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Club Committee Minutes

31 July 2023| 2045hrs *|* Salisbury Arms

# In Attendance

All in attendance: Ciara Webb Apologies: Kara Tait

Anna Henly Jules Blanc

James Gibson JP Vitry

Gavin Calder Alex Walker

Cédric Gerbier Phil Parr-Burman

Marlene Orth Lois Baker

Adam Jelley

Bill Anderson (Sec)

# Approval of Minutes

Minutes from the last committee meeting held on 22 May 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

# AGM

Gavin confirmed we can use Edinburgh Academy again – he will ask Carol to facilitate a run session and we will organise pizza after (Jules – happy to take this action?). Proposed 12 November. Agree on committee whatsapp that this works for people. Agree at next committee meeting what committee roles will need filled.

# Gullane

Update provided by Sam. Gavin suggested investing in a couple of inflatable kayaks (£60 at Tesco). Some concerns about water safety and the need to have experienced kayakers. Gavin to speak to Maia and confirm. Sam to give 30 people on wait list a spot – Gavin confident we will have water cover. Ciara to check with Sam that he has a van to move stuff – Gavin not sure he can get a van this year. Has Sam been getting the deferral emails? James has been punting some queries over.

Andrew and memorial – Ciara to contact Lynn Hanley to ask about organising a cycle out to Gullane and to maintain the bench. Think about how to mark Andrew at Gullane – could we brand the race? Dougie Brown, Andrew McMenigall and Steve ?? Ciara to contact Sam.

# Social Update

Some in favour of post-Gullane BBQ, some less so. To be left to social convenors to decide and organise.

Meantime **Anna** will organise Aquadash and **Ciara** will organise Velodrome. Agreed that xmas event along the same lines as last year would be good, but to be held last week of Nov/first week of Dec and combined with swimming gala again.

# Club Development Plan

Reviewed – almost all actions completed. Ciara/JP to organise Club Survey to inform 2023-25 plan.

# Coaches Kit

Coaches Kit – feedback largely positive. Need to size up. Marlene to liaise with Phil to get replacement shirt for Chris and Ciara to ask about the lead time for the shop – would club members be willing to pay more to get their kit faster?

# Saturday Cycle Session

Arguments for and against maintaining this. Session from Dalkeith was from Holyrood during Covid and was very popular and now not so popular that it’s back at Dalkeith. There is some demand, but it’s small. Inconsistency with coaches which has led to low sign ups. Coaches have asked for either – additional session from Holyrood, or alternate with Holyrood, or alternate with a third location. Gavin highlighted that we don’t have coaches volunteering to lead cycles on a Saturday morning. Only L3 coaches can coach sessions on the road – so Gavin, Scott Balfour and Richard Foxley. Anna suggested more social cycles. Could Dalkeith and Gladhouse groups converge somewhere? Agreed – no to Holyrood cycle. Agreed – self-organise from Dalkeith and additional Sunday morning cycle. Coaches and/or cycle leaders need to volunteer required. Sunday cycle – Max 2/2.5hrs from location of coach’s choice.

# AOB

Zone 3 Buoy: leave at RCP for now, though Anna is happy to store it.

Storage: Gavin’s garage is no longer suitable for kit storage so we need a new solution. Can someone from the club help? Gavin to estimate volume of kit and we can also look at paid for storage.

Membership: JP has been managing membership queries whilst Anna has been away. Committee agreed that we wouldn’t be using personal redirects in May 2022 (or so). James will help Anna with membership email address access.

# Next Meeting

Monday 18 September 2023, 2045hrs at The Salisbury Arms

Item to be discussed – Pedalhouse Winter – 1. Tuesday evenings 2. Hugh happy to offer discount for ET members if Gavin can fill his Pedalhouse sessions. Committee fine with this.

**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 August 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/Jules | **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 liaise with John for NYD. |
| 5. | **Cedric** is to update the partners page on the club website. | Cédric | **Open/Carried Forward.** Cédric to liaise with web master by next 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.** Website user data/Mailchimp etc has been cleared up.Files with personal data – James has reached out to Bill and JP and will chase this (James has a list that he thinks we should delete). Parts 1 and 3 of the plan completed.  To move to Google Drive, there are outstanding email addresses that need to be set up on gmail – James has emailed these people. **Action required by:**  **Membership - Anna**  **NYD – John**  **Partnerships – Cedric**  **Social – Alex/Jordan**  **Kit - Phil** |
| 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. |
| 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.** Carried Forward |
| 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.** Carried Forward |
| 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.** Proposal forGullane BBQ. **Anna** will organised Aquadash.  **Ciara** will organise Velodrome.  Consensus was same again for Christmas – swimming gala and informal night out, as well as have it earlier in the month. |
| 26. | **Ciara** to confirm details of the NYD para triathlete demonstration at the next committee meeting. | Ciara | **Open.** Update from John required. |
| 27. | **Ciara** to contact Sam re. Gullane details, and Lynn H re. memorial cycle. **Gavin** to contact Maia about water cover for Gullane. | Ciara/Gavin | **Open.** Ciara has contacted Sam. |
| 28. | **Ciara** to organise Velodrome. **Anna** to organise Aquadash. **Alex/Jordan**  to organise other club social activities - decide on BBQ, Fringe outing, xmas | Anna/Ciara  Jordan/Alex | **Open.** Ciara is polling members on Spond for interest in Velodrome. |
| 29. | **Ciara/JP** to issue new club survey to inform 2023-25 development plan | Ciara/JP | **Open** |
| 30. | **Cedric and Anna** to get Zone 3 Buoy to Anna’s | Cedric/Anna | **Open** |
| 31. | **Ciara** to ask the membership if anyone has a garage we can use for kit storage. **Gavin**  to estimate volume of kit. | Ciara/Gavin | **Open.** Email and fb message have gone out to membership. |

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. |
| **Gavin** to provide update on event planning at Mar committee meeting. | Gavin | **Closed.** (on the basis we can’t remember what it was about) |
| **James** to include promotion of club champs and events spreadsheet within next newsletter | James | **Closed.** Past time. |
| **Ciara** to confirm where ET members can find information re. meeting points and session plans with regard to our agreement with EFR. | Ciara | **Closed.** |
| **Jules** to send a reminder out to the club (via Facebook) to remind members of the Loch Ore event. | Jules | **Closed.** |
| **Ciara** to check with her contacts to see if she can secure a lifeguard for Wed evening swim session. | Ciara | **Closed.** |
| **Bill/Jules** to identify when the Dalkeith pool closed for summer maintenance. | Bill/Jules | **Closed.** |
| **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 | **Closed.** Vast majority are L2 coaches post-2011 so CAN coach OWS, John and Gav also have additional OWS qualification. L1 coaches can’t – Jules and Liz. |