



Meeting Minutes

Date	23.07.2022
Meeting Type	Committee Meeting – Review of policies and Procedures plus open Actions
Location	29 Rushton, Moonee Beach

Attendees

Chris H, Keelan B, John M, Peter B, Maaiké V & Annie S

Minutes By: Chris Hamilton (Secretary)

Apologies

Dan S, Mark K

Meeting items

Item #	Item Details	Who	When	Status/comments
1	Open meeting 8:40am – Thank you to the group and John for his hospitality. Previous minutes (AGM) accepted (PB, second MV)	KB	23.7.22	Complete
2	Race Director tasks/ role – discussions. <ul style="list-style-type: none"> - Review of the race day “rules” - Note the age limits and distance restrictions as well as the reference to the need for adult/carer supervision. - Committee as the deciding body for each race event for specific distances/ age limits to ensure the best overall safety and outcomes for each race. Agreed - Agreed to move the overarching statement on the committee of CTR to the top of the policy - Policy to include high level wording on Incidents (and relate to an incident form) - Create a master folder (hard copy of all key and relevant documents, blank copies of incident forms etc) - Update wording on first aid officer – minimize the detail. Volunteer person (not running) to be nominated - Privacy wording – Agreed 	All KB KB KB KB KB	23.7.22 25.7.22 25.7.22 25.7.22 31.7.22 25.7.22	

	<ul style="list-style-type: none"> - Insurance wording - Landowners recognition - Update consistency (“event, not “race”) and Coffs Trail Runners Inc 	KB	25.7.22	
	Once updated – KB to circulate to group for final review	KB	25.7.22	
	Committee review	All	31.7.22	
3	Memberships. Discussed the current scenario of memberships being available (yet recognizing that there is nothing as yet in return) apart from being able to join and help the group and event organizing. Agreed committee will continue to explore growth ideas (such as member benefits (eg, discounts on race fees or from local businesses, sponsorship promotion etc)	All	noted	
4	Roles and Responsibilities (Executive/ office bearer roles) read out and agreed to	All	noted	
5	Risk assessment/ Waiver. Review current wording as discussed in this meeting. KB to update	KB	25.7.22	
6	Flags – agreed to be ordered from express printing	KB	25.7.22	
7	Financials – Bank account progress with BCU. KB and CH signed up, DS to complete	DS	31.7.22	
	Need the not-for-profit certificate to get the fee free account	KB	ASAP	
8	Rumble in the Jungle Event <ul style="list-style-type: none"> - Community group support – KB will advise the timing windows and interest in Coffee pre race, then post race food (BBQ) - Promote the BBQ time for the community, over and above the runners to gain more turnover for them - Medals and Trophy’s covered - Traffic risk/ controls and a Map on the day - Noted the camp sites booked, Hall and facilities and shared on socials as to the benefits. \$390 was the cost. Fridge/kitchen, hot shower etc covered - Pre race tasks – KB marking out course on Friday – King tide brewery evening before. Banners and finishing arch covered - Helpers. JM on Friday. Group arrive early Sunday morning to help 	KB	25.7.22	
		KB	25.7.22	
		KB	31.7.22	
		KB	5.8.22 – 7.8.22	
9	Red rock to Coffs \$250 for the winning team – funding for the club. KB to bank once account is open	KB	Noted 31.7.22	
10	Large water vessels – agree to purchase 2 x 20L size – good quality items for ongoing use (not single use)	KB	31.7.22	

11	Volunteers – Hat and visor as a thank you		noted	
12	Social run calendar – noted on its importance – Detail/discuss after upcoming event		noted	
13	Post race – Results – KB will obtain the results (Race clock on the day/ mass start)	KB	8.8.22	
14	Next meeting – 6pm Tuesday 16 th Aug – Moonee Tavern or TBA. Close 10:10am	All	16.8.22	