



Meeting Minutes

| | | | |
|---------------------|--|-------------------|----------------|
| Date | 16 th July, 2022 | Commenced: 8:18am | Closed: 9:30am |
| Meeting Type | Annual General Meeting | | |
| Location | Café Aqua, 57 Ocean parade, Coffs Harbour, NSW, 2450 | | |

Attendees

Keelan Birch, Annabelle Swainston, Chris Hamilton, John Mawhinney, Peter Birch, Mark Kirstein, Maaike Veenkamp, Dan Stein, Andrew McDonald, Phil Viles, Tim Wilson, Adam Wilson

Minutes By: Chris Hamilton

Apologies

Meeting items

| Item # | Item Details | Who | When | Status/comments |
|--------|---|-----------------|--------------------|--|
| 1 | Keelan gave welcome to the group – Inaugural AGM and CTR has become an incorporated (not for profit) entity | KB | 16.7.22 | Complete |
| 2 | Brief overview was given on the constitution, the governance/ reasons for it and process for making changes | KB/CH | 16.7.22 | Complete |
| 3 | Membership fees. A \$5 one off payment is proposed for setting up new members, and a \$5 per year fee proposed. Committee (once voted in) to review and determine at next meeting | KB Committee | 16.7.22 23.7.22 | Complete Open |
| 4 | Executive committee roles for CTR were presented to the group (President, Vice President, Treasurer, Secretary and public officer) as well as a brief description of each roles key function. General committee roles available up to a total of 9 | KB | 16.7.22 | Complete |
| 5 | All roles declared vacant for nominations President – Keelan Birch nominated by John M, Seconded by Mark K. Role accepted Vice President – John Mawhinney nominated by Keelan B, Seconded by Mark K. Role accepted Secretary – Chris Hamilton nominated by Keelan B, Seconded by Annabelle S. Role accepted Treasurer – Dan Stein nominated by Chris H, Seconded by | ALL | 16.7.22 | Complete - Voting undertaken and completed for all roles |

| | | | | |
|----|--|---|--|--|
| | <p>Keelan B. Role accepted</p> <p>Public Officer – Keelan Birch nominated, seconded by Chris H. Role accepted</p> <p>General Committee members – Mark Kirstein, Annabelle Swainston, Maaïke Veenkamp, Peter Birch</p> | | | |
| 6 | <p>Roles and Responsibilities are being drafted. Keelan to distribute to the committee for review/ markups over the next week</p> | KB Committee | 17.7.22 23.7.22 | Open Open |
| 7 | <p>Race events Policies and procedures. Keelan gave an overview of what has been developed/ drafted and what is needed. Keelan to share with the committee for feedback/ mark ups by the next meeting.</p> <p>Note: First Aid (Officer) including hygiene and covid and details on insurances was raised</p> | KB Committee | 17.7.22 23.7.22 | Open Open |
| 8 | <p>It was discussed and agreed that CTR in its function is for formal events. Social running is not part of CTR committee however CTR will ensure they actively promote and support trail running in the community. Discussions on social media, calendar and website to promote social running and grow the trail running community.</p> <p>Next meeting agenda to focus more on the calendar set up</p> | ALL Committee | 16.7.22 23.7.22 | Complete Open |
| 9 | <p>Races – General discussion on the race director role. Note: focus of waste minimization at CTR events (eg, no single use items). Agreed</p> | ALL | 16.7.22 | Complete |
| 10 | <p>Races - Rumble in the Jungle</p> <ul style="list-style-type: none"> - Keelan gave an overview on progress to date. 85 entries already. Cap is 150. - Upcoming marketing includes News of the Area, radio, social media. - Thank you and recognition to Phil Viles and Brown and Hurley for support and commitment to race day medals. - Mountain community group (Ulong) have made contact regarding helping at the event to be a fund raiser for their new group. Group agreement to support the group and work on a plan to offer pre race preparation for race day aid stations (food items) as well as suggest times that should maximise coverage for a BBQ and coffee/tea. KB to follow up contact - King Tide brewery in Coffs for pre race evening meet up and registration - 10 Volunteers needed for the event – Thank you and recognition to Coffs Hikers group who have offered 5 volunteers - Keelan asked the group on feedback for a (small) kids type event on the day. It was agreed this is a future opportunity however not this first race - Flags for the event – Agreed these look good and add to the event. Keelan presented an initial local price of \$600 for 2. Agreed for additional quotes then order for the event. John and Mark may have contacts to share with Keelan to finalise - Hall is booked, as is the 10 camp sites. Hot water and toilets are available | KB KB ALL John M / Mark K | 16.7.22 23.7.22 16.7.22 18.7.22 | Complete Open Complete Open |

| | | | | |
|----|---|------------|---------|------------------------------|
| | <ul style="list-style-type: none"> - Road crossing. Race plan and risk assessment includes the use of marshals, traffic cones and signage for road users as well as a map and detailed race briefing to discuss the road crossing processes - Keelan has spoken with Amy Hannaford for event photography and payment. Group supported this option | KB | 23.7.22 | Open |
| 11 | <p>Race promotion and CTR promotion. Discussed and suggestions include</p> <ul style="list-style-type: none"> - Coffs Tri club - Nearby Town running groups (EG Port Macquarie, Grafton) - News of the area - Radio - Woolgoolga athletics club | ALL | | Open – ongoing opportunities |
| 12 | <p>Future races</p> <ul style="list-style-type: none"> - Food handling and ensure policies and outcomes align to adequate food handling/ hygiene requirements. - Covid- 19 references (Chris to share Tri versions) | KB | 23.7.22 | Open |
| | | CH | 23.7.22 | Open |
| 13 | All CTR documents – Noted a Google drive has been established for all current and future documents/ records. Keelan to share link to all committee members | KB | 17.7.22 | Open |
| 14 | <p>Future event ideas;</p> <ul style="list-style-type: none"> - Washpool (as it is..... grow larger?) - Rumble in the Jungle - Dorrigo (and new proposed trail) - Angourie Coastal walk (~24km) - Alignment with Redrock to Coffs - Grassy Head Sea to summit - A backyard Ultra at Coffs Creek - Syndicate trail – 1000m elevation “sky running” course - A longer event (eg 100km) <p>Committee to bring any other ideas forward</p> | Committee | ongoing | |
| 15 | Keelan read Councilor Pryce’s support email | KB | 16.7.22 | Complete |
| 16 | CTR bank account – To be set up. Agreed to be opened at BCU. Agreed to have 3 signatories (President Keelan B, Treasurer Dan S and Secretary Chris H) Method of operation as per constitution | KB, DS, CH | 23.7.22 | Open |
| 17 | Membership form and process – Go membership to be used | KB | 16.7.22 | Complete |
| 18 | Next meeting: Sat 23 rd July (Time/location TBA) | | | |