

## Chester Triathlon Club Management Committee Meeting Minutes

Date : Wed 8<sup>th</sup> February 19:30  
Location : Hoole Community Centre

Apologies: Mark Jones, Ian Jameson, Andy Hamilton

Present : Chris O'Hara (chair), Sue Ellis, Nigel Waterhouse, Leigh Jenkins,  
Lizzie Parker- Mullen

### Agenda :

1. Declaration of interest.  
No conflict of interest on the agenda.
2. Matters arising -
  - Website update : Nicola's mum been ill – they have not been at work recently, hence no movement since last meeting. Had hoped to launch at end of Feb. Becoming more urgent now, that the website goes live, as a number of projects require it to progress.  
**Leigh to pick up with Nicola & Mike and try to help move it on. Check how/if section leaders edit or amend their sections, so that this does not become another log-jam, holding up progress.**
  - Coaching – As far as we are aware, there has been no progress with arranging a meeting for coaches, or with planning of future coaching courses or CPD opportunities. Iain Wood has started level 2 at Deeside. Bree Sutcliffe & Lisa Grantham – not known if/when they will start.  
**Andy to action, and provide feedback to committee.**
  - Kit – A box of women's vest has been found at the City Baths, so they can be sold in the meantime, until new stock arrives. **Susie Fourie has been informed – she to pass on the info to people who usually carry some vests for sale.**  
Andy put a survey on Facebook to ascertain what kind of casual kit members are likely to want. No feedback at present on whether anything has been ordered. The committee felt strongly that ordering and distribution of kit, be it race kit or casual kit, should be done by the kit team. Otherwise the likelihood is that there would either be no action taken, no responsibility taken, or a duplication of activity.

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Action : **Andy** to meet with kit team, or communicate via email if necessary, and delegate the tasks required to get something done. The kit volunteers (Amy, Susie & Tracy ), are willing and able to do the work. They just require direction & authority to proceed.

- Asset register – Nigel & Dan made good progress. A dropbox with the list has been created, which will allow others to add to it. Sue has nearly finished at City Baths. Just the old, soft bike boxes & wheel bags to be counted or thrown out, if they are past being useable. There is very little there, that is over £100 in individual value.
- DBS checks – Hannah is keeping a check on progress. Some coaches have completed the forms and handed them in to her, a couple wish to send them direct to the BTF, and a few do not appear to have a form or have not communicated with Hannah. She will be sending a batch of completed forms to BTF in the next 10 days.

3. Lizzy was introduced to the committee, as the new producer of the weekly newsletter. Has been a smooth handover from Leigh. Leigh was asked what the most difficult aspect of the job is, in order to assist with making it easier. Chris - keen to see some blogs about people's races and experiences. This could be done via a link in the newsletter. Leigh proposed a Captain's monthly blog for the website. A bit of info about members would also be useful – in order to help people keep abreast of activities, and put names to faces. Lizzy would do this in the form of a casual interview. e.g. 'member of the month' with 4 questions to elicit some interesting and possibly unusual responses.

4. Development plan – The committee worked from a combination of a plan drafted by Mark, which has input from other committee members, and one drafted by Chris, who created a slightly different template for the plan, which may be simpler to work with and more easily understood by members, when they come to read it.

The committee found that in many cases Objectives could be simplified, or worded to encompass the broad aims, while Targets fitted well as more specific, measurable aims, following from an objective. This led to editing of some sections.

Some sections were amalgamated, to fit more logically together.

Some areas require further input from particular individuals e.g. Cycling input from Dave Press.

The committee were able to run through the whole plan in this way.

Action : **Chris** to make the editing changes as per discussion & initiate communication with Bike & Run leaders. (Swim was covered from the notes made at a recent meeting held by Chris Malpass with coaches.) Then the plan needs to go back to Mark, prior to being published on the website. It

was noted that there are likely to be some amendments made to the plan, even after it is published. It will be reviewed every 3 months by the Management Committee, in order to check progress with achievement of targets.

5. Linking the budget to the plan. (see Ian's figures sent yesterday)  
The committee were able to look at the accounts prior to the meeting and to see how the figures might project over the next 12 months. However there was not time to link this directly to the Development plan.

6. Assisting Nigel with development of his role as Volunteer co-ordinator:  
Nigel hoped to create something for the volunteer database, with links from the website site to google docs. where people can put in their names for different events. It was noted that a very small proportion of members actually complete the volunteer form attached to their renewal letter. Ideally this would correlate with the new website, rather than doing it on the old site.

The document would provide a record of what level of volunteering people have provided over a period of time, which would enable the committee to block members entering our own races if necessary, in future.

Nigel has met with the race organisers as well, to formulate a plan of action. He would like to introduce an incentive for volunteering, in the form of a prize such as a holiday, or weekend away. The proposal is to put names in a hat, of those who have done the most during the course of a year, and could be drawn at the Awards night.

**Action : All to think of possible prizes and feedback to Nigel, possibly with contacts that might discount the price of the prize in return for publicity.**

**Management Committee need to have access to a drop box with various shared information. – Action via Dan ?**

Meeting closed at 22:00

**Next meeting of the Management Committee is on March 15th**