

# Summary of Comittee Meeting 4th Dec 2025

Created on January 06, 2026 by [Summary AI](#)

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## Action Items

### J.G Create Expression of Interest Form

Develop and put a Google Form on the website for members to express interest in club roles and courses.

### CR Draft Club Announcement

Write an email to be sent to all club members announcing Nicola's appointment to the executive team and explaining the context.

### CR Send Club-Wide Email

Send the email drafted by Speaker A about Nicola's new role to the entire club membership.

### I.M Submit Award Nominations

Nominate the club's two major events, Diva Divas and the Juniors event, for the upcoming Triathlon England Awards.

### E.S Coordinate with Event Directors

Contact the main event directors to organize a meeting to discuss forming a more structured events committee and report back with a plan.

### I.A Follow Up on Club Accreditation

Chase up the Trimark bronze application with BTF to ensure it is processed before the end-of-December deadline to maintain club accreditation.

### E.S Finalize Company Incorporation Details

Pause the company registration process to confirm the correct financial year-end date before submitting the final documents.

## Overview Meeting 4th Dec

Present J.G C.R I.A E.S N.P

- The team discussed creating an **expression of interest form** to formalize member commitments for courses and roles.
- Roles under the **new constitution** were clarified, offering more flexibility for directors and ensuring new members are fully integrated.
- A major topic was the need to **centralize club documentation**, debating a move from the current Google Drive to a more robust system like SharePoint to avoid a single point of failure.
- Policies for member-organized trips were discussed, agreeing to allow advertisements for non-official trips in the newsletter, provided disclaimers are included.
- New **bike leads** were appointed, and a diplomatic approach was decided for managing multiple volunteers for the same role.

## Streamlining Commitments: The Expression of Interest Form

- Proposing an online 'expression of interest' form to formalize member intentions for club support.
- Discussed course payment models, noting upfront payment could deter applicants due to rising costs.
- A specific coaching course is scheduled for **February** in Mold .
- Urgent booking is required as courses are being withdrawn due to low enrollment.
- The proposed process is for the individual to book, provide confirmation, and then be reimbursed.

## Defining Roles Under the New Constitution & Company Registration

- A new member from the events team is joining the executive committee.
- Under the new constitution, roles are more flexible, requiring only director and member status.
- The decision was made to announce the new member to the club via a **dedicated email** rather than the newsletter.
- The announcement will be a simple, celebratory message highlighting the member's experience.
- Jonathan Girvin's email was provided for the club's Companies House account recovery.

## Overhauling a Fragmented File System: Google Drive vs. SharePoint

- Concern raised about the lack of a centralized, clear file storage system for club documentation.
- Current system is Google Drive, but it has a single point of failure and poor file structure visibility for members.
- Potential solutions discussed include a club-paid Google subscription (~**£10/month**) or migrating to Microsoft SharePoint.
- Decision on file management strategy, including a possible migration, is postponed to the next meeting.

## Policy on Member-Organized Trips and Newsletter Advertising

- Two individuals, Woods and Stannis, wish to advertise trips via the club newsletter.
- Woods's proposal is problematic as he is **not a current member**; he must rejoin to advertise.
- Stannis, an active member, is organizing an informal trip to **Lanzarote** and wants to invite others.
- There is significant concern about allowing Wood to advertise as he has not renewed his membership
- It was agreed that any advertised trip must include a clear disclaimer that it is "**not an official club trip**" to avoid liability.

## Appointing New Bike Leads and Managing Volunteer Roles

- Discussion to select new bike leads from **two** expressions of interest: Laura & James, and Tony Dooley.
- Laura & James are energetic, involved in coaching, and want to add structure to weekend rides.

- James, a para-triathlete, could bring a new para-sports angle to the club,
- : Offer Tony alternative roles like **Age Group Rep** or **Group One Ride Leader**