



Minutes

Committee Meeting - Monday 10 June 2024


6:00 pm at the Republic Hotel, Norwood

	Item	Who
1	<u>Present:</u> Alison (Chair), Andy, Carlos, Jane, Andrew, Ruth, Jim, Michael, Belinda	Alison
2	<u>Apologies:</u> Hans, Seb	Ruth
3	<u>Minutes of previous meeting</u> <ul style="list-style-type: none"> • Minutes of meeting 13 May 2024 accepted as true and correct 10.06.2024 • Outstanding actions from the previous meeting reviewed and status updated. 	Alison
4	<u>Finance Report</u> <p>4.1 Finance report</p> <ul style="list-style-type: none"> • Current balance in bank \$59,600, up from \$43,700 last meeting, with approximately \$8,000 outstanding invoices outstanding • Debit card closing balance \$2785 • Membership numbers to date 793 • Committee noted that as we are not for profit, we will keep an eye on balance and look to where we can use excess profits to support the community. <p>4.2 Active Clubs Grant</p> <ul style="list-style-type: none"> • Money received - item closed <p>4.3 Insurance update - none</p> <p><i>ACTION: Alison to follow up on insurance options with Riley</i></p> <p>4.4 GST application / revenue threshold</p> <ul style="list-style-type: none"> • As per finance report 	Jane
5	<u>Correspondence</u> <ul style="list-style-type: none"> • Nil discussed 	Alison/ Ruth
6	<u>Kuitpo debrief</u> <ul style="list-style-type: none"> • Committee commended Andy on a well organised and run event • Andy requested that Committee members record feedback into the event doc for use in 2025 planning 	Alison

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	<ul style="list-style-type: none"> Committee agreed that to address issue with incorrect phone number on back of the bib, we will check bib artwork prior to finalisation; generic bibs will also be ordered for future events to help with additional numbering if required on event day <p>ACTIONS: Registration Manager to check bib artwork including text and safety phone number prior to finalisation</p>	
7	<p>2024 Series planning</p> <p>7.1 Permit progress for all events</p> <ul style="list-style-type: none"> Underway (Andy) <p>7.2 Registrations: Active Works/Race Roster</p> <ul style="list-style-type: none"> Hans sorting data <p>7.3 Mt Misery planning</p> <p>Mick and Bel provided an update:</p> <ul style="list-style-type: none"> Routes: same as 2022 Sweepers and cut-offs: Committee agreed to have Committee member sweepers for long and medium courses who can enforce cut-off times particularly at start of Mt Misery loop. Carlos volunteered for long and Andrew for medium. First aid: Jim has booked for the season events, but will also follow up; Jim advised that he is developing a proforma which we can use to inform all events Volunteers: Seb to put out call for more volunteers particularly for car parking, course marshals and demarking. Car parking: Mick and Bel to investigate bus options or car pooling to top (with marshal directions); Committee agreed that we'll need to plan how the car parking will work and not just leave it to volunteers on the day; Agreed we'll need at least 6 car parking marshals (2 at bottom and 4 at top). Supporters: Mick to contact Set up: Mick asking if we can get access to shed the day before; Committee agreed that set up will start latest 6am on the day to allow bib collection from 6.45am. Safety phone: TBD which Committee member is going to be responsible <p>ACTION: Alison/Seb plug in web and social updates that car pooling for Mt Misery will be essential with minimum 3 per car to get up to top car park</p> <p>ACTION: Seb to put out volunteer callout posts with specific mention of car park marshals, course marshals, demarkers</p> <p>7.4 Mt Crawford planning</p> <p>Jim provided an update:</p> <ul style="list-style-type: none"> Andy submitted Forestry application 	Alison

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	<ul style="list-style-type: none"> ● Jim has emailed Alison cc Ruth with updated course plans with some changes and reversing direction - distances 24, 17, 11km ● Jim has prepared GPX files for all three courses and will share ● Committee agreed that we will again pre-mark the intersections the day prior to other course marking <p>7.5 On The Trails Series points and prizes</p> <ul style="list-style-type: none"> ● Committee agreed that there will be prizes for overall winners 1,2,3 M/F, and for winners only in each age group <p>7.6 Marking / demarking gear</p> <ul style="list-style-type: none"> ● Jim updated, all gear now back <p><i>ACTION: Alison to email flag people re swapping flags to avoid the short and long issue with packing and potential loss of items - to request six new long tops and bags</i></p>	
8	<p><u>TRSA Social runs and activities</u></p> <p>8.1 Social runs</p> <ul style="list-style-type: none"> ● Good turnout for last weekend social run ● Committee agreed that we will aim to provide social run information 3 weeks prior, and provide instructions on how to download GPX files onto viewers. <p><i>ACTION: Alison to contact Claire to request information on social runs in time to post three weeks prior to event</i></p> <p><i>ACTION: Andrew to followup with Obed re putting instructions on website re how to download GPX files to relevant viewers</i></p> <p>8.2 Film night</p> <ul style="list-style-type: none"> ● On agenda for next meeting when Seb can update <p>8.3 Membership drive</p> <ul style="list-style-type: none"> ● Ongoing <p>8.4 Ten Year Celebration event</p> <ul style="list-style-type: none"> ● Committee agreed that we combine AGM with celebration event, and agreed to hold Sunday 17 November 2024, pending Andy's review of any clashing events. Alison to write to Claire, Doug, David to advise and invite them to provide suggestions <p><i>ACTION: Alison to contact Claire, Doug, David to advise re Committee decision to combine AGM with 10 Year Celebration Event, to hold on 17 November, and invite any suggestions</i></p>	Alison All

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9	<p><u>Other business</u></p> <p>9.1 Merchandise</p> <ul style="list-style-type: none"> ● Caps: on their way and Jane will bring to Mt Misery ● Suppliers: Mick has met with Black Chrome, an Adelaide-based potential alternative supplier with generally cheaper prices than current suppliers; Mick showed samples of caps, and fabric for singlets and t-shirts; Black Chrome can also do hoodies, beanies, handtowels, arm sleeves. <i>ACTION: Mick to find out from Black Chrome where items are made (e.g. in Australia or other), whether fabric is biodegradable fabric, and what are minimum orders</i> <i>ACTION: Next 100 caps to be ordered from Black Chrome when needed, using new hat design already created</i> <p>9.2 Environment & social cause support</p> <ul style="list-style-type: none"> ● Committee agreed that we will canvas TRSA members this year re preferred causes to support, and implement next year <p>9.3 New supporters</p> <ul style="list-style-type: none"> ● Committee agreed that we have sufficient supporters this year <p>9.4 2025 event locations</p> <ul style="list-style-type: none"> ● Committee agreed that On the Trails event locations include: <ul style="list-style-type: none"> ○ Kuitpo ○ Sturt Gorge ○ Mt Crawford ○ Mt Bold ○ Alternate each year between Mt Misery and Cleland (so Cleland 2025) ● Other options: Mt Hayfield, Devil's Nose, Onkaparinga, Yankalilla, Second Valley - consider social runs in some of these locations to scout them out <p>9.5 Event clashes 2025</p> <ul style="list-style-type: none"> ● Committee aiming to avoid event clashes where possible. Discussed potential clash with Granite Island event. <i>ACTION: Michael to contact Matt from Great Southern Runs to confirm dates for Granite Island event</i> <p>9.6 Website build - phase 2</p> <ul style="list-style-type: none"> ● Committee agreed to approve in principle adding the route library to website build phase 2, advise Obed to progress, and also note that we have \$3,000 grant if there are additional website features Obed is able to advise on. Andy noted that the 	All

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	<p>Active Grants will need us to specify what this funding is being used for, either website build or other (e.g. new marquee).</p> <p>9.7 SARRC Adelaide Marathon 25/08/24</p> <ul style="list-style-type: none"> Committee agreed to support SARRC by looking after a drink station at the Adelaide Marathon. <p>ACTION: Jane to advise SARRC that TRSA will support a drink station at Adelaide Marathon 2024</p> <p>ACTION: Jane to get quote on tablecloths from Black Chrome for use on drink station tables</p> <p>9.8 AUTRA short course trail championship</p> <ul style="list-style-type: none"> Australian Ultra and Trail Runners Association are seeking expressions of interest for ultra trail running events for 2025 as part of Australian championships. Committee agreed that we put in an EOI response by end June for Five Peaks as our signature event. <p>ACTION: Alison to respond to AUTRA by end June with EOI for Five Peaks inclusion in Australian championship events for 2025.</p> <p>9.9 Other</p> <ul style="list-style-type: none"> Some social media questions regarding membership fees. Committee agreed that we invite people to put questions on TRSA Lounge site and/or come along to social runs to discuss with committee member/s. 	
11	<p>Next Meeting</p> <ul style="list-style-type: none"> Monday 1 July for Mt Misery final planning online via Google Meet <p>ACTION: Ruth to set up next meeting for final Mt Misery planning via Google Meet.</p> <ul style="list-style-type: none"> Next Committee Meeting now: Monday 8 July, <u>The Republic, Norwood 6-9pm</u> 	Ruth
12	<p>Minutes accepted as true and correct</p>  <p>Chairperson, Alison Fenton Date: 07/07/2024</p>	Alison

ACTION ITEMS - OPEN			
#	Action	Who	Date raised
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
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
31	Alison to email flag people re swapping flags to avoid the short and long issue with packing and potential loss of items - to request six new long tops and bags	Alison	10.06.2024
33	Andrew to follow-up with Obed re putting instructions on website re how to download GPX files to relevant viewers	Andrew	10.06.2024
35	Mick to find out from Black Chrome re where items are made (e.g. in Australia or other), whether fabric is biodegradable fabric, and what are minimum orders	Mick	10.06.2024
36	Next 100 caps to be ordered from Black Chrome when needed, using new hat design already created	Bel	10.06.2024
38	Jane to advise SARRC that TRSA will support a drink station at Adelaide Marathon 2024	Jane	10.06.2024
39	Mick to get quote on tablecloths from Black Chrome for use on drink station tables	Mick	10.06.2024
40	Alison to respond to AUTRA by end June with EOI for Five Peaks inclusion in Australian championship events for 2025	Alison	10.06.2024

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
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	15.05.2024
13	Andy to approach Alexandrina Council for signs to put on road indicating event ahead / slow down (Kuitpo)	Andy	13.05.2024	15.05.2024
14	Jane to contact parkrun to offer TRSA committee members for Kuitpo parkrun volunteer roster Sat 1 June 2024	Jane	13.05.2024	15.05.2024
25	Jane to followup whereabouts of ordered Fractal caps, noting dates for Kuitpo	Jane	13.05.2024	15.05.2024
27	Mick to contact supporters advising that he will be new TRSA contact	Mick	13.05.2024	15.05.2024

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#	Action	Who	Date raised	Date completed
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	15.05.2024
11	Jane to request information from Malcolm (timing) re how DNFs are accurately recorded.	Jane	13.05.2024	10.06.2024
12	Jim to request an incident report from Event Strategies.	Jim	13.05.2024	10.06.2024
15	Alison to provide Andy access to Race Roster to enable review of participant numbers by distance	Alison	13.05.2024	10.06.2024
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	10.06.2024
17	Alison to consider sending message alerting people to enable 'safe sender' in order to stop emails going to spam	Alison	13.05.2024	10.06.2024
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	10.06.2024
19	Jane to ask Claire for update re TRSA 10 year document	Jane	13.05.2024	10.06.2024
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	10.06.2024
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	10.06.2024
26	Alison to explore re-establishment of PayPal for purchases	Alison	13.05.2024	10.06.2024
29	Alison/Seb plug in web and social updates that car pooling for Mt Misery will be essential with minimum 3 per car to get up to top car park	Alison Seb	10.06.2024	15.06.2024



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#	Action	Who	Date raised	Date completed
30	Seb to put out volunteer callout posts with specific mention of car park marshals, course marshals, demarkers	Seb	10.06.2024	15.06.2024
32	Alison to contact Claire to request information on social runs in time to post three weeks prior to event	Alison	10.06.2024	15.06.2024
34	Alison to contact Claire, Doug, David to advise re Committee decision to combine AGM with 10 Year Celebration Event, to hold on 17 November, and invite any suggestions	Alison	10.06.2024	15.06.2024
27	Alison to follow up insurance options with Riley	Alison	10.06.2024	05.07.2024
28	Event Run Director or delegate to check bib artwork including text and safety phone number prior to finalisation	Mick (Mt Mis)	10.06.2024	05.07.2024
37	Michael to contact Matt from Great Southern Runs to confirm dates for Granite Island event	Mick	10.06.2024	05.07.2024
41	Ruth to set up next meeting for final Mt Misery planning via Google Meet	Ruth	10.06.2024	17.06.2024