of member numbers). The following insurances are included in the Affiliation and cannot be procured separately:</p> <ul style="list-style-type: none"> ● Management liability ● Club management ● Building and contents ● Personal accident insurance <p><i>* this is a new requirement moving forward for Running SA. May be able to negotiate Affiliation commencing and starting the fee requirement next year.</i></p> <p>Were we to become an affiliate, our Member's data would be required to be shared with Running SA/Athletics SA.</p> <p>Club property cost of \$160 up to \$20K. TRSA needs more than \$20K. Is the equipment covered while in transport and offsite of our storage location? Riley to advise.</p> <p>What is the excess payable per claim for TRSA and for personal accident? Riley to advise.</p> <p>There are other benefits provided such as access to Rev Sport (website related?), equipment and facilities of Running SA/Athletics SA.</p> <p>Riley will follow-up our questions and respond.</p> <p>The Committee discussed concerns of affiliation and data sharing and the history of TRSA being a stand-alone entity. We feel that the decision to proceed with this may be worth raising as an item for discussion and agreement at the AGM or other forum with members/TRSA as there may be some strong feelings about it.</p>	
8	2024 Series Planning	Alison

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	<ul style="list-style-type: none"> ● Five Peaks <ul style="list-style-type: none"> ○ Event checklist: Alison ran through the check-list and we addressed and discussed all items. ○ Photographer / videographer permits and insurance: ongoing review into requirements and process. ○ Questions raised in application: Black Hill parking; Expected times for runners through section between Deep View Lookout (12.3k) and Centre Track (13.4k) ○ No. signs needed to mark all road sections, and any shortfalls in what we have available ○ Infinit at aid stations to be added to race page (Alison) ○ Volunteer call out for marshals and drink stations ○ Andy's maps - any updates needed ● Permit progress for all events: in progress ● Registrations/Active Works/Race Roster: Race Roster now in use for Five Peaks, Kuitpo and Membership. ● On The Trails: not discussed. <table border="1" data-bbox="316 1146 1294 1476" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="background-color: #c8e6c9;">ACTIONS</th> </tr> </thead> <tbody> <tr> <td style="background-color: #c8e6c9;">Resolve photographer and videographer permits and public liability</td> <td style="background-color: #c8e6c9;">Seb</td> </tr> <tr> <td style="background-color: #c8e6c9;">Site requirements for Supporters needed: Lesley to follow up again</td> <td style="background-color: #c8e6c9;">Lesley</td> </tr> <tr> <td style="background-color: #c8e6c9;">Random prizes from Supporters: follow up again</td> <td style="background-color: #c8e6c9;">Lesley</td> </tr> </tbody> </table>	ACTIONS		Resolve photographer and videographer permits and public liability	Seb	Site requirements for Supporters needed: Lesley to follow up again	Lesley	Random prizes from Supporters: follow up again	Lesley	All
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9	<p>TRSA Social Runs and Activities</p> <ul style="list-style-type: none"> ● Trail Care: Michelle advised that the proposed dates are May 26, July 28, Sept 22 or 29, Nov 24; enquired about a continuing donation of \$500 to Friends of Black Hill and Morialta - Committee agreed the donation would be dependent on our financial position at end of the year; TRSA to cover the \$25 membership. ● Five Peaks training runs: both done, one cancelled due to weather, excellent turn-outs to each and no incidents reported. ● Second Sunday Social Runs: first aid kits to be available for the run leaders and committee attendees to use if necessary. ● Social Kick Off event held 07.04.2024 - feedback and ideas for next time: event held on Sunday 7 April, excellent feedback, approx. 60 people attended, review catering options for future events, guest speakers were 	All								

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	<p>excellent and well received (Dale Marriott from Botanic Health Service, Nick Muxlow from The Ultra Journey, Andrew Perry from PREPD), needed shade covering. Congratulations Ruth, great outcome.</p> <ul style="list-style-type: none"> • Film night: Run Festival are holding a screening night in August. Noted, but we are keen to proceed with planning for June with the Trail Running Film Festival. Costs are US\$850 for the film rights and \$900 for the Regal Theatre. Proposed date: Saturday 15 June, SEB TO FIND OUT TIME and TOTAL DURATION. And do they have a Sunday in June. • Membership drive: no further action. • 10 Year Celebration event: no further updates from Claire. • Other. Nothing. <table border="1" data-bbox="316 936 1294 1196"> <thead> <tr> <th colspan="2">ACTIONS</th> </tr> </thead> <tbody> <tr> <td>Lesley to reply to Michelle re. Trail Care</td> <td>Completed</td> </tr> <tr> <td>Jim to provide basic first aid kits for all social runs</td> <td>Jim</td> </tr> <tr> <td>Follow up options for Film Night (date, time, duration)</td> <td>Seb</td> </tr> </tbody> </table>	ACTIONS		Lesley to reply to Michelle re. Trail Care	Completed	Jim to provide basic first aid kits for all social runs	Jim	Follow up options for Film Night (date, time, duration)	Seb	
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10	<p>Other business</p> <ul style="list-style-type: none"> • Life membership info - feedback to Jim: all to review and provide feedback. • TRSA name trading-as registration: Alison has registered TRSA and Trail Running SA noting that our incorporated name is Trail Runners South Australia Incorporated. • New registration site for events: we are now migrated across to Race Roster - a huge congratulations to Hans for his work on this. Hans has yet to import the members from Active Works but will complete this in the coming few weeks once key Five Peaks dates are completed. • Must ensure the original safety phone number is in use. • Twilight Trails: deferred. • AGM debrief: deferred from previous meeting • Risk and Incident update: no Other business discussed. • Insurance Cover: discussed under point 7 • Utes: booked for all events for the remainder of the year by Jim 	All								
11	<p>Next Meeting</p> <ul style="list-style-type: none"> • Next Committee Meeting: Monday 13 May • NOTE NEW VENUE: Republic, 120 Magill Rd, Norwood (due to noticeable decline in food quality at The Alma) 	Lesley								

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12	<p>Minutes accepted as true and correct</p> <p style="text-align: center;"><i>Alison Fenton</i></p> <p>Chairperson, Alison Fenton Date: 8/05/2024</p>					