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Club Committee Minutes

23 Jan 2023| 2045hrs *|* The Salisbury Arms

# In Attendance

All in attendance: Ciara Webb Apologies: JP Vitry

Gavin Calder Anna Henly

James Gibson Kara Tait

Marlene Orth Jordan Wee

Jules Blanc Cedric Gerbier Lois Baker

Alex Walker

Adam Jelley

Bill Anderson (Sec)

# Approval of Minutes

Minutes from the last committee meeting held on 28 Nov 2022 were proposed and approved. These have been shared previously with the Committee via the Club Website.

# Actions Update

All open actions and associated updates can be found at Appendix 1

# Race/Event Updates

* **Gullane** – this has now been narrowed down to a couple of dates but nothing concrete yet. Two key considerations are:
  + Tide Timings. Unfortunately there are none that match our needs exactly this year. Planning is therefore continuing to ensure we get a date that is as near ideal as we can get within limits.
  + Golf Events. There is a need to deconflict Gullane with local golf events. As it is not practical to run the event when there is a golf event on due to parking, access and overall safety of competitors. To ensure we get a mutually agreeable date we’re engaging with East Lothian Council who manage the Bents on the residents behalf.

**Action. Gavin** to provide update on event planning at Mar committee meeting.

* **NYD** – review. It was agreed that the NYD event was a great success and advert for both the sport and the Club. In order to build on this success and to get a view on the detail behind the day it was discussed that a review from the event organizer/director would be of benefit to all.

**Action.**  **Ciara** to invite John to provide NYD review at next committee meeting

* **Race Subsidy from Tri Scotland** – in order to boost event numbers across Scotland, which have fallen from c.100 to c.37 club organised events, Tri Scotland are looking to subsidise a number of events across Scotland in 2023. Applications should be submitted by the end of Feb. Sam is preparing a submission for Gullane 2023 for £1000. The focus of the submission is on making the event more accessible and inclusive to para-triathletes. It was also suggested that an application should be made with regard to NYD 2024.

**Action.** **Ciara** to confirm application for NYD 2024 subsidy by end Feb 23 with John.

# Spring Training

Gavin provided an update on the planned Spring Training Camp, scheduled for the last weekend of Apr. The accommodation is booked catering for c.28 club members. Aberfeldy pool has been approached for use during the camp, with confirmation not yet received but expected very soon.

Interest to date in attending has been good, but what is now required is for club members to confirm attendance through payment of a deposit or full amount.

Overall cost is yet to be confirmed but it is thought to be c.£100 each for the weekend.

Attendance will be on first come first served basis and will be confirmed/paid via SPOND. A waiting list will also be operated.

**Action. Gavin** to provide James with a paragraph for the club newsletter. This is to include details of:

* Dates
* Location
* Costs
* How to apply for a place(s)

# Members Data Management

A query as regards the appropriate storage of club members data was raised by James and in particular whether or not we:

* Knew where all data was stored – SPOND, mailchimp, various excel spreadsheets
* If we were actually compliant with our own policies in this area

**Action. James** to provide the committee with an update on data retention and in particular provide details of:

* What legislation/regulations does the club have to adhere to with regard data use, storage, retention and disposal.
* What data do we hold
* Where it is stored
* Why and for how long do we hold it
* An outline plan for review and update of relevant club policies to ensure we remain compliant with relevant legislation/regulations

# Club Conference

Tri Scotland are holding their annual Club Conference in Stirling on Sat 4 Mar. This is an opportunity to network with other triathlon clubs from across Scotland, share successes and promote development both in our own membership but also in the sport itself. It would be beneficial to the club to have some representation at the event but to date no one has stepped forward . Clubs have until the end of the month to confirm attendance.

**Action. ALL** to consider attendance and confirm with Ciara before the end of Jan.

# AOB

* **Club Nominations**. The club has not been very good recently in nominating its members for any awards from Tri Scotland. It was agreed that we should seek to improve both our visibility as a club but also the achievements of our individual members.

**Action**. **Ciara and James** to look at nominations for Tri Scotland awards and update the committee at the Mar meeting.

* **Trainers for Malawi.** Tafiki is a Malawian charity supporting schools in Malawi through sport. In order to support the children they need decent training shoes. It would be good if the club support this charity and asked if there could be an post on the club’s Facebook page to ask for donations.

**Action. James** to place post onto club’s Facebook page advertising the charity and how we can support this as both individuals and as a club.

* **Edinburgh Footrunners**. Chris Fowler runs with this club and has asked if we could have some form of affiliation/cross membership arrangement with them. This would enable members of their club to attend some of our sessions and for our members to attend theirs also. This would ensure members of both clubs could benefit from both clubs activities across any given week. It was agreed in principle but further work would have to be done to determine how this would work in practice i.e booking slots at either club’s activities and in particular our own use of SPOND.

**Action**. **Ciara** to discuss and confirm details with Chris and confirm with the committee prior to going live. Once details are confirmed communication with club members will then be confirmed to provide guidance on how this will work.

* **Guest Attendance at Swimming.** Enquiries from prospective club members continue to come in. In particular ‘trial’ attendance at swimming activities seems to be a recurring request. In order to ensure we are welcoming of all prospective members but remain organised with regards attendance it was agreed to open up 2 guest slots for the Saturday swim at Dalkeith. This will be managed via SPOND. **Action. Ciara to agree with Anna** what this process will be and when we will start these guest slots.
* **SPIN Numbers**. There seems to be some confusion over how numbers are confirmed with the Pedal House on SPOND regarding numbers at spin sessions.

**Action. James** to engage with SPOND to agree block amends for SPIN.

* **Coaches kit**. It has been a while since the club provided any of the club’s coaches with any kit i.e t-shirt/polo shirt. This would enable them to be readily identifiable at training activities, especially in and around the pool. Existing coaches are also suffering slightly in ageing, heavy cotton t-shirts poolside. It was agreed that the club would procure a polo shirt for each coach from the club shop on Raceskin. **Action. Gavin/Marlene** to confirm cost and numbers for Polo shirts for coaches plus spare in each size.

# Next Meeting

Monday 13 March 2023, 2045hrs at The Salisbury Arms

**APPENDIX 1 – ACTIONS LOG**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Description** | **Lead(s)** | **Status/Update** |
| 1. | Head Coach Role – Ciara and Marlene to review and provide feedback at next meeting. | Ciara Marlene | **Open -** Carry over to Mar committee meeting |
| 2. | Coach Development:   1. **Ciara** to update Marlene and Gavin following Tri Scotland meeting w/c 12 Dec. 2. **James** to include details of club subsidy for coaching qualifications within the next club newsletter | Ciara  James | **Closed.** Update provided by email to committee members in Dec following meeting.  **Open.** James intends to complete draft of newsletter by end of Jan 23 |
| 3. | **James** proposed a trial use of this functionality and took the action to discuss details and requirements with Jules in order to set up payments via SPOND. | James | **Open.** James to update at Mar committee meeting |
| 4. | **Cedric** is to continue to look for sponsorship for NYD and Gullane. | Cedric | **Open.** Cedric to update at Mar committee meeting |
| 5. | **Cedric** is to update the partners page on the club website. | Cedric | **Open.** Cedric to update at Mar committee meeting |
| 6. | **Alex, Jules, Marlene, James, Bill** to establish a Club Championships sub group with responsibility for re-establishing the Club Championships. | Alex, Jules Marlene, James, Bill | **Open.** Good progress made.  Excel spreadsheet created to enable club members to see what all members are entering.  Club champs to be confirmed once Tri Scotland events confirmed.  **Jules** to confirm at next committee meeting |
| 7. | **Ciara** to discuss social rides and what qualifications are required to lead rides with Triathlon Scotland. | Ciara | **Closed.** Update provided by Ciara on Committee WhatsApp. |
| 8. | **Jules** to confirm costs for both pools and coach availability against an additional session. | Jules | **Open.** Jules to update on pool costs at next committee meeting  Coach related query **Closed** |
| 9. | **Jordan** to confirm details of the event on SPOND | Jordan | **Closed** |
| 10. | **Jordan to confirm with Jules** how to take payment for attendance via SPOND | Jordan | **Closed** |
| 11 | **Ciara** to invite John to provide NYD review at next committee meeting | Ciara | **New - Open** |
| 12. | **Ciara** to confirm application for NYD 2024 subsidy by end Feb 23 with John. | Ciara | **New - Open** |
| 13. | **Gavin** to provide update on event planning at Mar committee meeting. | Gavin | **New - Open** |
| 14. | **Gavin** to provide James with a paragraph for the club newsletter. This is to include details of:  • Dates  • Location  • Costs  • How to apply for a place(s) | Gavin | **New - Open** |
| 15. | **James** to provide the committee with an update on data retention and in particular provide details of:  • What legislation/regulations does the club have to adhere to with regard data use, storage, retention and disposal.  • What data do we hold  • Where it is stored  • Why and for how long do we hold it  • An outline plan for review and update of relevant club policies to ensure we remain compliant with relevant legislation/regulations | James | **New - Open** |
| 16. | **ALL committee members** to confirm attendanceat Tri Scotland National Conference with **Ciara** by end Jan | All  Ciara | **New - Open** |
| 17. | **James** to include promotion of club champs and events spreadsheet within next newsletter | James | **New - Open** |
| 18. | **Ciara and James** to look at nominations for Tri Scotland awards and update the committee at the Mar meeting. | Ciara  James | **New - Open** |
| 19. | **James** to place post onto club’s Facebook page advertising the charity and how we can support this as both individuals and as a club. | James | **New - Closed** |
| 20. | **Ciara to agree with Anna** what this process will be and when we will start these guest slots. | Ciara  Anna | **New - Open** |
| 21. | **James** to engage with SPOND to agree block amends for SPIN. | James | **New - Open** |
| 22. | **Gavin/Marlene** to confirm cost and numbers for Polo shirts for coaches plus spare in each size. | Gavin  Marlene | **New – Open** |