



## Minutes

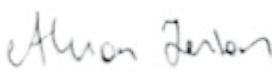
Committee Meeting - Monday 12 August 2024  
6:00 pm at the Kensi Hotel, Kensington

	Item	Who
1	<u>Present:</u> Alison (Chair), Andy, Jane, Andrew, Ruth, Jim, Michael, Belinda, Hans, Carlos, Seb (for discussion on Committee structure via phone)	Alison
2	<u>Apologies:</u> Seb (dialled in for discussion re Committee structure)	Ruth
3	<p><u>Minutes of previous meeting</u></p> <ul style="list-style-type: none"> <li>Minutes of meeting 8 July 2024 accepted as true and correct</li> <li>Outstanding actions from the previous meeting reviewed and status updated.</li> </ul> <p><i>Updated ACTION 42: Committee agreed that we pursue recycling bins to replace multipurpose bins, commencing at next event. Jim and Bel to purchase, noting we are likely to need at least 2 of each</i></p> <p><i>Updated ACTION 46: Updated action 12.08.2024 - Jane and Ruth to discuss advertising re 10 year celebration with Doug and Claire at next meeting with them, then advise Committee out of session and/or bring to next Committee meeting</i></p> <p><i>Updated ACTION 47: Jane and Ruth to discuss getting a brief on TRSA history book development and proposed presentation from Doug and Claire at next meeting with them</i></p> <p><i>Updated ACTION 50: Committee agreed that Bel pursue purchase of quality new vests in orange for RD and ARD, and yellow for other Committee members, ensuring vests can be printed with logo</i></p>	Alison Ruth
4	<p><u>Finance Report</u></p> <p>4.1 Finance report</p> <ul style="list-style-type: none"> <li>Current balance in bank \$64,998, up from \$67,500 last meeting, with some expenses and income still to come in for Mt Crawford</li> <li>Debit card closing balance \$982 in credit</li> <li>Membership numbers to date 890, up 40 from last month (2023 = 510 members)</li> <li>Profit to date is \$24,190.</li> </ul> <p>4.2 Bank Signatory</p> <ul style="list-style-type: none"> <li>Committee agreed that given role as TRSA secretary replacing Lesley Magill, Ruth be added as bank signatory</li> </ul>	Jane

	Item	Who
5	<p><u>Correspondence</u> 5.1 SA Water's Reservoirs Partnership Program applications due 20 Sept 2024</p> <p><i>ACTION: Hans to get SA Water's Reservoirs Partnership Program application started with options including Twilight series, Mt Bold - for further discussion at Sept meeting</i></p>	Alison/ Ruth
6	<p><u>Mt Crawford debrief</u> 5.1 Critical items for discussion which impact next events (general feedback to be provided via Mt Crawford handy hints feedback doc)</p> <ul style="list-style-type: none"> <li>● Committee commended Jim on a fabulous event as RD</li> <li>● Jim has provided detailed considerations in handy hints doc, but noted that the following should be considered as part of planning for upcoming 2025 events: <ul style="list-style-type: none"> <li>○ Allocate Committee member as 'Parking Champion' for the event</li> <li>○ Ensure we are aware of Committee members who have phone reception at event</li> <li>○ Re-use generic bibs</li> <li>○ Note that Malcolm's ES event sheet is required 7 days prior to event not 3 days prior (updates can continue to be made)</li> <li>○ Must ensure bib design allows for visible names and numbers (e.g. white on dark)</li> </ul> </li> <li>● Note that early decision re Mt Crawford is needed for 2025 as harvesting planned</li> </ul>	All
7	<p><u>2024 Series planning</u> 7.1 Sturt Gorge planning</p> <ul style="list-style-type: none"> <li>● The following Committee members available for course marking: Bel, Hans, Alison, Ruth if needed</li> <li>● Andy responding to Council request for confirmation of insurance cover for participant numbers if over 500</li> </ul>	Jane
8	<p><u>TRSA Social runs and activities</u> 8.1 Ten Year Celebration event update and TRSA history document</p> <ul style="list-style-type: none"> <li>● Ruth updated Committee on actions from 24 July meeting between Doug, Jane, Ruth to progress 10 year celebration event and history record (Claire was unavailable).</li> <li>● Committee agreed that to enable Doug and Claire to reach old and current members and seek input for inclusion in event, that they be provided with access to old member lists and that we set up an email address that can be used for 2 way communication about the event</li> <li>● Committee agreed that cowbell 2024 prizes be available for collection on the day and that this be part of our promotion re the event</li> </ul>	Jane / Ruthl

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	<ul style="list-style-type: none"> <li>Committee questioned whether intent of history document was to be a 10 year history (i.e. at a point in time) or a rolling history document - to be confirmed with Doug, Claire, David - noting that it is not within the current capacity of the Committee to maintain and update a rolling history document</li> </ul> <p><i>ACTION: Hans to provide Claire and Doug with access to current membership lists and old Active Works member lists for communication and input re 10 year celebration event</i></p> <p><i>ACTION: Alison to set up 10 year celebration email address for use by Doug, Claire, David as well as Ruth and Jane, and Ruth to check that Doug and Claire are ok with this approach</i></p> <p><i>ACTION: Ruth to set up next meeting with Jane, Doug and Claire and confirm what and when we communicate re 10 year celebration event, and scope of the history document (i.e. 10 year history or rolling history)</i></p>	
9	<p><u>Other business</u></p> <p>9.1 Insurance coverage</p> <ul style="list-style-type: none"> <li>Committee discussed advice provided via email from Luke Bettany to TRSA Committee 2 August, and agreed that we seek legal advice on adequacy of insurance coverage, particularly public liability, and recommended options for consideration.</li> </ul> <p><i>ACTION: Alison to seek legal advice on adequacy of insurance coverage including review of waivers, and recommended options for consideration by Committee - to be reviewed at next meeting.</i></p> <p>9.2 TRSA Committee governance / structure 2025</p> <ul style="list-style-type: none"> <li>Discussion re what is an appropriate structure moving forward to support the Club.</li> <li>Proposed options include co-opting members to help with specific projects, establishing sub-committees, boosting Committee members to 14 if possible, establishment of Board (noting potential requirements for Constitution change), contracting administrative or other support for 15-20 hours per week, need for all processes and procedures to be documented to support future members.</li> <li>Committee agreed to start promoting benefits and need for Committee members 2025 and short-term support roles, noting that some existing Committee members will not be able to continue for some/all of 2025.</li> </ul> <p><i>ACTION: Alison to seek advice from Volunteering SA, Jane from Walking SA, and all members from other contacts at similar organisations, on organisation structure,</i></p>	All

Item	Who
<p><i>what components of administration or other activities are outsourced, and how these are outsourced (e.g. employed staff, contracted).</i></p> <p><i>ACTION: Ruth to add as standing agenda item for upcoming Committee meetings, noting potential for it to also be added to AGM if Constitutional change required</i></p> <p>9.3 Website build - phase 2</p> <ul style="list-style-type: none"> <li>● Andrew shared template for route library which Obed has set up, and Committee supportive of using. Andrew to work with Obed re process for updating route documents, then Andrew to continue the work with support from other volunteer TRSA members who have indicated willingness to assist.</li> <li>● Committee agreed that grant funding continue to be used for Obed to focus on building route library, that we seek an update from Doug/Claire re whether they are at a point to consider webpage for history document that Obed could also work on (need to know by end Aug), and that any left over money be used to order recycling bins for events.</li> </ul> <p><i>ACTION: Ruth to ask Doug/Claire/David if history document is at a point where they are considering online presentation</i></p> <p><i>ACTION: Andrew to get Obed to continue focus on building route library as part of website development</i></p> <p>9.4 Recycling bins</p> <ul style="list-style-type: none"> <li>● Discussed under Item #3</li> </ul> <p>9.5 Ahotu event registration trail database</p> <ul style="list-style-type: none"> <li>● Committee agreed that Andy continue to try getting our events on this database.</li> </ul> <p>9.6 Other</p> <ul style="list-style-type: none"> <li>● John Coffee Man: Committee agreed that we give him \$100 cash per event to end 2025 to cover his free vollie coffee vouchers</li> <li>● SARRC Adelaide Marathon 25 August: The following Committee members volunteered to help at drink station - Jane, Andy, Jim</li> <li>● Twilight run dates - Committee agreed to the following: <ul style="list-style-type: none"> <li>○ Runs to be held on November Fri 15 November 2024 and Friday 10 Jan 2025</li> <li>○ Mick to explore timing system that Harriers use as an option</li> <li>○ We start promoting at Sturt Gorge</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>○ We hold 5k and 10k events, noting that gates close at 8pm</li> <li>○ We charge \$10/15 for 5k (members/non members) and \$15/20 for 10k</li> </ul> <ul style="list-style-type: none"> <li>● Email access for Committee members: Discussion re who has access to what email addresses. <i>ACTION: Alison to circulate list of Committee member recipients for each relevant email address, then at next meeting discuss how we can streamline and divvy up roles and responsibilities if needed</i></li> <li>● Trans, gender diverse and non-binary participants. Committee agreed that we support Athletics Australia policy <i>ACTION: Alison to add note to webpage that TRSA supports Athletics Australia policy regarding trans and gender diverse participants (with link to relevant Athletics Australia site), and note that this will be reviewed in 2025</i></li> </ul>	
10	<p>Next Meeting</p> <ul style="list-style-type: none"> <li>● 10.1 Monday 2 September for Sturt Gorge final planning online via Google Meet (Ruth to set up)</li> <li>● 10.2 Next Committee Meeting: Monday 9 September, <u>The Republic, Norwood 6-9pm</u></li> </ul>	Ruth
11	<p>Minutes accepted as true and correct</p>  <p>Chairperson, Alison Fenton Date: 16/09/2024</p>	Alison

ACTION ITEMS - OPEN			
#	Action	Who	Date raised
42	Bel to explore purchase of recycling bins for events <i>Updated action 12.08.2024 - Committee agreed that we pursue recycling bins to replace multipurpose bins, commencing at next event. Jim and Bel to purchase, noting we are likely to need at least 2 of each</i>	Bel	08.07.2024
46	Once Doug has confirmed Belair main oval and hall availability for proposed date 3 November, Seb/Alison to advertise 10 year celebration event using social media and via MailChimp to reach old members <i>Updated action 12.08.2024 - Jane and Ruth to discuss advertising with Doug and Claire at next meeting with them</i>	Seb / Alison	08.07.2024
47	Alison to seek advice from Obed re how we can support presentation of book, needs to be easily updatable, easily findable, and able to be updated by Claire/Doug/David <i>Updated action 12.08.2024 - Jane and Ruth to discuss getting a brief on book development from Doug and Claire at next meeting with them</i>	Alison	08.07.2024
50	Bel to explore options for high vis vests for use by Committee <i>Updated action 12.08.2024 - Committee agreed that Bel pursue purchase of quality new vests in orange for RD and ARD, and yellow for other Committee members, ensuring vests can be printed with logo</i>	Bel	08.07.2024
54	Hans to get SA Water's Reservoirs Partnership Program application started with options including Twilight series, Mt Bold - for further discussion at Sept meeting	Hans	12.08.2024
55	Hans to provide Claire and Doug with access to current membership lists and old Active Works member lists for communication and input re 10 year celebration event	Hans	12.08.2024
56	Alison to set up 10 year celebration email address for use by Doug, Claire, David as well as Ruth and Jane, and Ruth to check that Doug and Claire are ok with this approach	Alison	12.08.2024

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#	Action	Who	Date raised
57	Ruth to set up next meeting with Jane, Doug and Claire and confirm what and when we communicate re 10 year celebration event, and scope of the history document (i.e. 10 year history or rolling history)	Ruth	12.08.2024
58	Alison to seek legal advice on adequacy of insurance coverage including review of waivers, and recommended options for consideration by Committee - to be reviewed at next meeting.	Alison	12.08.2024
59	Alison to seek advice from Volunteering SA, Jane from Walking SA, and all members from other contacts at similar organisations, on organisation structure, what components of administration or other activities are outsourced, and how these are outsourced (e.g. employed staff, contracted)	Alison	12.08.2024
60	Ruth to add as standing agenda item for upcoming Committee meetings, noting potential for it to be added to AGM if Constitutional change required	Ruth	12.08.2024
61	Ruth to ask Doug/Claire/David if history document is at a point where they are considering online presentation	Ruth	12.08.2024
62	Andrew to get Obed to continue focus on building route library as part of website development	Andrew	12.08.2024
63	Alison to circulate list of Committee member recipients for each relevant email address, then at next meeting discuss how we can streamline and divvy up roles and responsibilities if needed	Alison	12.08.2024
64	Alison to add note to webpage that TRSA supports Athletics Australia policy regarding trans and gender diverse participants (with link to relevant Athletics Australia site), and note that this will be reviewed in 2025	Alison	12.08.2024

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



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#	Action	Who	Date raised	Date completed
27	Mick to contact supporters advising that he will be new TRSA contact	Mick	13.05.2024	15.05.2024
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	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 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

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#	Action	Who	Date raised	Date completed
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
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
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	08.07.2024
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	08.07.2024
24	Alison to sign off the website grant on Smarty Grants so Andy can progress	Alison	13.05.2024	08.07.2024

ACTION ITEMS - CLOSED				
#	Action	Who	Date raised	Date completed
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	08.07.2024
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	08.07.2024
38	Jane to advise SARRC that TRSA will support a drink station at Adelaide Marathon 2024	Jane	10.06.2024	08.07.2024
39	Mick to get quote on tablecloths from Black Chrome for use on drink station tables	Mick	10.06.2024	08.07.2024
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	08.07.2024
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	08.07.2024
38	Alison to contact insurance broker to provide information to Committee re association insurance, and contact Riley to advise we won't proceed at this stage with GowGates proposal	Alison	08.07.2024	10.08.2024
40	Ruth add to RD duty to allocate Committee member in charge of putting up tents and someone in charge of the arch, with dedicated tool boxes containing hammer and suitable pegs	Ruth	08.07.2024	10.08.2024
41	Ruth add to RD briefing notes that RD needs to be prepared for first runner coming through and ensure at least committee members are there to cheer and/or use bell	Ruth	08.07.2024	10.08.2024
43	Jim to look at prices of 2x2metre tents and order two more long traffic wands	Jim	08.07.2024	10.08.2024

ACTION ITEMS - CLOSED				
#	Action	Who	Date raised	Date completed
44	Jane to liaise with Seb re doing a volunteer call out for Mt Crawford	Jane / Seb	08.07.2024	10.08.2024
48	Ruth to send agreed outcomes and actions to Doug via email	Ruth	08.07.2024	10.08.2024
36	Next 100 caps to be ordered from Black Chrome when needed, using new hat design already created <i>Item closed - to be ordered when needed</i>	Bel	10.06.2024	12.08.2024
37	Jane to chase MaryAnn (previous TRSA Treasurer) for more info on NFP Self Review Report report requirements with aim for completion by end July 2024. <i>Item closed - in progress for 2025</i>	Jane	08.07.2024	
39	Jane to coordinate response to equipment insurance renewal reminder when received this month, noting agreed equipment value of approx \$60,000 <i>Item closed - Equipment insurance renewed</i>	Jane	08.07.2024	
45	Bel to respond to Northern Districts Athletics Club to advise club discount at standard member prices, with offer capped at 20 people per club per event	Bel	08.07.2024	
49	Jane to purchase two tablecloths from Black Chrome, and 80 hoodies (40 grey, 40 royal blue)	Jane	08.07.2024	
51	Andy to phone Forestry office and Parks Office to get our 2025 events into calendars	Andy	08.07.2024	
52	Michael to contact Matt from Great Southern Runs to confirm dates for Granite Island event	Mick	08.07.2024	
53	Mick to talk to Peter Stokes at SA Water re grant options for Mt Bold and proposal re simple Twilight Series - meeting him this Friday	Mick	08.07.2024	

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#	Action	Who	Date raised	Date completed