

Committee Meeting | MINUTES

Meeting date | 13/01/2016

| Meeting location

Hoole Community Centre

Meeting called by Acting Captain, Mark Jones

Apologies

Ciara Murphy
Chris Malpas
Claire Sutcliffe

Attendees: Mark Jones; Ian Jameison, Sue Ellis,

Dave Press, Jan Rogers, Kirsty Seddon Jo Harding, Dan Craigen, Sean Simmons, Andy Hamilton, Sally Napthen, Amy Edwards

AGENDA TOPICS

| Agenda topic : Matters arising :

- Have **Bree & Jo** attended a level 1 & **Andy Howarth** a level 2 yet? If not, when are they due to happen & has Ian either already paid or budgeted for them ?

Jo not able to do the course – personal reasons

Bree going direct to level 2. Unable to attend until after March. Next available date tbc

Andy enrolled & will complete in March.

- Was there an interest from juniors in having a turbo session with **Aaron**? If so when?
A number have expressed interest, but nothing arranged yet. (Simon Greenwood).
1 Junior coming to adult session, juniors free to join the existing session, but not another separate session being put on.

- Has **Andy Hamilton** acquired more keys from Square 1? If so, how many and who now has a key for Square 1?

Rob Monk has had two more keys cut, so now Aaron & Jan will also have a key.

Discussion re City Baths storage & keys. Room needs sorting out, and a key acquired from Diane, to be kept by Mark Jones. Sue to keep a record of key holders.

Action : Mark acquire a key, Sue keep an up-to-date list of key holders

- Have all the club Garmins been passed on to **Dave P?** (possibly were with **Andy Hamilton**)
Brought to the meeting, so now all with Dave.

Action : Dave to keep a record of who is given/returns the Garmins.

- DBS checks. Does **Jan** have some paperwork for this process, and does everyone who currently needs a check, have one in place? Jan co-ordinates this ?

Simon Greenwood needs to renew. Has the paperwork.

Diane gave forms to each of the Junior Coaches and to Kelly Crickmore, Sally N and Dave Taylor as there are juniors regularly at sessions they coach.

The process & pretty much any queries are explained here :

http://www.britishtriathlon.org/about/child-protection/dbs_check_faq_s

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It appears that a number of coaches do not have a DBS in place, so it makes sense for the applications to be co-ordinated and sent in together.

Jan to action and to keep a record of DBS status of our coaches, including date of issue, so we know when they expire. Sue to enquire about identity check via a solicitor to see if it's easier than via Post Office. Sue to also hold a copy of the certificates when they are issued.

Kenny Begley & Gary Munsey volunteered to do the Traffic Management course in Manchester on 24th Jan, but the course was full by the time applications were received, so next opportunity is April. £70 each when EA member. The refresher is £60 and very few available anywhere in the country. Sean – would not use at Christleton 5k, except as back- up.

Sue - Put in newsletter for other volunteers & follow up Kenny & Gary's availability for April 16th

| Agenda topic **Treasurer's update** | Presenter: Ian Jameison

I am pleased to announce that the club is now on a relatively sound financial footing.

We have currently just over 9K in the bank account with £1500 in outstanding bills giving an operating balance of 7.5K. This compares very favourably with the balance we had at the start of our financial year which was 3.9K. We still have 2.5K in our deposit account.

This increase is mainly due to swim which is very close to breaking even, the increase in revenue from membership fees and the fact that we are spending less money than this time last year.

It is also reassuring that despite the increase in membership fees it does not seem to have negatively impacted the number of people renewing.

- travel expenses

Ian suggested that people should not be expected to be out of pocket in order to attend coaching courses etc on behalf of the club. He proposed that we have a standard policy of offering 20p/mile travel expenses for those who wish to claim it. Committee in agreement. Ian would like people to discuss any other associated costs in advance with a member of the Exec. e.g. possible need for accommodation and if the standard mileage expense policy we offer would not be enough, so we can be clear about the true financial impact of people travelling on club related activities.

DC –club needs to ensure that the value of courses is returned , & that we get better at engaging with people to get the return.

JR – points out that there are always exceptional circumstances which mean an individual might not meet expectations.

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| Agenda topic | **Kit update** | Presenter: Amy Edwards & Andy Hamilton

Kit is now at the Hoole Community Centre. AE requested some money for postage – to set up a PO postage account. Kit is not insured. E.g. for fire, water damage.

Some communication to be put out to members, explaining process. **Action : Amy & Andy**

Andy reported that an order needs to go to Giordana now. (They require 10 items per garment type to order & have a 10-12week turn round). Therefore Andy looking at other suppliers in future. Bioracer now doing a sleeved tri-suit, which will be included. (£10 000 stock, need to purchase £800 this year) ? **Please clarify .** Casual wear - Bioracer do a top similar to a Rab top @ £90, as well a good range of other kit which will be considered for casual wear. Likely to do on a pre-order basis.

AH to provide designs & prices for new kit.

| Agenda topic **EGM arrangements** | Presenter: Sue Ellis

Sue asked Sean to operate a sign-in at the EGM, to hand people a ballot paper, to ensure that only paid up members can vote & that an individual could not vote more than once.

JR, JH, SN have all had requests from members re remote voting. Mixed feelings expressed by the committee. Committee had been asked for feedback prior to issuing of the first EGM notice, & no one had questioned this point. If a large number of the club were disaffected, then a change would be considered. Majority of committee wanted opportunity for people to vote by email. Agreed that a letter would go out asap. Must be a paid up member, deadline by Sunday midnight.

Action: Sue produce a letter, Dan email to all, Sue record incoming votes.

Dan emphasized the need for the committee to settle this issue for next time, well in advance of the end of year AGM.

SN - Also to check if/at what; age juniors are eligible to vote at future AGMs

| Agenda topic **Social update** | Presenter: Jo Harding

Mulled wine & mince pie party went well – to book again.

Jo wanting to look at options for end of season party. Would like to make it a Christmas party, without a sit-down meal. To discuss whether to include awards or not. JH feels that people don't want to spend £25 . Some agreement that a cheaper event might be better. AH pointed out that 2015 party likely to have been affected by sensitivities in the club at the time, and that should not over-shadow the success of previous years' parties. November 26th proposed date.

Action: Jo to do a survey-monkey after EGM.

| Agenda topic **Run update** | Presenter: Kirsty Seddon

Sessions well attended. Bree supporting Tuesday night runs. Sally & Kirsty have run vests. Move a box of female run vests from City Baths to Hoole.

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SE reported that the Llandegla 'buddy run' was excellent & people asked for a future social run to be organized there. Simon Ellis offered to lead .

Action : Kirsty - Possible Sat. morning social run to be organized and/or publicize the Llandegla trail race in Feb

| Agenda topic **Bike update** | Presenter: Dave Press

Weekend rides going ok. Some weekends much better turn out than others. Group 3 navigators are thin on the ground and on several occasions there's been no group 3. AH felt group 3 should not be advertised as a speed ride, but rather as a distance ride.

Bike TT went ahead despite strong winds - about 12 participants.

Velodrome session made a small profit and Nicola will organise again if the velodrome offer us any dates. I'm hoping that we can use Nifty entry again and use it to collect more information about entrants. 32 people went – 24 from chester Tri. Plan another session for next year. Book early. **Action : Dave P**

John Robb has agreed to be lead for Rise Above.

Turbo going fine. Ave 10 per session.

Andy White is proposing to organise a 3 day Scottish Highlands adventure over late May bank Holiday. Price £100 to £120. The idea is for it to be a club event. In newsletter, and already full.

| Agenda topic **Swim Update** | Presenter: Chris Malpas

Not much from me other than the below:

- a). Swim sessions continue to grow in numbers. Nov and Dec we estimate that we lost approx. £350 for the 2 months in total. Numbers to be reviewed again at the end of Jan.
- b). If we are to put on another session, my recommendation is a Sunday eve. The mix of abilities is great, so if we could split out it would be beneficial. Numbers are high.

JH raised why we are not re-introducing the Saturday session. DC – City Baths happy to negotiate a fair charge, based on numbers attending the session, which would make it much easier to break-even on costs for the session. Previous meeting had agreed this ? AH – can be difficult to get a coach on a Saturday for the technique session. AH offered to coach squad session on a Saturday.. Likely that coaches would do squad swim, then stay to coach the technique session

Action Jan – to speak to Chris/then liase with Rob Monk, AH & Dom Miller re taking the Saturday session.

DC offered to coach Wed morning session, which is the least profitable session, and currently has Rob coaching on paid basis. **Action : ?? Don't know who is speaking to who here. Suggest that Dan lets Chris know of the intention, and then inform Rob.**

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| Agenda topic **Race Update** | Presenter:

No time for this item. Should appear high up on next agenda.

Sean sent in update subsequently on Christleton 5km: 20th May 2016

it's all in hand, I'm slowly booking everything in, council know, Traffic management is booked, Dan is booked for timing, I'm seeing the law college next week re-parking, school also contacted, only need to contact First aid and Brio regards using facilities, I need some help on the day, marshals etc but I'll get Leigh to advertise in a newsletter soon. Also got over 120 entries already! 450 limit

| Agenda topic **Training camp /weekend** | Presenter: Jo H

All booked & on track. 19 going

Alison L looking at May spring camp possibilities.

| Agenda topic **Junior update** | Presenter:

No rep present.

| Agenda topic **AOB** | Presenter:

i Removal of 'City of Chester' from various communications.

If anyone finds that a race has us listed under old name, to let Sue know so she can contact the race organiser. Changes on the website will wait until other work on the website is being done.

ii Letter to go out automatically when people join the club. Similar for renewals? (Sean)

A letter is awaiting approval by Captain. **Action : Sean to send to new captain for signing.**

iii David Vaughn has offered to do some nutritional coaching for the club. **Mark to send info to Jan to liaise about how/what/when.**

iv Nania Mason & Anna Pope volunteered to take over the Welfare Officer role from Colin Wilson. AH & JR pointed out that they need to ensure that issues are kept clear & that communication does not become confused between them, when they respond to a member query or complaint.

v DC _ the board at City Baths is blank. Needs something for visual impact.

Was there a volunteer ? If not SE will do it. Ian has subsequently offered to do this task.

vi JR - discuss method of giving out London Marathon places at next meeting.

Please would people keep the exec and/or committee informed about progress with your actions between meetings. Most of the actions should be able to be done before the next meeting, though some are longer

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term. We clearly need to save time where we can at meetings, and not be going over old ground if we can possibly avoid it. I will aim to largely cover 'Matters Arising' in the next agenda, as I did this time.

NEXT MEETING FEBRUARY 24TH 8pm at HOOLE COMMUNITY CENTRE