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Club Committee Minutes

22 May 2023| 2045hrs *|* Salisbury Arms

# In Attendance

All in attendance: Ciara Webb Apologies: James Gibson

Anna Henly Gavin Calder

Jordan Wee Kara Tait

Jules Blanc Marlene Orth

JP Vitry Cédric Gerbier

Louis Baker Alex Walker

Adam Jelley Phil Parr-Burma

Bill Anderson (Sec)

# Approval of Minutes

Minutes from the last committee meeting held on 13 Mar 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

# Training Camp Review

* **SPRING CAMP.** The feedback from the Apr camp has been overwhelmingly positive. The location was ideal being on the outskirts of Aberfeldy and within walking distance of the pool.
* There were a couple of areas to reflect upon for next year:
  + Should we do it again in Apr as the weather was quite damp/cold
  + Timings on the Sat were very tight. For the next camp we should try and give more time between activities in order to ensure individuals are able to complete previous sessions, change, eat etc. It was acknowledged that timings were driven by availability of the hall for pilates/strength sessions.
* It was agreed that it would be good to gauge interest in running another camp at the end of the season. This has traditionally been when we run a camp such as this.
* Update Post Meeting – a poll was conducted of members on SPOND with an overwhelming majority of members stating they would be interested in attending a camp at the end of the season. Dates TBC but possibly the first weekend in November.
* **Action:** Jules to provide an update to the committee on dates/lead planners at the next meeting.
* **WARM WEATHER CAMP.** Bill proposed that the club should run a warm weather training camp in the early part of 2024 and volunteered to lead on the planning of it.
* **Action:** Bill is to provide an update at the next meeting on options for the camp and agreed to provide 3 options with outline costs/dates.

# Club Messaging App

A request had been made to the committee to consider the use of WhatsApp as a method by which to communicate with club members. Club members have experience of use of WhatsApp in other clubs and find the functionality of SPOND for messaging quite ‘clunky’.

It was agreed that the club would not adopt WhatsApp as a method by which to formally communicate with its members as this would add yet another platform for members to have to monitor. The club already use Facebook and SPOND and it was felt that these provided the required functionality required of the club.

The committee did however support the use of WhatsApp for informal communication and acknowledged there were already a number of informal ‘chats’ in WhatsApp between various members.

# Social Update

Plans for a summer social were discussed with options for various events considered. It was agreed that something which combined a swim/cycle would be great if members were supportive.

**Action:** Jordan agreed to look at the following options:

* a Gullane based BBQ in July/Aug.
* a social to include a night at the Fringe/in Edinburgh in Aug.

# AOB

* **Race Calendar - Loch Ore:** This event will take place on 11 June. As of 22 May there were 27 places left. There is already a large number of club members taking part, but it would be good to get more. **Action: Jules** to send a reminder out to the club (via Facebook) to remind members of the event.
* **2024 Events:** 
  + **Gullane:** It was confirmed that planning was well underway for the Gullane event due to take place on 26 Aug 23, with a request out for volunteers to assist in set up/on the day. Ciara did confirm that the club did not submit an application for a TS subsidy for the event, so no additional funding is available now to the club for the event. **Action:** Gavin to provide an update on the event at the next committee meeting.
  + **NYD:**  Ciara confirmed that the club had been successful in its application for a subsidy for the event. This was based on the club’s support of para triathletes at the event. The committee were told that John Whittaker would be organising a demonstration of how the club would be supporting para athletes in Aug. **Action:** Ciara to confirm details of the demonstration at the next committee meeting.
* **Swimming Sessions:**
  + **Wed Evening:** The Wed evening swim session has been problematic and as such has not been consistently run since its start. This has been due to lack of a life guard and most recently issues with lighting levels in the pool. Options are still be considered with regards to getting life guard options in place, but it was discussed that the viability of this session/venue will be discussed at the next committee meeting. **Action:** Ciara to check with her contacts to see if she can secure a lifeguard.
  + **Sat Morning:** Numbers at the Saturday swim session have been decreasing steadily over the past few weeks. It was acknowledged that part of this is due to the OW swim session taking place on Saturday morning at Gladhouse. It was discussed as to when would be appropriate given attendance levels, to either reduce volume at the pool session or remove it completely for the summer. **Action:** Bill/Jules agreed to identify when the Dalkeith pool closed for summer maintenance.
  + **Action:** Gavin to confirm what OW swim qualifications/coaches we have within the club

# Next Meeting

Monday 24 July 2023, 2045hrs at The Salisbury Arms

**APPENDIX 1 – ACTIONS LOG**

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| **Action** | **Description** | **Lead(s)** | **Status/Update** |
| 2. | Coach Development. **James** to include details of club subsidy for coaching qualifications within the next club newsletter | James | **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 |
| 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.  James to progress data rationalisation as per his observations, with support from relevant committee members as required.  James will progress a move from Dropbox to Google Drive as part of this rationalisation process. |
| 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. |
| 21. | **Ciara** to confirm where ET members can find information re. meeting points and session plans with regard to our agreement with EFR. | Ciara | **Open.** |
| 22. | **Jules** to provide an update to the committee on dates/lead planners for an end of season training camp at the next meeting. | Jules | **Open.** |
| 23. | **Bill** is to provide an update at the next meeting on options for a warm weather training camp and agreed to provide 3 options with outline costs/dates. | Bill | **Open.** |
| 24. | **Jordan** agreed to look at the following options for club social events:   * a Gullane based BBQ in July/Aug. * a social to include a night at the Fringe/in Edinburgh in Aug. | Jordan | **Open.** |
| 25. | **Jules** to send a reminder out to the club (via Facebook) to remind members of the Loch Ore event. | Jules | **Open.** |
| 26. | **Ciara** to confirm details of the NYD para triathlete demonstration at the next committee meeting. | Ciara | **Open.** |
| 27. | **Ciara** to check with her contacts to see if she can secure a lifeguard for Wed evening swim session. | Ciara | **Open.** |
| 28. | **Bill/Jules** to identify when the Dalkeith pool closed for summer maintenance. | Bill/Jules | **Open.** |
| 29. | **Gavin** to confirm what OW swim qualifications/coaches we have within the club and/or what existing swim coaches can do in OW settings | Gavin | **Open.** |

Closed Actions

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| --- | --- | --- |
| **Description** | **Lead(s)** | **Status/Update** |
| **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. |
| **Jules** to confirm costs for both pools and coach availability against an additional session. | Jules | **Closed.** Session running on a Wed night |
| **Jordan** to confirm details of the event on SPOND | Jordan | **Closed** |
| **Jordan to confirm with Jules** how to take payment for attendance via SPOND | Jordan | **Closed** |
| **Ciara** to invite John to provide NYD review at next committee meeting | Ciara | **Closed.** |
| **Ciara** to confirm application for NYD 2024 subsidy by end Feb 23 with John. | Ciara | **Closed.** |
| **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. |
| **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. |
| **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** |
| **James** to engage with SPOND to agree block amends for SPIN. | James | **Closed.** |
| **Gavin/Marlene** to confirm cost and numbers for Polo shirts for coaches plus spare in each size. | Gavin  Marlene | **Closed.** |
| Coach Development. **Ciara** to update Marlene and Gavin following Tri Scotland meeting w/c 12 Dec. | Ciara | **Closed**. Update provided by email to committee members in Dec following meeting. |
| 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 | **Closed.** Affiliation complete and submitted to Tri Scotland |
| Head Coach Role – **Ciara and Marlene** to review and provide feedback at next meeting. | Ciara Marlene | **Closed.** Agreed that this role was usually a Fixed term of 2 yrs. Ciara has agreed with Gavin that he will remain in role for a further 12 months. Succession plan to be agreed to run into 2024. |
| **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 | **Closed. Jules** noted that TS National Series has now been announced so he will update the ET Champs |
| **Ciara to agree with Anna** what this process will be and when we will start these guest slots. | JP  Anna | **Closed.** Request to JP to set up guest profiles on Spond, and agreed that prospective members could attend on Weds PM or Sat AM.  Process now agreed and in place to provide guest slots at Saturday swim session. |