



Minutes

Committee Meeting - Wednesday 5 March 2025
6:00 pm at the Republic Hotel, Norwood

Present: Alison Fenton (Chair), Jane Divito (Treasurer), Nikki Reyne (Deputy Chair) Andy Syed, Jim Yates, Andrew Norman, Kate Robinson, Dean Huggins, Penny Thyer (Minute Taker), Ben Anchor, Hans Bogaardt.

Apologies: Sebastian Silva Lopez, Ruth Fernandez, Wendy Huggins.

Invited guests: Nil

	Item
1	<p><u>Welcome</u> Chair welcomed all to the meeting.</p>
2	<p><u>Apologies</u> Chair advised apologies. Resignation - Wendy Huggins and Ruth Fernandez</p>
3	<p><u>Minutes of previous meeting</u></p> <p>Review minutes 3 February 2025 for amendment / acceptance</p> <ul style="list-style-type: none"> ● Committee accepted minutes as true and accurate. <p>3.2 Review actions from previous meeting</p> <ul style="list-style-type: none"> ● High vis vest (Andrew) - Confirmed that we need 40 vests, orange for marshals and volunteers, 4 for yellow for Race Directors. ● Keep Cups – Jane reported that 60 cups have been ordered at a cost of \$15.50. Will be black and green band and should arrive at the end of March. Suggest we sell for \$20. John (coffee van) will discount by 50 cents for people with a keep cup. ● Audit - Auditors – very busy, but the audit will proceed at the end of March. Lynne will liaise with Jane during the second week of March ● Update constitution - roll over to April (Alison) ● Happy Valley Parkrun invoice – Jane liaising with Debbie Jeffries. Various information to be provided such as ABN, Organisation Name, Email, confirm GST status and then they will issue an invoice for payment.

	Item
	<ul style="list-style-type: none"> ● SA Water Survey – Alison reported that she completed the survey. ● Race bib emergency information - Jim summary of race injury protocol – wording – should the word be emergency situation, not specifically medical emergency. Wording on bibs – “in an emergency contact 000 and ‘safety phone number’. If you or someone has an emergency situation, please use the emergency app then call the safety number. <p><i>ACTION: Jim to re-email the committee and members to provide feedback to Jim. Respond by Wednesday 12 March 2025.</i></p>
4	<p><u>Financial matters</u></p> <p>4.1 Finance report - Treasurer reported the following:</p> <ul style="list-style-type: none"> ● Closing Bank Balance 3/3/25 - \$89,720 ● Closing Debit Card 3/3/25 - \$2,241 ● Members as at 5/3/25 - 363 - had 239 at same time last year ● Five Peaks entries as at 5/3/25 - 311
5	<p><u>Correspondence</u></p> <p>5.1 Active Club Grant query re whether we have lodged child safe environments compliance statement if we are offering services for children, as per Office for Recreation, Sport and Racing ‘Child safe environments for sport and recreation organisations fact sheet’ https://www.orsr.sa.gov.au/clubs-and-associations/documents/Child-Safe-Fact-Sheet.pdf</p> <ul style="list-style-type: none"> ● Andy Syed is liaising with the Office for Recreation, Sport and Racing regarding this and explained that responses on the grant application regarding a Child Safe Environment needed refining as they were inconsistent. ● Committee members are encouraged to ensure they have a Working with Children Check, noting that in future this will most likely be compulsory. <p><i>ACTION: Andy to continue liaising with the Office for Recreation, Sport and Racing.</i></p>

	Item
	<p>5.2 Active Club \$3,000 Grant expenditure report requirement – to be completed by the end of March 2025.</p> <ul style="list-style-type: none"> The committee discussed that expenses associated with the Route Library, shop, and Honour Board are all appropriate expenses. <p><i>ACTION: Alison to liaise with Jane re demonstrating expenses. Andy will send login details so they can respond.</i></p> <p>5.3 Support for Bike SA Recreational Hub feasibility study</p> <ul style="list-style-type: none"> Bike SA – are trying to get funding to build a hub re: recreational organisations. Wanting letters of support. Alison has provided a letter indicating support. Click on the link to review. <p>5.4 Email request from Cam from Sandy Running Festival (tel 0414 655 499) to borrow TRSA Arch for a charity run.</p> <ul style="list-style-type: none"> We have lent out the arch previously and they reliably returned it. The committee agreed to lend it again.
6	<p><u>6.1 Committee Resignations</u></p> <ul style="list-style-type: none"> The committee noted the resignations of Ruth Fernandez (Secretary) and Wendy Huggins (member). This has resulted in the role of Secretary becoming vacant. Hans nominated and was unanimously endorsed. <p><i>ACTION: Alison will write to Ruth and Wendy thanking them for their contribution</i></p> <p><i>ACTION: Committee to think about other people who might be interested in being on the committee and have a quiet word. Send back on group chat, for discussion at the next meeting.</i></p>
8	<p><u>Event debrief</u> 6.1 Twilight run survey feedback</p>

	Item
	<ul style="list-style-type: none"> • Kate reported that there were 90 responses received to date for the Twilight Race Survey. Kate still has to review responses but provided a quick summary of issues around whether people competed included location, timing of event, concern re running in heat and snakes. <p><i>ACTION: Kate to close the survey and analyse results and provide to the committee for noting.</i></p>
7	<p><u>2025 Series planning</u></p> <p>7.1 Five Peaks (13 April 2025), Alison RD</p> <ul style="list-style-type: none"> • Training Runs – committee noted that there is a 5 Peaks Training Run as well as 2nd Sunday Social Run this Sunday 9 March, with 10 and 17 km distances. Both are self-supported Alison will do the intro and will put up a Facebook post regarding the run. • Permits – Andy reported that he still needs to clarify with Campbelltown Council re the use of a megaphone at Fox Field on the morning of Five Peaks. <p><i>ACTION: Andy to liaise with Campbelltown Council.</i></p> <p>Volunteer social posts – Alison doing these while Seb is away.</p> <ul style="list-style-type: none"> • Volunteers required - Still need 7 course markers on Saturday. Andrew Norman and Nikki Reyne offered. Still need 6 de-markers and 25-28 Marshalls. • In addition, an assistant race director at 17 km start with Jim is now required. Penny volunteered to do this. <p><i>ACTION: Jane to email people who have cancelled their entry and see if they want to volunteer.</i></p> <p><i>ACTION: Jane will send a list of all assigned volunteer roles for Five Peaks to the committee.</i></p> <ul style="list-style-type: none"> • Race bibs – Alison has been liaising with James and he is aware that he is doing the artwork.

	Item
	<ul style="list-style-type: none"> ● Trophies and medals - Alison has the AUTRA glass race trophies at her house and is checking them. ● Medals and lanyards have been ordered and an invoice sent. <p><i>ACTION: Andrew to contact Tony Jarrett to enquire about creating placegetter signs.</i></p> <ul style="list-style-type: none"> ● BBQ – Alison reported that she has organised a BBQ trailer – Pulteney Boat Club. Alison will confirm with Pulteney this week. It was clarified that they will supply food but no drinks. ● Music licence – Jane has emailed APRA/One Music a couple of times – no response. <p><i>ACTION: Andy Syed to assist Jane with following up music licence as he has coordinated this previously.</i></p> <ul style="list-style-type: none"> ● Race Bibs - Hans confirmed that he will have all the bibs on Friday. Committee discussed whether pre-race bib pick up would be useful, but agreed not to proceed with this idea. ● Transgender competitors – Ben Anchor reported that AUTRA currently doesn't have a policy re trans-gender competitors. He added that the rules between TRSA and Ultra are consistent and there are no issues. <p>7.2 On The Trails 2026 events race date changes</p> <ul style="list-style-type: none"> ● Race No. 1 – Kuitpo event will be moved from 1 June to 8 June, 2026 (subject to Malcolm’s availability). Andrew RD. Hans to check with Malcolm. ● Race no. 2 on 29 June will be moved to 6 July 2026. Kate RD <p>7.3 Both Jane and Andrew have emailed Dept for Environment & Water (DEW) re clarification about driving off bitumen to move equipment in parks eg Cleland & Belair.</p>
8	<p><u>TRSA Social runs and activities</u></p> <p>8.1 It was noted that there is a 2nd Sunday Social Run, on 9 March 2025.</p>

Item	
	<ul style="list-style-type: none"> • For future runs, Claire is going to provide a list to Nikki. <p><i>ACTION: Nikki to follow up with Claire.</i></p> <p>8.2 Trail running beginner's and information clinics</p> <ul style="list-style-type: none"> • Alison and Penny have not had a chance to discuss so this item will be held over to next month. <p><i>ACTION: Alison and Penny to discuss clinics before the April meeting.</i></p> <p>8.3 Social event - On line event</p> <ul style="list-style-type: none"> • It was reported that Tailwind are keen to talk for an hour, however as the event will have several speakers, time will have to be divided. Andrew to schedule a date for the event. Re other speakers, Simone Hays to be emailed, and see if Erin Colbatch (nutritionist) is available. <p><i>ACTION: Andrew to schedule the event and coordinate speakers.</i></p>
9	<p><u>Other business</u></p> <p>9.1 2025 Sponsors</p> <ul style="list-style-type: none"> • Nikki to liaise with Nick Muxlow re if he wants to set up a shop at Five Peaks. • Salomon – Nikki to see if they are interested in supporting. Andrew will forward the email with contact details. • Nikki to liaise with Kira (TnT) • Nikki will advise supporters they should be at Belair oval by midday to set up. • Closer to the event – Nikki to liaise re what they are contributing and pick up times. <p><i>ACTION: Nikki to continue liaising with supported for Five Peaks</i></p> <p><i>ACTION: Nikki to follow up with Tree Climb as they may be happy to support the Kuitpo event.</i></p>

	Item
	<p>9.2 Merchandise online - admin and postage costs</p> <ul style="list-style-type: none"> ● Andrew reported that the online store is ready to go. Obed waiting for clarity re: to collect or post out. \$15 is express postage. ● Andrew to liaise with Obed re option to have an online shop where people can pay for mail out or collect at race events. ● It was commented that consideration could be given to creating a new role of merchandising person at race events. <p><i>ACTION: Andrew to liaise with Obed re option to have an online shop where people can pay for mail out or collect at race events.</i></p> <p><i>Alison to add the "merchandising" role to volunteer positions in each event.</i></p> <p>9.3 Five Peaks in 2026 -</p> <ul style="list-style-type: none"> ● 29 March 2026 is the current tentative date – but is very early and there is a risk that it will still be too hot. Other options are 19 or 26 April 2026. Committee felt 19 April would work better. <p><i>ACTION: Hans will liaise with Malcolm to see if 19 April 2026 will work.</i></p>
10	<p><u>Next Meeting</u></p> <p>10.1 Next meeting is on 7 April which is a week before 5 Peaks, and will be focussed on this event. Committee agreed to convene for a one hour online meeting on 31 March 2025.</p> <p><i>ACTION: Hans to arrange an online committee meeting for 31 March 2025.</i></p> <p>10.2 TRSA Committee meetings confirmed for 2025 (Mondays 6-9pm, Republic Hotel, Norwood, unless stated otherwise)</p> <ul style="list-style-type: none"> - 7 April - 5 May - 2 June - 7 July - 4 August - 10 Sept (Wednesday) - 13 October - 3 November

	Item
	- 1 December
11	<p>Minutes accepted as true and correct</p> <p><i>Alison Fenton</i></p> <p>Chairperson, Alison Fenton Date: 29/03/2025</p>

ACTION ITEMS - OPEN 2024-25			
#	Action	Who	Date raised
FROM 2023-2024 MINUTES			
50	<p>Bel to explore options for high vis vests for use by Committee 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 Updated action 15.01.2025 - Andrew now following up Updated action 03.02.2025 - Andrew to order high vis vests from local supplier based on Committee discussion and decision:</p> <ul style="list-style-type: none"> • Reflective band on all vests • Large sizes • 24x orange vests marked VOLUNTEER for traffic marshals • 2x orange vests marked RUN DIRECTOR • 2x orange vests marked ASSISTANT RUN DIRECTOR • 40x yellow vests marked VOLUNTEER for other volunteer roles <p>CLOSED</p>	<p>Bel</p> <p>Andrew Andrew</p>	<p>08.07.2024</p> <p>15.01.2025 03.02.2025</p>
59	<p>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)</p> <p>CLOSED</p>	Alison	12.08.2024
73	<p>Jane to investigate SAPOL traffic management course for us to train at least 6 volunteers to support traffic management.</p> <p>CLOSED</p>	Jane	16.09.2024
86	<p>Jane to investigate putting on a senior first aid course for certification for our run leaders including social run leaders and clinic leaders etc (e.g. St John's).</p>	Jane	16.09.2024

ACTION ITEMS - OPEN 2024-25			
#	Action	Who	Date raised
	<i>Updated action 14.10.2024 - Jane to investigate costs for group booking for senior first aid course for certification for our Committee members and run leaders including social run leaders and clinic leaders etc (e.g. St John's)</i>		
91	Jane to explore TRSA branded cups for hot drinks, and for future events, we all encourage people to bring their own cups for coffee. <i>Updated action 03.02.2025 Committee agreed that Jane order 60 as an initial run in colour which matches 2025 TRSA brand colours</i> <i>CLOSED</i>	Jane	14.10.2024 03.05.2025
95	Alison to resend our emergency and safety procedures, including written and verbal briefings, to all Committee members for comment out of session then sending to Event Medical for review and updating <i>Updated 15.01.2025 Andy, Alison and Jim to review emergency and safety procedures in the first instance, then send to other Committee members for review</i> <i>Jim sending out updated wording to committee members for response by Wed 12 March, 2025.</i>	Alison Alison, Andy, Jim Jim	14.10.2024 15.01.2025 5/03/2025
2024-2025 TRSA COMMITTEE ACTIONS			
10	Ruth to confirm venues and dates for Committee meetings through 2025 <i>CLOSED</i>	Ruth	02.12.2024
12	Ruth to add addendum to TRSA AGM Minutes 2024 to reference final financial report for 2024	Ruth	15.01.2025
14	Committee members to review and provide comment to Alison prior to next meeting on proposed changes to TRSA Constitution (see link below) in line with CBS advice https://docs.google.com/document/d/1Hmq-4BsTmv-aYtYBNCAvBLzIHfWvFSYt/edit	All	15.01.2025

ACTION ITEMS - OPEN 2024-25			
#	Action	Who	Date raised
	<i>Updated 03.02.2025 - Alison to update based on Committee feedback, then send to Ruth to proof, then Committee to review, Alison will then send to CBS with some changes noted as agreed from previous AGM and further changes for confirmation at next AGM.</i>		
19	Committee agreed trophies for 58k 1st, 2nd, 3rd placegetters, and medals for all 58k finishers and other distance 1st, 2nd, 3rd placegetters. Andrew and Nikki to chase status of medals with Belinda, and Ben to chase trophies for 58K placegetters. <i>CLOSED</i>	Andrew Nikki Ben	15.01.2025
20	Dean to ensure toilets are booked for 10k and 17k start points <i>CLOSED</i>	Dean	15.01.2025
21	Andrew to chase Brett re nutrition catering, and Jane to confirm Nomad for food, John for coffee, and enquire re Lions/Rotary for bbq <i>CLOSED</i>	Andrew Jane	15.01.2025
22	Following minimal response from SARRC call out for traffic management volunteers, this will be further discussed at next meeting <i>CLOSED - NOW ITEM 73</i>	Alison Jane	15.01.2025
23	Committee to review 'Running Program Plan' document updated following last meeting (see link below) and provide feedback to Alison and/or add to document over next few weeks with aim to offer first clinic late Feb early March 2025. https://docs.google.com/document/d/1cYor9u6hyr5qJGApsow7r2ojweW5ucEJ/edit <i>Update 03.02.2025: Alison to send information to providers for further feedback and quotes, with aim of commencing clinics in March 2025</i>	All Alison	15.01.2025 03.02.2025

ACTION ITEMS - OPEN 2024-25			
#	Action	Who	Date raised
25	Andrew to followup with web designer to provide feedback on current draft honour board, including need to highlight office bearers, and provide a potentially more punchy design <i>CLOSED</i>	Andrew	15.01.2025
27	Andrew to explore online shop options via web designer, noting that we may need to revise price to cover cost of online shop and GST <i>CLOSED</i>	Andrew	15.01.2025
28	Jane to reply to Debbie Jeffries to seek invoice in relation to \$2.000 donation from TRSA to support establishment of Happy Valley parkrun <i>CLOSED</i>	Jane	03.02.2025
29	Kate to send survey seeking feedback on Twilight Series to all members <i>CLOSED</i>	Kate	03.02.2025
30	Alison to talk with Nikki re offering assistance to Claire re organisation of second Sunday social runs <i>CLOSED</i>	Alison Nikki	03.02.2025
31	To inform decision re whether we hold social/information event prior to 5 Peaks, Andrew to put words together for posting on Lounge to ask people if they would be interested in an information/social event prior to 5 Peaks, and interest in this being online e.g. via Teams or Zoom. <i>CLOSED</i>	Andrew	03.02.2025
32	Jim to re-email the committee and members to provide feedback to Jim. Respond by Wednesday 12 March 2025.	Jim	5 March 2025
33	Andy Syed to continue liaising with the Office for Recreation, Sport and Racing.	Andy	5 March 2025

ACTION ITEMS - OPEN 2024-25			
#	Action	Who	Date raised
34	Active Club Grant - expenditure reporting. Alison to liaise with Jane re demonstrating expenses. Andy will send login details so they can respond.	Alison and Andy	5 March 2025
35	Alison will write to Ruth and Wendy thanking them for their contribution as committee members.	Alison	5 March 2025
36	Committee members to think about other people who might be interested in being on the committee and discuss with them. Send back on group chat, for discussion at the next meeting.	Committee	5 March 2025
37	Twilight Race Survey - Kate to close the survey and analyse results and provide to the committee for noting.	Kate	5 March 2025
38	Five Peaks - Andy to liaise with Campbelltown Council re use of megaphone at Fox Field Oval. Consider use of the building on the oval.	Andy	5 March 2025
39	Volunteers for 5 Peaks: Jane to email people who have cancelled their entry and see if they want to volunteer.	Jane	5 March 2025
40	Jane will send a list of all assigned roles for Five Peaks to the committee	Jane	5 March 2025

ACTION ITEMS - OPEN 2024-25			
#	Action	Who	Date raised
41	Andrew to contact Tony Jarrett to inquire about creating placegetter signs.	Andrew	5 March 2025
42	Andy Syed to assist Jane with following up music licence as he has coordinated this previously.	Andy	5 March 2025
43	Nikki to follow up with Claire.re getting a list of social runs	Nikki	5 March 2025
44	Alison and Penny to discuss clinics before the April meeting.	Alison and Penny	5 March 2025
45	Andrew to schedule the OnLine information event and coordinate speakers.	Andrew	5 March 2025
46	Nikki to continue liaising with supported for Five Peaks	Nikki	5 March 2025
47	Nikki to follow up with Treeclimb as they may be happy to support the Kuitpo event.	Nikki	5 March 2025
48	Andrew to liaise with Obed re option to have an online shop where people can pay for mail out or collect at race events.	Andrew	5 March 2025
49	2026 Five Peaks date - Hans will liaise with Malcolm to see if 19 April 2026 will work. Also date for OTT #1 (see minutes).	Hans	5 March 2025

ACTION ITEMS - OPEN 2024-25			
#	Action	Who	Date raised
50	Hans to arrange an online committee meeting for 31 March 2025.	Hans	5 March 2025

ACTION ITEMS - RECENTLY CLOSED (SINCE LAST MEETING)				
#	Action	Who	Date raised	Date completed
2	Andrew and Jane to explore how to make payments of \$1,000 to each of five Friends of groups as per decision at previous meeting (and subject to groups still being operational), and make payment prior to next Committee meeting if possible: <ul style="list-style-type: none"> • Friends Cleland National Park • Friends of Belair National Park • Friends of Black Hill Morialta • Friends of Waite CR • Friends of Sturt Gorge 	Andrew Jane	02.12.2024	15.01.2025
3	Alison to amend name of 'TRSA Safety Policy' to 'TRSA Safety and Anti-harrasment Policy'	Alison	02.12.2024	15.01.2025
6	Alison to amend Twilight Series website to update re fire ban information	Alison	02.12.2024	15.01.2025
7	Andrew to source quote for social media for Five Peaks 58km to inform final decision re social media person as per AUTRA agreement	Andrew	02.12.2024	15.01.2025
8	Jane to contact Jeremy at SARRC to see if he has volunteers trained in traffic management and first aid we can use for Five Peaks.	Jane	02.12.2024	15.01.2025
9	Nikki to reach out to Claire to see if Second Sunday social run organised for this Sunday 8 Dec and if they are wanting to run social runs over summer.	Nikki	02.12.2024	15.01.2025
85 (2024)	Committee agree to increase public liability insurance cover to remove participation exclusion, and retain volunteer and association liability cover. We will change public liability insurance as per Alisons' email with SportsCover. Other insurances remain in place to end 2024.	Alison	16.09.2024	15.01.2025

ACTION ITEMS - RECENTLY CLOSED (SINCE LAST MEETING)				
#	Action	Who	Date raised	Date completed
	<i>Updated action 14.10.2024 - Alison has sought quotes to re-do additional insurance requirements and will table with Committee</i>			
96 (2024)	Andy to review new Adelaide Hills event management policy and put in all applications for 5 Peaks by end year	Andy	14.10.2024	15.01.2025
97 (2024)	Alison to post information re 2026 event dates on website to align with same weekends as 2025, after cross checking public holidays and checking Event Strategies availability	Alison	14.10.2024	15.01.2025
100 (2024)	Alison to contact Terry Cleary and seek transfer of ownership of TRSA Lounge then we will review group rules to ensure we align with insurance cover	Alison	14.10.2024	15.01.2025
1	Jane to source auditor and set up initial meeting prior to next Committee meeting. <i>Updated 15.01.2025: Andrew to source formal quote for auditing, noting that this needs to occur prior to AGM in November</i>	Jane Andrew	02.12.2024 15.01.2025	03.02.2025
4	Alison to forward previous email to supporters to Nikki, and Nikki will contact existing supporters advising she is new contact, seek their support for 2025, and for those supporting TRSA in 2025 offer 3 free tickets for events they are attending	Alison	02.12.2024	03.02.2025
5	Penny to prepare response to Forestry SA correspondence seeking input on Fox Creek Bike Park	Penny	02.12.2024	03.02.2025
11	Andrew to check graphic distances and map on preferred Five Peaks t-shirt design for general accuracy	Andrew	15.01.2025	03.02.2025

ACTION ITEMS - RECENTLY CLOSED (SINCE LAST MEETING)				
#	Action	Who	Date raised	Date completed
13	Committee members to look at 'TRSA minimum spend information' paper prior to next meeting (see link below) for decision re what, if anything, we do with any additional funds in bank beyond agreed minimum bank balance https://docs.google.com/document/d/1MeNF2NJLzggXrVH5Iax6ndtAplKEGc4K/edit	All	15.01.2025	03.02.2025
18	Committee agreed to support slight increase in videographer and photographer fees for 2025, and agreed that Seb source photographer/ videographer for finish line and presentations if possible, noting that we are aiming to capture the vibe, not images of all participants	Seb	15.01.2025	03.02.2025
16	Alison to provide brief for Five Peaks social media and seek quote (close previous Action #7)	Alison	15.01.2025	03.02.2025
26	Andrew to suggest to FOSG that they put up an expression of interest for helpers on certain day on TRSA Lounge	Andrew	15.01.2025	03.02.2025
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	03.02.2025
24	Andrew to chase RAO re holding pre-5 Peaks social event mid-late Feb, with us to sort catering	Andrew Ruth	15.01.2025	03.02.2025
17	Alison and Jim to review all Five Peaks signs and drink station signs to agree what needs to be updated	Alison Jim	15.01.2025	

ACTION ITEMS - RECENTLY CLOSED (SINCE LAST MEETING)				
#	Action	Who	Date raised	Date completed