

**Oxford Tri Club Committee Meeting
Monday 21st September 2009**

Present

Ian Loades (IL)
Claire Loades (CL)
Simon Jones (SJ)
Jane Bell (JB)
Peter LARBALÉSTIER (PL)

Heather Grimes (HG)
Hanno Nickau (HN)
Phil Richards (PR)

Apologies

Jerry Greatorex (JG)
Nick Hales (NH)

Claire Innes (CI)
Adam Moore (AM)

Item	Action	Who
1.0	<p>Minutes from Last Meeting</p> <ul style="list-style-type: none"> - Pricing structure - there is still some disagreement regarding this, Ian to talk to those concerned. <i>Action: IL</i> - Sunday rides - Adam to organise ride leaders - IL to check with AM that he is still happy to do this. <i>Action: IL/AM</i> 	<p>IL</p> <p>IL/AM</p>
2.0	<p>Financial Review</p> <ul style="list-style-type: none"> - Hanno has volunteered to do the end of year accounts ahead of the AGM. IL to communicate this to Sean. <i>Action: IL/HN</i> - Latest balance - club is £27,000 in credit. - Final cheque spread payment has gone in. - Agreed that more control is needed as to where money is being generated from. Keep a written record in collecting pots of how much was taken at a given session - this can then be recorded on a spreadsheet and input into end of year accounts. - Once club reaches a certain level of income, an external audit will be required (however, that level is not known!) - committee will find out! 	<p>IL/HN</p>
3.0	<p>Open Event Review</p> <ul style="list-style-type: none"> - race went really well - Feedback was overwhelmingly positive - Sub committee was congratulated by main committee. - Committee agreed to allow sub committee (members generally unchanged) to organise a larger event for 2010. - Date agreed was Monday 30th August 2010 - Venue to remain at Radley College (with some changes to bike route) - numbers to be capped at 200 - Event made a profit of £41.59 - Costs for 2010 would not be significantly higher. 	

	<ul style="list-style-type: none"> - Sub committee will meet again and put forward more detailed proposal to main committee (re BT affiliation - pros and cons etc). 	
4	<p>AGM</p> <ul style="list-style-type: none"> - HG will find a venue - committee agreed budget of £400 including catering. Action: HG - Hanno to find up to date version of Constitution: this is not apparently available on the website. We need to ensure that it is placed in an accessible place on website Action: HN - done(HN has forwarded up to date version to committee) - It was tabled that we change the structure of the committee to one where instead of all the club roles being official committee members, we allow people to take on those roles without having to be on the committee (i.e. having to commit to meetings etc) and elect a number of 'General Committee Members' (without official roles). Those General Committee Members would not have to take on an official role (but could if they wanted to). The Committee would have a core of 5 positions (that are required) plus 8 general committee members. The core 5 essential positions are: <ul style="list-style-type: none"> - Chairman - Vice Chairman (can also hold another position) - Treasurer - Secretary - Club Coach - non committee positions that will be available are: <ul style="list-style-type: none"> - Publicity Officer - Junior Section Leader - Social Events Officer - Membership secretary - Website officer - Kit officer - Welfare officer - Club Captain - the idea behind this that it allows people to take on roles within the club (such as kit officer or publicity officer) without having to make the commitment that is required to attend committee meetings and have an input into how the club is run. - HOWEVER - people are very welcome to stand as one of the 8 general committee members (who will be responsible for running the club, have voting rights and be required to attend committee meetings) AND stand for one of the 'non committee' positions. - After much discussion, a vote was taken to proceed as described above, or to keep the existing structure and add some more general committee members- 	HG

	<p>vote was 6 for change, 2 to keep the same. Vote carried.</p> <ul style="list-style-type: none"> - This will be communicated out to the membership when we circulate the voting papers for the AGM. There will be 2 voting/nomination forms. 1 for the committee positions (Chair, Vice Chair, Secretary, Treasurer, Club Coach, plus 8 general members) and another form for the other positions. They will be voted for on the night of the AGM and appointed. There will be two separate votes one for the committee positions, one for the non committee positions. All positions must be filled at the AGM. - Voting/nomination forms will be circulated not less than 21 days before the AGM (Wed 11th November). - It was also agreed that we will set up sub groups (or individuals) to take care of particular areas of the club, e.g open event, website development, BAR races, open water etc. These do not necessarily have to be committee members. This can be sorted out as the need arises. - HG and IL to communicate re nomination forms etc (secretary usually has role of returning officer). - All of the above is to be completed at the AGM and will require constitutional amendments. 	
5	<p>Social</p> <ul style="list-style-type: none"> - cheques are coming in for this. Adam has sent out reminder email to the club. - IL will meet with Jerry and Ian to sort out the awards. Action: IL/AM/JG - It was agreed that as a goodwill gesture, we would invite our contacts at Hanson/Worton Farms and Trek to the social event. 	IL/JG/AM
6	<p>Kit</p> <ul style="list-style-type: none"> - Simon circulated proposal for kit order to replenish summer stock. (total approx £3000 including 20% discount). Proposal is to gauge interest in winter stock (Simon has emailed club to see what people want) he will then present to committee and place order in 2 weeks time - total cost will probably be between £4000-5000. Action: SJ - email done 	SJ
8	<p>AOB</p> <ul style="list-style-type: none"> • Suggestion of running an overseas training camp - there is nothing official being run. There are various cycle events that take place- communicate these out a bit more (but they are not official club events). • Suggestion of doing a talk to Abingdon Amblers re Oxford Tri (what we are about, training sessions etc). HG to find out dates/availability (where and when!) IL 	IL

	<p>and PR happy to do. Action: HG/IL/PR</p> <ul style="list-style-type: none"> • Possibility of extending at least one swim session to 1 ½ hours - we have tried to do this, unfortunately there is not the pool availability! • A club member has approached us asking if they could start up a newsletter - electronic format, quarterly to start with. Committee happy for them to proceed! • OXSRAD - we would like to continue to support them, however, not entirely pleased we cannot use their meeting facility - IL to speak to them. Action: IL • Reconfirmed that we will give a proper thanks to Worton Farms for OW facility. • The committee has been asked to provide a reference for Anita Donaldson re her role as Treasurer. Committee agreed purely on a professional basis. 	
9	<p>Date of Next Meeting 19th October - venue and time tba</p>	

HG/22/09/09