

York Triathlon Club - Committee meeting

Wednesday 2nd September 2020 at 19:30 Virtual Meeting (Zoom)

In attendance:

Phil Johnson (PJ); Mark Laughton (ML); Racheal Holmes (RH); Jan Kuendiger (JK); Anna Griffiths (AG); Mark Allen (MA)

Agenda Item	Discussion	Action
Minutes of the last meeting (JK)	<p>Outstanding actions from last meeting:</p> <ul style="list-style-type: none"> - Forum Shut down on Clubhouse (RH) - AGM cancelation PJ to follow up with Michelle if we can postpone (PJ) - Present for Matt Green (RH) <p>Completed actions from last meeting:</p> <ul style="list-style-type: none"> - Form now live on clubhouse with regards to vulnerable members (RH) - Anna has shared the Covid-19 guidelines - RH, JK & MA have signed the treasurer documents and handed them to HSBC 	<p>Done (RH)</p> <p>Meeting W37 TBC</p> <p>ongoing (club kit)</p> <p>contact HSBC to follow up (MA)</p>
Chairman's Report (PJ)	<ul style="list-style-type: none"> - National call with BTF attended on the 1st September, discussion with other clubs about progress into return to training - Swimming is currently being looked into to see how we can get back into offering sessions - Spin class are an option but running at half capacity (12 people) - Call with Michelle with regards to AGM & why L1 coached are not able to take sessions anymore; First Aid is now a requirement why? - GDPR to be reviewed by AG & PJ to reflect the current situation this weekend to ensure compliance. 	<p>PJ to connect with Annette with regards to Spin</p> <p>PJ to feedback to committee</p>
COVID-19 officer update (AG)	<ul style="list-style-type: none"> - Comms gone out to members with regards to procedures and information. - Everyone has to complete the return to play questionnaire in order be able to attend session - Coaches email gone out to brief in order to be able to deliver sessions. - Social session RA done - procedures are currently be - COVID action plan is well under way of being completed, ie GDPR safeguarding, finance, - social run RA to be written <p>- from now on all session places have to be confirmed by the coach in order to ensure compliance and questionnaire is filled out.</p>	<p>Anna to complete</p> <p>JK to send minutes to all coaches</p>

Treasurer (MA)	Clubhouse is overdue, and due to the current issues with the treasurer Mark Allan has kindly agreed to cover it on his credit card, which will be paid back ones the hand over is complete.	
Club Membership Report (RH)	Members: 112 currently with the club	
Club Kit Window (RH)	- members requested to have a window open, we will open the window end of 21. September, closing on the 1. October to allow members to order kit in time for Christmas, arrival 13. December.	PJ to action RH to put into newsletter
AOB	- Agreed to share committee meeting minutes with all coaches - Time trials have been very successful with up to 14 members taking part in one race.	JK to mail out
Membership numbers (JH)		
AGM (PJ)	Phil will discuss requirements with Michelle in terms of requirements. Face to face is not an option due to social distance and group gathering. Option may be to organise a virtual meeting with pre voting options. Or postpone it to February.	Phil to update committee via WhatsApp
Date of the next meeting	7th October 2020 19:00 (Zoom)	ML to organise Zoom