

York Triathlon Club – Exec Committee Meeting

28 Apr 18 @ 1830 YHA

In attendance:- Phil Johnson (PJ)
Andy Hall (AH)
Olivia Neale (ON)
Jan Kuendiger (JK)
Mark Laughton (ML)
Mark Allen (MA)
Jaime Cassas (JC)
Rachael Holmes (RH)
Jim Huxford (JH)

Apologies:- Tim Andrews (TA)

Lisa Ballantine (LB)
Richard Coates (RC)
Marie Murtagh (MM)

Agenda Item	Discussion	Action
Matters Arising	<p>BTF will send some detailed paperwork to assist with cttee member's role and responsibilities.</p> <p>Details around EduCare inc DPA for specific qualifications.</p> <p>The Volunteer Regional Triathlon Cttee are looking for volunteers from Tri clubs within North Yorks.</p> <p>There is a Run/Bike leader's course called</p>	<p>AH is now in receipt of this and will update all paperwork accordingly. Action Closed.</p> <p>PJ has sent all this information to the sub cttee for their information. Action Closed.</p> <p>Although there has been no contact from Michelle, PJ has seen the information on the internet but there is nothing of interest. Action Closed.</p>

	<p>Triactivators.</p> <p>Michelle also mentioned that there should be a “Star Mark” folder somewhere within the club where those contents should save us some time if we decide to apply for British Tri Mark</p> <p>A buddy system was discussed whereby certain members of the club will act as a buddy for new members to assist them in their early days with the club.</p> <p>Kerry Archer had volunteered to put on a coached swim session on a Mon, Wed and Fri.</p>	<p>PJ advised the meeting that there is a course in Rotherham on 13 May 18 and an Open Water activators course on 24 Jun 18. He will advertise these on the FB group. Action closed</p> <p>Although PJ has emailed Ian Anderson already, he will try again.</p> <p>PJ decided that he would put something on the club FB page to gauge interest.</p> <p>PJ to liaise with Kerry and finalise details.</p>
Treasurers Update	<p>As TA wasn't present at the meeting, no financial update was provided. RH did mention that all recent issues with PayPal were now resolved.</p>	
Risk Assessments	<p>PJ briefed that the club require a Risk Assessment for everything we do. We can produce a generic one to cover Swim, Bike and Run.</p>	<p>JH has offered to do these and will into producing a generic one for TT's as well.</p>
GDPR	<p>PJ briefed that the club require a Privacy policy on Clubhouse to ensure we are compliant with the GDPR. He is looking to</p>	<p>PJ to inform the cttee when he has the privacy templates.</p>

	<p>buy a privacy pack for personal use but has no issue offering the club copies of the templates to assist with the smooth transition to GDPR.</p> <p>Although Clubhouse are enhancing the way they work as well, YTC need to ensure access levels are set for the club members for their access to this.</p>	
Constitution	PJ briefed the meeting that JC has retyped the constitution due to issues with the formatting of the original document.	PJ has emailed the sub cttee a copy of this to ensure there are no glaring errors.
Non Tech Kit	<p>PJ briefed the meeting that he has discovered there is a function on Clubhouse that allows for payment for non tech kit to go direct to the club bank account.</p> <p>It was also discussed about holding a selection of technical kit as spares</p>	<p>A link to the kit offered will be placed on FB this week. Once ordered, kit will be delivered within a week.</p> <p>It was decided for the club to purchase 2 of each size (S, M, L & XL) running vests.</p>
Brick Training	RC had mentioned about further details required for this training. This included frequency, location and what day.	After discussion, it was agreed that JH would facilitate these sessions and they would run each Thursday from 10 May 18 at YSV. JH would advertise this on the FB page.
Beginner Tri Session	JH briefed the meeting about the possibility of running 4 sessions (Swim, Bike, Run and Transition) in an attempt to get new members into the club.	JH to speak with the relevant coaches to gauge interest and to look at suitable dates before reporting back at the next meeting.
Spin Instructor Training	JK briefed the meeting	PJ advised JK to research

	<p>that he is struggling to source a suitable Spin Instructor course without having to be an instructor prior to this.</p>	<p>British Cycling or maybe apply for a Bike Leader course in the first instance.</p>
<p>AOB</p>	<p>Summer Lakes Trip</p> <p>RH briefed the meeting that the club planned to organise another weekend away to the Lakes to coincide with the Kendal Summer Sprint Tri over the weekend of 14-16 Sep 18.</p> <p>YTC Social</p> <p>It was decided to hold a club night out on Fri 25 May in York.</p> <p>Club Membership</p> <p>RH briefed the meeting that there were 118 members who had signed up with another 90+ still to renew.</p> <p>Go Tri</p> <p>LB briefed the meeting that the location for the Go Tri had to be changed.</p> <p>Flanders Trip</p> <p>It was discussed about the possibility of the club having a trip to Flanders next year.</p> <p>Brownlee Foundation Event</p> <p>ML briefed the meeting</p>	<p>RH will advertise this on FB once the price is confirmed.</p> <p>RH to advertise on FB.</p> <p>PJ to liaise with LB to discuss further.</p> <p>AH to liaise with RC for further information regarding this.</p>

	<p>that there was a Tri a Tri event to be held at YSV on 23 May 18 and any volunteers would be welcome.</p> <p>Leeds/Castle Howard Tri's</p> <p>It was discussed about whether the club would have the gazebo at the above triathlons.</p>	<p>ML to email PJ details of the event which would then be advertised on the FB page.</p> <p>RH confirmed that we have been given permission for both events but she just needs to complete some paperwork to formalise this.</p>
Date of next Meeting	03 Jun at 1830 at the YHA	

Andy Hall
Secretary
York Triathlon Club