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Club Committee Minutes

13 Mar 2023| 2100hrs *|* Zoom (hastily rearranged!)

# In Attendance

All in attendance: Ciara Webb Apologies: JP Vitry

Anna Henly Gavin Calder

James Gibson Kara Tait

Marlene Orth Jordan Wee

Jules Blanc Cédric Gerbier Louis Baker

Adam Jelley

Bill Anderson (Sec)

# Approval of Minutes

Minutes from the last committee meeting held on 23 Jan 2023 were proposed and approved. These have been shared previously with the Committee and have been/will be uploaded Club Website.

# Actions Update

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

# Race/Event Updates

* **Gullane** – Await update from Gavin re. event planning. Await confirmation from Sam that the TS Event Subsidy was applied to for Gullane.

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

* **NYD** – John provided an update: NYD 2023 made a profit of £5k (equivalent to the sponsorship money received). Without sponsorship we would be c. £100 in the red. We had approx. 100 fewer entries, and less people actually showed up on the day than had entered (no financial loss there). John is expecting prices to go up 6% next year.

John has applied to the Triathlon Scotland Event Subsidy fund re. potential for paratri at NYD 2024, with a view to potentially inviting some paratriathletes to demo how the course can be adjusted to accommodate paratri.

John is also hoping that Rockstar are willing to sponsor the race again, he is quietly confident, and when that is confirmed we will open entries (potentially in the next few weeks).

# Members Data Management

James undertook a significant amount of work on the data that ET holds, which he shared with Ciara and JP. The gist of the work was shared with committee members present, and we agreed the following actions:

**Action.** James to progress data rationalisation as per his observations, with support from relevant committee members as required.

**Action.** James will progress a move from Dropbox to Google Drive as part of this rationalisation process.

# AOB

* **Edinburgh Frontrunners**: Agreement has been made between EFR and ET re. Wednesday night running sessions, and shared with the club. Marlene asked for more detail to be shared with members, esp thouse who might want to run then swim.

**Action**. **Ciara** to confirm where ET members can find information re. meeting points and session plans.

* **Email Queries:** James has had queries via the website re. cycling – agreed that it’s likely the move from indoor to outdoor sessions will happen around Easter and this can be communicated to potential members.
* **ET Email:** If anyone is experiencing difficulty with responding to emails using ET email addresses or responding to the web form. **Action.** Please let James know.
* **Training Weekend:** 9/10 spots filled, capacity for 30. Request from James for any photos of previous weekends away so that he can do something for TriBull. **Action.** All to send photos to James [communications@edinburghtri.org](mailto:communications@edinburghtri.org)
* **Facebook Group:** Anna asked about the purpose of the FB group screening questions, which we acknowledged were a feature of Facebook, and agreed that Anna would continue to send nice replies to people that we reject from membership of the FB group.
* **Affiliation:** Ciara forgot to remind people that it’s affiliation time, so please respond to Bill’s emails about information timeously, thanks!

# Next Meeting

Monday 22 May 2023, 2045hrs at The Salisbury Arms

**APPENDIX 1 – ACTIONS LOG**

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| --- | --- | --- | --- |
| **Action** | **Description** | **Lead(s)** | **Status/Update** |
| 1. | Head Coach Role – Ciara and Marlene to review and provide feedback at next meeting. | Ciara Marlene | **Open/Carried Forward -** Carry over to May 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 March 23, Gavin or Marlene to provide this information to James |
| 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 provided update and will progress with support from Jules |
| 4. | **Cedric** is to continue to look for sponsorship for NYD and Gullane. | Cédric | **Open/Carried Forward**. Cédric to update at May committee meeting |
| 5. | **Cedric** is to update the partners page on the club website. | Cédric | **Open/Carried Forward.** Cédric to update at May 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. Jules** noted that TS National Series has now been announced so he will update the ET Champs |
| 13. | **Gavin** to provide update on event planning at Mar committee meeting. | Gavin | **Open/Carried Forward.** Update required for May meeting. |
| 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 | **Open.** James to progress as per minute of today’s meeting, with support from relevant committee members. |
| 17. | **James** to include promotion of club champs and events spreadsheet within next newsletter | James | **Open.** James to complete/issue newsletter |
| 18. | **Ciara and James** to look at nominations for Tri Scotland awards and update the committee at the Mar meeting. | Ciara  James | **Open.** Not ready for nominations yet. |
| 20. | **Ciara to agree with Anna** what this process will be and when we will start these guest slots. | JP  Anna | **Open.** Request to JP to set up guest profiles on Spond, and agreed that prospective members could attend on Weds PM or Sat AM. |
| 21. | It’s **Affiliation** time, so could everyone respond to Bill’s email when it comes with the information he requires to complete this task (due by the end of the month). | Bill | **New - Open** |

Closed Actions

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Description** | **Lead(s)** | **Status/Update** |
| 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 | **Closed.** Session running on a Wed night |
| 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 | **Closed.** See today’s minute |
| 12. | **Ciara** to confirm application for NYD 2024 subsidy by end Feb 23 with John. | Ciara | **Closed.** See today’s minute |
| 14. | **Gavin** to provide James with a paragraph for the club newsletter re. Spring Training Weekend. This is to include details of:  • Dates  • Location  • Costs  • How to apply for a place(s) | Ciara | **Closed.** Request to Jane/Nas for this to be sent to James. |
| 16. | **ALL committee members** to confirm attendanceat Tri Scotland National Conference with **Ciara** by end Jan | All  Ciara | **Closed.** No attendees from ET, but Ciara has materials from the event which she has shared. |
| 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 | **Closed** |
| 21. | **James** to engage with SPOND to agree block amends for SPIN. | James | **Closed.** |
| 22. | **Gavin/Marlene** to confirm cost and numbers for Polo shirts for coaches plus spare in each size. | Gavin  Marlene | **Closed.** |