

Minutes for Chester Triathlon Club Committee Meeting, Wed 7th September 2016, 8pm, Hoole Community Centre

Present : Mark Jones; Sue Ellis; Sean Simmons; Jo Harding; Ciara Murphy; Chris Malpass;
Dave Press; Dan Craigen; Andy Hamilton; Leigh Jenkins; Iain Wood; Sally Napthen

Invited coaches : Dave Taylor

Apologies : Kirsty Seddon, Jan Rogers, Ian Jameson

NB Type in italics indicates information that has been added after the meeting.

1. Feedback from the findings of the Appeal Hearing of 22nd August

MJ : Who attended the meeting, that it is confidential; see the summary.

AH – is this intervention a blue print for all BTF clubs ? SE- No, it is a form of help most appropriate for us.

DC – Is SRA commercial ? No – quango

DP – can the future disciplinary process include the ability for the management committee ‘to suspend without prejudice’.? A point to include when drafting a disciplinary procedure.

SE – Role of Welfare Officer needs to be clearer.

MJ – spoke today with Linda Haywood, re the importance that AL moves forward with the rest of the club.

DP – referred to the fact that previous behaviour had not been documented, therefore must be documented in the future.

IW – clarified that the allegation of bullying was not upheld – and should be communicated to the members.

AH – Suggested that TE advise AL on how to conduct herself in order to avoid uncomfortable situations.

DP – could TE offer mediation at a meeting between AL & the executive? SN agreed.

CM – Thanked the 2 exec for their work and expressed a hope that they would continue.

2. Preparations for the AGM, including confirmation of 3 new elected roles.

Outlining our way forward as a club.

sell raffle tickets for Cavendish T shirt at the AGM. **Action : ? who was going to do this ?**

IW – asked if the title of captain & vice captain should change. Not carried.

Leigh will take on Communications Officer role.

DP – will consider a role on the committee, but unlikely. But would continue as Bike lead. He suggested the possibility of just electing 7 people, then allocating the roles.

Not everyone would be suitable for every role. SE - likely that some would not want to do the allocated task, or not be motivated to carry out the required work & responsibility. Agreed to stick to the proposed role descriptions, and make changes later if necessary.

SS- was asked about possibility of standing as Vice Captain. He feels unable to commit the time at present. Already doing a great deal & will continue as membership secretary.

MJ & SE – stated importance of being pro-active in approaching people for roles, being positive about the potential of the new structure.

Action : all to make active approach to persons considered good candidates for roles on the new Management Committee.

SE – to produce a timetable for issuing documents to club members ahead of the AGM.

<i>Role descriptions ready</i>	<i>28th September</i>
<i>Send out Constitution no later than</i>	<i>2nd October</i>
<i>Send out request for nominations with role descriptions & AGM agenda</i>	<i>2nd October</i>
<i>Nominations with photo and biography in to SE by midnight</i>	<i>16th October</i>
<i>Voting list & proxy papers issued by midnight</i>	<i>23rd October</i>
<i>Proxy papers to be cast by Mark returned to him by midnight</i>	<i>29th October</i>
<i>AGM</i>	<i>2nd November</i>

Actions :

1. Ian, Mark, Leigh – please write a short role description for Treasurer, (Vice Captain & Captain) & Communications Officer respectively. I have one already from Jan for Coach co-ordinator, Dan could you do something for volunteer co-ordinator. Keep them brief and to the point. I will write something about the general working of the committee.

Send to me asap.

2. Please let me know if you are available to help on the night with vote counting etc. I would also like someone else to take minutes – I won't be able to do that.

3. Amy – could you work out organisation of refreshments, and get some helpers if required.

4. I will aim to book the library as well as having the hall, so there is somewhere quiet & organised to count votes.

3. Club Championships in Stoke on weekend 24/25th September

List of who is going ?

Area for club gazebo arranged ?

Any drinks/cakes arranged ?

This item was not discussed due to lack of time – SE spoke with IW, and IW has now put actions in train to make arrangements as per above. Need to have a facebook thread for it.

4. Forward planning for end of year social.

26th November 7:30 pm – Little Music theatre. Paid £ 200 for use of whole venue. Agreed to get a DJ. (Possibly £ 300). Looking at a finger buffet for food at approx.. £12 /head.

Action JH

JH - Previously been subsidised to some extent : SE proposed that the club put in £500, which would cover room hire & DJ.

Room available from 5:30 pm for set up

1 hour maximum for club awards

Hot Buffet 8:30 pm

Ticket price £12.00 via nifty entries

Newsletter - save the date next week **action – LJ**

I proposed that we'd discuss and agree what to do with the Cav jersey vis a vis a raffle at the next committee. Ciara has agreed to organise framing it and I'm trying to actually get it back from the Rise Above organisers. This was problematic last year and the omens are not good so far! DP

Dan to open a Nifty Entry.

JH - 4th December mulled wine & minced pies, also at Little Music Theatre. 2:30–5:00 pm.

Intended to appeal to families & children.

Room Hire £20 per hour

Mulled wine we currently have 30 bottles so will only require another 6-12 bottles

To purchase: Mince Pies, soft drinks, sweets, Napkins, Cups, Table clothes, Decorations (minimum)

Newsletter next week - save the date – **action LJ**

raffle the Cavendish shirt.

5. Awards

Awards will be presented at end of season party. To be focused on club awards, less extravagant than last year. A projector and portable screen to be acquired for photos/list of people achieving first ½ IM or IM or Age group qualification.

Action : We need a team to organise – getting back trophies, making list of winners, organising engraving etc etc. SE is not able to do this, with the work required for the AGM going on at the same time. Will help if necessary after the AGM. So volunteers please. Iain W – likely to be involved; Ian J ??? Who can help?

6. Lake District weekend.

2 weekends available, October 30th or 5th November. Latter the preferred date by most.

IW - People waiting to see who else is going.

AH – need to try and get new people to go, to revitalise the club, demonstrate to newer members how much fun these weekends are. SE – important for the coaches to get this message out, as they are the ones with regular, direct contact with members.

It was agreed to commit to pre-booking , likely £60 b&b for 2 nights. Evening meal somewhere locally. **Action : IW**

This has subsequently been actioned. To take place on weekend 2/3/4th November, a nifty entries booking is open and people already booking.

7. Website

DC – updated on proposed new website. Aim is to gather all the current websites together on one platform, completely new brand, updated content. Public facing, focus on core aspects of the club. Current site has out of date, insecure technology.

Quote received from firm of Mike Waring & Nicola Perrins, in region of £ 7000

Has to be looked at as a long term project, hosting costs will be reduced.

AH – Advised to get 2 other quotes in order to meet potential questions about conflict of interest & meet requirements of due process.

Members present all in agreement. Sum of money also approved if done on this basis.

Action : DC – a quire 2 further quotes

IJ – convene the group to decide on which quote to accept, instruct the selected firm to proceed.

Diva Deva report: SN

- 238 Finishers
- Times ranging from 1.15.42 to 2.51.59
- Race referees report received - All Excellent
- 100+ marshals - All happy and smiling!
- Many appreciative emails received from entrants
- Great article in 220
- 2017 Open - 30 entries to date
- Profit of £533.42 - Staying in Divas account (mainly due to £500 support from Aaron & Partners towards swim hats)
- Total cost of race £10,722.33

Next meeting is on 19th October