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Club Committee Minutes

18 Sept 2023| 2045hrs *|* Salisbury Arms

# In Attendance

All in attendance: Ciara Webb Apologies: Lois Baker

Adam Jelley Jules Blanc

James Gibson Anna Henly

Jordan Wee Gavin Calder

JP Vitry Alex Walker

Cédric Gerbier Phil Parr-Burman

Kara Tait Marlene Orth

Bill Anderson (Sec)

# Approval of Minutes

Minutes from the last committee meeting held on 18 July 2023 were proposed and approved. These have been shared previously with the Committee and have been/will be uploaded to the Club Website.

# Actions Update

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

# TRIATHLON SCOTLAND ANNUAL AWARDS

Consideration is being given as to who to nominate from within the Club. Request for nominations is to be included within the Club newsletter – Tri Bull

# EVENTS UPDATE

Gullane – review. The success of Gullane was again discussed, with particular praise given to all club members who had been involved in both the organisation and running of the event.

Given the discussion around dates and clashes with other events, do we need to agree a date in the diary for 2024 event?

NYD – update. An update is to be requested from John ahead of the next committee meeting.

# AGM

AGM was confirmed as taking place at Edinburgh Academy on 12 November, commencing at 1700. The invite is open on SPOND but has not had a great deal of ‘clicks’ as yet.

Prior to the AGM Carol Innes will take a coached running session – this forms part of the AGM event on SPOND so doesnt need an additional event to be created.

**Action – Bill:** Draft agenda for the AGM will be circulated in the next couple of weeks for agreement. It was suggested that it would be great if we could get an external speaker at the AGM and discussed options that Gavin may be able to ‘rustle up’ for us.

Discussed requirement for another committee meeting prior to the AGM. Possible for us to have a Teams call to discuss/agree items but no requirement for another committee meeting.

# TRAINING CAMPS

**Autumn Camp 27 – 29 Oct 23**: Aberfeldy – live on SPOND and nearly full

**Warm Weather Camp 23 – 30 Mar 24**: 3 options were presented by Bill:

Option 1 – Lloret de Mar, Spain

Option 2 – Pathos, Cyprus

Option 3 – Tuscany, Italy

All options are coming in at approximately £770, based on 25 to 30 people, with:

7 Night Half Board Accommodation (twin room)

Transfers to/from airport

6 pool sessions

2 track sessions

OW sessions (all options are by the beach)

Recommendations for bike and trail/road running sessions

Each option offers bike hire and room upgrade options (single or triple room options)

Members would have to arrange own flights – these were around £300 for each option

Option 3 was discounted due to length of transfer from airport – 2hrs

Option 2 was discounted in favor of Option 1 due to flight timings and Bill’s local knowledge of Pathos.

**Action – Bill:** Next step is for Bill to prepare comms for Facebook page to alert members to the camp and kick off organisation/booking of the camp.

AFTER COMMITTEE UPDATE – The warm weather camp does not include any coaching. We will have to take our own coaches.

**Action – Bill:** discuss with Gavin re options for coaching support/attendance

# Next Meeting

Monday 20 November 2023, 2045hrs at The Salisbury Arms



**APPENDIX 1 – ACTIONS LOG**

**Open Actions**

| Description | Lead(s) | Status/Update |
| --- | --- | --- |
| Review of coaching with the club following introduction of revised Triathlon Scotland Coaching Pathway. | Gav/Marlene | Open. Review to include coaching requirement for 23/24 and how we identify/develop club members ahead of attending coaching courses. |
| 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/Adam | Open. James provided update and will progress with support from Jules and Adam  DISCUSSION TO BE HAD WRT HOW WE CAN IMPROVE THE WEBSITE TO BETTER HANDLE PAYMENTS. CURRENTLY A VERY MANUAL PROCESS. SPOND CLUB WILL NOT FIX THE ISSUE AS IT WORKS ON A STRICT ANNUAL/MONTHLY BASIS.  WOO COMMERCE CAN BE TWEAKED. WISH TO AVOID MAINTENANCE HEADACHE.  JAMES/ADAM TO INVESTIGATE OPTIONS FOR HOW WE MANAGE MEMBERSHIP/PAYMENTS - WOO COMMERCE, OTHER OPTIONS AND WEBSITE FUNCTIONALITY. |
| Cedric is to continue to look for sponsorship for NYD and Gullane. | Cédric | Open/Carried Forward. Cédric to liaise with John for NYD. |
| Cedric is to update the partners page on the club website. | Cédric | Open/Carried Forward. Cédric to liaise with web master by next meeting. |
| 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 – NOT HEARD  Partnerships – Cedric  Social – Alex/Jordan – SHARED ACCOUNT, NOT DONE  Kit – Phil – NOT HEARD  Coach – Gav locked out  JAMES TO INVESTIGATE USE OF MICROSOFT INSTEAD OF GOOGLE DRIVE. MS IS FREE AND EASIER TO USE, BETTER FUNCTIONALITY. POSS USE TEAMS? |
| James to investigate use of Microsoft instead of Google with possible use of Teams to enable more effective comms. | James | Open |
| Ciara and James to look at nominations for Tri Scotland awards and update the committee at the Mar meeting. | Ciara  James | Open.. |
| 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. Options presented at Sep meeting. Comms to opened up to members via Facebook.  Update – Bill to discuss with Gav options for coaching. |
| Ciara to confirm details of the NYD para triathlete demonstration at the next committee meeting. | Ciara | Open. Update from John required. |
| Ciara to organise Velodrome. | Anna/Ciara  Jordan/Alex | Open. Interest from the club is good. Awaiting date.  ONGOING |
| Ciara/JP to issue new club survey to inform 2023-25 development plan | Ciara/JP | Open  ONGOING – JP TO ISSUE IN SEP PRIOR TO AGM |
| James to organise Aquadash | James | Open |
| 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.  GAV TO CONFIRM IF SAM HAS BEEN IN TOUCH |
| Bill to provide draft agenda for AGM. To include:  Asst Social Member  Asst Members Member | Bill | Open |

Closed Actions

| 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 attendance at 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. |
| Coach Development. James to include details of club subsidy for coaching qualifications within the next club newsletter | James | Closed. James intends to complete draft of newsletter by end of August 23, Gavin or Marlene to provide this information to James  Revised action due to introduction of Triathlon Scotland coaching pathway. |
| Ciara to contact Sam re. Gullane details, and Lynn H re. memorial cycle. Gavin to contact Maia about water cover for Gullane. | Ciara/Gavin | Closed. Ciara has contacted Sam. |
| Jules to provide an update to the committee on dates/lead planners for an end of season training camp at the next meeting. | Jules | CLOSED |
| Cedric and Anna to get Zone 3 Buoy to Anna’s | Cedric/Anna | CLOSED |
| 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 | CLOSED |