

ET Committee Meeting 07.11.2021

Apologies: Abbie, Catherine, Sharon, Gavin, Sandy

Present: Mike, Ciara, Phil, JP, Colleen, James, Leigh-Anne, Jules, Ian

1. Club Development Plan 2021-23 (Ciara)

Gavin – agrees with plan and would like to speak to the coaching plans at the AGM. Ciara will share the plan with the coaches on Monday, prior to Sharon sharing the plan with the club as part of AGM papers. Agreed that this is a draft document until agreed at the AGM. Ciara welcomes feedback.

2. Club survey results and member feedback (JP)

Most of the feedback is very positive. 97 people responding (approx. 50% of membership), with greatest volume of feedback about session availability and coaching. Feedback from the survey has guided the proposed Development Plan. Many thanks to JP for collating and sharing the feedback.

3. Spond booking app (Colleen)

The web developer reckons we need a new event management system to develop a waiting list function on the website. There has been feedback noting that it is difficult to cancel sessions and it takes 5-10mins to add a new session, so it is quite time consuming. Spond seems to offer everything we are looking for and more – there are facilities for comments and it might add a bit of a social element. Fee is 3% on each payment – we can either absorb this as a club or charge it to members. Should be noted that we are moving people away from the website to another platform which might have sponsorship implications. Seems to be lots of benefits, including vastly decreased admin for Colleen and JP.

Colleen noted that there is a £250 fee to get all the updates done. There is also an option for a £900 retainer – however with the use of Spond we could potentially spend that elsewhere.

Action: Agreed to have a test month, to start 5pm Friday 12 November.

4. Squad update (Mike)

11 in the squad, has done eight sessions so far. Some fence-sitters, still deciding whether to stay or not. Sessions resumed on 1 November, however Jules has had contact from a supplier advising the facility hasn't been used. Noted that comms between Alister and the committee need to be formalised.

Action: Jules will meet with Alister and Mike to understand finances.

Action: Sharon to invite Alister to be invited to next committee meeting to provide full update.

5. Kit Supplier (Phil)

Probably 3/4 of kit sold last season was to Squad members. Lots of feedback from the member's survey on club kit. Been waiting on Impsport for 18 months for a newly designed trisuit. Proposal that we move supplier – RaceSkin. Samples are good and she shop options are better. Minimum quantity of five, with a 10% surcharge for less than that.

Survey noted that the kit design is not to everyone's taste (and probably never will be) but it could be more pleasing to more people. James suggested we might be able to have three variations on designs that have worked well in the past and then get people to vote on their preferred one. Noted also that our branding is quite limited – there are certain looks and feels that we aren't going to achieve.

We should have people wearing kit as samples on the website – so members can see what they actually look like on a human. Simpson & Marwick logo has to be on the kit.

Action: James will take this forward in conjunction with Phil.

6. Membership Cap (JP)

To help manage demand on sessions, JP has proposed a temporary membership cap (we are currently at about 200). We have roughly the same numbers of members as last year but the members we have are significantly more active. This measure is only until we find a way to manage demand.

Action: Agreed that we would temporarily not accept any new members from today. To be reviewed at next committee meeting. Ciara will share by email after this meeting.

7. AGM items, invitees etc.

Action: Jules will share a financial report with the committee this week for inclusion in AGM papers.

Action: Sharon will share all papers on November 14 with the membership of the club.

Noted thanks to Mike and other retiring committee members, who will give up their roles at the AGM.

8. Vacant Committee Roles

Membership Secretary

Social Convenor

Welfare Officer

Covid Officer (temp)

Coaching Coordinator

Proposed that we create a Squad Rep on the Committee, to ensure that there is a good link between the Squad and the Committee.

Also proposed that updates were received from Race Directors at each committee meeting.

Action: Ciara to send email round the club asking for nominations for vacant roles, before November 14.

9. AOB

Numbers in sessions:

As part of the discussion about use of Spond/booking, there was a side discussion about whether we should be capping numbers at sessions. Mike queried how long we need to keep booking going for run and swim sessions. Edinburgh Leisure control our swim numbers so we are stuck there. Some run sessions are fully booked. Leigh-Anne noted that she asked coaches if they wanted to keep session numbers capped and most said yes. Ciara noted that as someone who isn't a coach, she has appreciated the quality of coaching that comes with limited numbers. JP noted that having sign-ups for sessions is positive in respect of Health & Safety as well as keeping numbers manageable for coaches.

Action: to be discussed in next coaching meeting and consensus agreed, to be fed back to next committee meeting.

Swim lanes:

Stewarts Melville – had told Jules they would be in touch when they could accommodate external clubs however he hasn't heard back. **Action:** Jules to nudge them and query if there is lane space.

Edinburgh Leisure – **Action:** Jules to contact and request 1. If they have any more lanes; 2. When might they increase numbers again?

Squad slots – can spare swim spots be opened up to the general club **Action:** Jules will take forward as part of his meeting with Alister and Mike.

(Ciara forgot to mention – Sunday mornings, and Pentland – Monday nights)

Cancellations:

Time limit on cancellations will now be 45 minutes before the session.

Discussed penalties for failure to attend – all coaches would have to check people in and report back, and this would create additional work for probably the membership secretary.

Not keen – we are better to be positive and try and meet the demand instead.

Coaching:

Action: James will develop comms relating to coaching courses, and Leigh-Anne will share dates with James.

Maintain system of application to Coaching Coordinator, preferably with the support of an existing coach.