# edinburgh triathletes committee meeting

## Sunday 7th March 2021

## Minutes

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| Attendees | Apologies |
| Joel EnochJohn WhittakerSam DowiePaul LynchIan GillonJames GibsonColin GourlayMike BrownSharon GrimshawAbbie HewittJean-Paul VitryCatherine GarnerCiara WebbGavin Calder | Jules BlancPhil Parr-BurmanDuncan Birse |

## Partnership Role

#### 1. Sharon paraphrased Duncan’s recent email in which he shared how under current work conditions he was struggling to fulfill his role as Partnership Coordinator. The Committee’s thoughts were that we should go out to the membership with a request for a replacement. Joel will liaise with the previous role holder, Paul Chowdry to see what is entailed and then they will refer to Ciara to draft a role description.

#### **Previous Minutes**

#### 2. Sharon asked for comments on the previous minutes, excluding those items already to be discussed at tonight’s meeting. There were none.

#### **Squad Coach Appraisal**

#### 3. Joel led the discussion around what the role entailed and how best to assess someone in the job. Gavin clarified that the requirements for tonight’s meeting were how we appraise the role, what form or structure that should take. Joel gave a helpful update on where the Squad was at and how the Coach’s job revolves around encouraging athletes to reach their full potential and enjoyment of the sport rather than being target driven. The consensus at the meeting was that the role, whilst being intrinsic to the Club should reflect the Club’s ethos which is one of inclusion, encouragement, support and holistic in its approach to the sport. We aim to be ‘people centred’ rather than ‘target driven’. Joel said his intention was to vacate the role after this season. Gavin and Joel will put together a job description for a successor.

## Events Calendar

#### 4. James said a ‘gardening calendar’ would be a useful tool in helping the Club frame its communications strategy for the year. Our strategy is contingent on the communication channels we have at our disposal. James has done a thorough review and he is to be applauded for it. There are some channels which we don't seem to be making use of although we may have accounts. Items such as Instagram were mentioned. Ciara said she thought there had been a review of communications a few years ago and housekeeping done to streamline the system. Ciara said she would speak to Bruce Wilson whom she thought had done this work. There was talk about the Gullane triathlon and its susceptibility to tides and the international golfing calendar all of which affect when we can schedule the event. John, Paul, Sam and Gavin are to meet and take this issue forward.

#### **Sub Committees**

#### 5. Sharon said that certain, carried forward issues were now of the utmost importance. We needed to ‘sign off’ and complete these items on behalf of the Club. The following updates were given:

#### a) Inclusion

#### Catherine said that she and Abbie had been working on both a strategy and policy that could go on the website. They will be ready with a draft for the committee shortly and it can then go out to the membership for comment.

b) Communications

James said that he had reviewed several issues of Tribull, the Club’s newsletter and the ethos was quite playful. The website projects a professional air so he suggested the revised Tribull draw on both strands, reflecting a Club which seeks to be personal, welcoming and with a high degree of competency within the sport of Triathlon. It was agreed that the communication strategy was contingent on the members survey and therefore the Club Development Plan. So with that in mind we moved on to those two items.

c) Members Survey/CDP

Mike is to take the 2018 survey as his starting point and with some current amendments relating to Covid he will use the committee Dropbox to post out to the committee a revised survey which people can then add or amend. We will have the revised survey available by the next committee meeting.

d) Committee Roles

Ciara offered to look at and update the current committee roles.

**Mailchimp and Emails**

6. JP highlighted that as a club we aim to have a streamlined system of communication and avoid spamming our members. From his experience and members' comments he has received, the more email they receive from the club, the less they read it.

At the moment, on the Club's sign-up form there is no mention about the email content members receive. As a result the Committee can share anything we decide is relevant. If a member objects, they can choose to unsubscribe (a certain number of members have already done so).

What we need to decide is what content we share and on which platform. JP emphasized that our mission as a Club is to share relevant information from third parties. The current Mailchimp account for email communication does not provide us with an option for more than one email list so people don’t have an option to unsubscribe from certain types of communication. It’s an ‘all or nothing’ approach. This item will be carried forward to the next meeting for resolution.

**AOB**

#### 7. Ciara thanked the coaching group for their particularly hard work over recent weeks and for offering the weekly training sessions. Gavin said he had been made aware by TS that there was an issue around videoed coaching sessions being offered by coaches who are not level 3. The issue being that such videos are classed as 1-1 classes. He is to take this issue forward.

#### **Date of next meeting**

#### The next meeting will be on 18-04-21 at 7pm.