

**Oxford Tri Club Committee Meeting  
Monday 12<sup>th</sup> July 2010**

**Present**

Ian Loades (IL)  
Claire Loades (CL)  
Abbie Clare (AC)  
Tim Doole (TD)  
Phil Richards (PR)

Heather Grimes (HG)  
Steve Slay (SS)  
Ian Smith (IS)  
Simon Rayner (SR)

**Apologies**

Mark Herd (MH)  
Mike Dunmore (MD)

Richard Dunbabin (RD)

Action	Who
<p><b>1.0 Minutes from last meeting</b></p> <ul style="list-style-type: none"> <li>• all ok.</li> </ul>	
<p><b>2.0 Administrator Position</b></p> <ul style="list-style-type: none"> <li>• At the previous meeting, we agreed that the club could do with an administrator position and that this should be a paid position.</li> <li>• We agreed that we needed to define the role in detail and draw the line between what is the remit of volunteers and what would be the new positions responsibility.</li> <li>• Main areas would probabaly be managing the coaching resource, and facilities booking.</li> <li>• Discussed whether or not organising session leaders (e.g. Sunday rides, lake safety officer, BAR coordination) - thought that perhaps these areas should remain under volunteers remit.</li> <li>• Agreed that this should be presented to the AGM for a vote. If there are objections and it is overruled, we will have in place probably 2 extra roles (non committee) for election.</li> <li>• It is apparent that most of the big clubs have a paid administrator position.</li> <li>• After deciding that we would put forward the alternative of having the two non-committee positions, it was decided that we should re-vote on having the paid position - vote was 7 for, 2 against.</li> <li>• Actions - IL will draw up a role for the administrator. <b>Action: IL</b></li> <li>• Everyone else to draw up a list of things that they do (outside their defined roles) that could come under the admin role. <b>Action: All committee members</b></li> <li>• Everyone to make sure that their committee roles (and non-committee roles) are correct according to their job descriptions. <b>Action: All committee and non-committee members</b></li> <li>• We will define the roles of the Open Water, Track, Swim and Sunday ride coordinators at the AGM and ensure those that are taking them on, know exactly what is involved.</li> <li>• Admin position could take on the leg work for new projects (e.g.</li> </ul>	

<p>getting quotes etc).</p> <ul style="list-style-type: none"> <li>IL will bring the co-ordinators roles to the next meeting to propose at the AGM. <b>Action: IL</b></li> </ul>	
<p><b>3.0 Meeting for Prospective Coaches</b></p> <ul style="list-style-type: none"> <li>We have had good feedback from people who are potentially interested in becoming coaches (around 15).</li> <li>There is a Level 1 coaching course running at the end of October/early November.</li> <li>We have 8 places available on this and they have been filled.</li> <li>A meeting has been booked for 23<sup>rd</sup> August (7pm at OXSRAD) to get the potential coaches together(those booked onto the course and the others) so we can let them know what to expect etc.</li> </ul>	
<p><b>4.0 Club Sprint Tri</b></p> <ul style="list-style-type: none"> <li>The race is now full (70 club members, 80 non-members).</li> <li>Everything on track</li> <li>Agreed to ask Fit2 Run if they want a stall. Tim to do. <b>Action: Tim</b></li> </ul>	
<p><b>5.0 Alternative Club Team event</b></p> <ul style="list-style-type: none"> <li>Ian Smith has found out about an alternative club team event run by Big Cow (Milton Keynes Triathlon etc) on September 19<sup>th</sup>. Agreed that we would enter 2 teams, one 'social/participation' and the other a competitive team. Abbie will send out an email to the club asking for commitment from people (8 per team) by the end of the week. Club agreed to subsidise event to the cost of £15 per head - race entry fee is £35 per head. <b>Action: Abbie</b></li> <li>Website is <a href="http://www.big-cow.com">www.big-cow.com</a> if people want to take a look.</li> </ul>	
<p><b>6.0 AOB</b></p> <ul style="list-style-type: none"> <li>Lake swim - how long will they carry on. Thursday evening swim will finish at the beginning of September, and Saturday morning swims will continue as long as there is a demand and the water temperature holds out (likely to be mid September as race season comes to an end).</li> <li>Open Water Safety sessions - details regarding this have been written into the new members email.</li> <li>CL will ensure that it is written into the safety briefing for the safety officer. <b>Action: CL</b></li> <li>IL will also speak to Peter to ensure that it is communicated clearly.</li> <li>Agreed that the person who takes new members out on their first swim will punch their card as well (ensures that they have done it).</li> <li>CL agreed to coordinate safety cover for the lake until the end of the season.</li> <li>23 people are signed up for the try a tri social (ride the bike course and have lunch en-route).</li> <li>Agreed to get the sign up up and running on the website for the club dinner.</li> <li>Also agreed to get everyone to have a think about awards categories (get the general members to come up with ideas as well) - make it more inclusive, so awards for general achievements (first tri, first ironman etc). Caroline can ask for this when she sends out the email about the dinner. <b>Action: All</b></li> </ul>	

<ul style="list-style-type: none"> <li>• Simon has got a quote for window stickers (250 stickers for £240), agreed we would need more than this, Simon to get quote for 500. We have all the art work etc - CL will give to SR. <b>Action: SR/CL</b></li> <li>• Radley swim has stabilised at around 15, this is good.</li> <li>• Barton (don't know numbers), but keep it going - will pick up again in the Autumn/Winter.</li> <li>• Kit - we are out of hoodies - re-order</li> <li>• Agreed to place another order for general kit (rather than leave it to next committee) - get it all in place.</li> <li>• Would be good if some of the kit could have reflective strips (long sleeved roudaix (sp?) tops? - IL to investigate.</li> <li>• Succession planning - We have a possible candidate for membership secretary, and for Lead Coach (Phil to speak to them). We do need someone to step forward for the position of Chairman - so any interested parties, make yourselves known!.</li> <li>• IL will contact the sailing club about OW swimming next year.</li> <li>• The sailing club have offered a free sailing lesson to any club member!</li> <li>• AGM - will be Wed 10<sup>th</sup> November at Hawkwell House Hotel (HG to book).</li> <li>• Last BAR TT will be 7<sup>th</sup> September, Tim and Caroline to sort social.</li> <li>• Kit - iit would be nice to get more people in club kit - we have some old kit that we could get rid of at sale prices and maybe give away as prizes at the dinner.</li> </ul>	
<p><b>Date of Next Meeting</b> Monday 13<sup>th</sup> September, 7.30pm - OXSRAD</p>	
<p><b>Action Points</b></p>	
<p><b>Ian</b> - Draft Admin Role and alternative non-committee roles</p> <ul style="list-style-type: none"> <li>• book meeting for prospective coaches</li> <li>• Contact Sailing Club re OW swimming next year</li> <li>• Kit order (and hoodies)</li> <li>• Speak to Peter re new member safety sessions</li> </ul> <p><b>Claire</b> - Write ow safety session details into safety briefing</p> <ul style="list-style-type: none"> <li>• sort volunteers for safety officer for OW sessions until end of the year.</li> <li>• Forward artwork to Simon for window stickers.</li> </ul> <p><b>Simon</b></p> <ul style="list-style-type: none"> <li>• Get further quote for 500 stickers - purchase</li> </ul> <p><b>Abbie</b></p> <ul style="list-style-type: none"> <li>• Sort out club team event</li> </ul> <p><b>All</b></p> <ul style="list-style-type: none"> <li>• Check description of your current role</li> <li>• List jobs that you do that admin role could potentially take on</li> <li>• come up with some awards ideas for the dinner</li> </ul>	

HG/13/07/10