



ASHFORD TRI CLUB COMMITTEE MEETING

Present:

Paul Barron – Chairman & Mens Captain
Terry Foreman – Treasurer
Matt Cross – Webmaster
Alex Milne – Welfare Officer
Adrian Heathfield – Membership Secretary
Terry Crittenden – Co Opted Member
Jim Hawkins – Secretary
Kate Austen – Social Secretary
Kate Keene – Quartermaster

PBa
TF
MC
AM
AH
TC
JH
KA
KK

Meeting Held At:

The Conningbrook

Date:

8th February 2010

Start:

19:00

Finish:

21:00 ish!

Apologies:

Phil Booth – Press Officer
Christine Johnson – Ladies Captain

PBo
CJ

Item		Action
1.00	<u>APOLOGIES FOR ABSCENCE</u> <i>Phil Booth – Press Officer</i> <i>Christine Johnson – Ladies Captain</i>	
2.00	<u>MINUTES OF PREVIOUS MEETING</u>	
2.01	<i>Approved</i>	
3.00	<u>MATTERS ARISING (NOT ON AGENDA)</u>	
3.01	<i>Voting Of Press Secretary - Phil Booth. Proposed KA. Seconded AH. Duly elected.</i>	State
4.00	<u>GOVERNANCE</u>	
4.01.01	<i>Vice Chair</i> – Role created for guidance of committee decisions in absence of Chair.	State
4.01.02	<i>Voting of Vice Chair – Alex Milne. Proposed JH. Seconded TF. Duly Elected</i>	State
4.02.01	<i>Mission & Objectives on Membership</i> – Agreed by all present <i>Mission and Position Statement = As Website “Small Friendly Tri Club . . . etc “.</i> <i>Vision = To be THE “Heart Of Kent Tri Club”</i> <i>Objectives = 1. To reach 100 members by Dec 2011.</i> <i>2. To establish the Junior Section by Dec 2011.</i>	

Item		Action
4.02.02	Club Advertising – 1. Register Club with “Clubz” 2. Profile Club at Race Venues and Events	AH ALL
4.03	Constitution – 1. Grievance Discipline and Appeal process to be updated 2. Page 4 of 4 of current document to be deleted	AM/PBa JH
4.04	Policies – 1. Review date of policies to be set at AGMs in future 2. Current Policies reviewed and accepted 3. Insurance Policy needs to be reviewed further 4. Insurance Status with BTF to be confirmed	State ALL AM JH
4.05	Governance Documents to be added to the webpage at a point in the future TBC	ALL
5.00	<u>KINGS WOOD DUATHLON</u>	
5.01	Event Sponsorship - Main = GSE Group . Mugs and Numbers – POD+ .	State
5.02	Entrants to Date = 85	State
5.03	Prizes & Trophies – 1. White Long Sleeve Tech Tee. Logo to be revised. GSE artwork required by KA 2. Thermal Mug. Logo. Logo to be confirmed 3. Trophies to be purchased.	JH/KA KA/JH JH
5.04	Marshalls – Response from Club so far has been good. Further Email to be sent encouraging more.	PBa
5.05	BTF & FC – Licences in place.	State
5.05	General – 1. Race Info packs required. 2. Orders for Shirts, Numbers and Mugs - Urgent	JH JH
6.00	<u>FINANCIAL REPORT</u>	
6.01	Budget – 1. Projected figures were discussed and adjusted as necessary at the meeting. 2. A figure has been allocated for Flags and Banners of £250 3. Additional Kit will be an “As and When” Allocation	TF TF TF
7.00	<u>CLUB SPONSORSHIP</u>	
7.01	Guidelines discussed - 1. Wording to be modified from “Negotiate” to Identify” 2. Other wording amended to “Goods to the Value Of” 2. Current agreement with Kit and Logo sponsor accepted. 3. Event Sponsor levels discussed and to be confirmed. 4. Document to be taken out of the intended public framework and made available to committee members only on request. 5. Website exposure, links and associated fees to be confirmed.	PBa PBa ALL ALL State ALL
7.02	Main Club Sponsor and Other Sponsors will not have a conflict of interest	State
7.03	Chair & POD+ to arrange meeting to discuss Club sponsorship further	PBa/KA

Item		Action
8.00	<u>2010 CLUB RACE PROGRAM</u>	
8.01	Swim – Dover Regatta Harbour swim in Mid August. Date TBC	JH
8.02	Run – 3 Lakes 5k 04.07.10. Results to be Age/Gender Graded	State
8.03	Club Programme Feb/Mar TBA – Night MTB at Kings Wood Mar 13/14 th – KWD 2010 Mar 27 th – Bluebell Run April 2 nd – Folkestone 10 miler (Club Brick Session) May 14 to 18 th – Lyonheart Training in Spain May 16 th – E. G . Tri June 6 th – Round the Lakes 5k (ATC Age Graded event) August 22 nd – Battle for Hastings Sept 26 th – Lydd Tri Oct TBC – Hollingbourne Hill Climb Oct 10 th – Givaudan 10k	
8.04	Weekly Programme - Spring Mon – Free Time ! Tues – Swim Training at Ashford School Pool Weds – “Not” Circuits at JR Thurs – Free Time ! Fri – Socials TBC Sat – Running at Kings Wood Sun – Cycle Rides	
9.00	<u>KIT & OTHER RESOURCES</u>	
9.01	Orders – 2 Orders currently in place	KK
9.02	Resources – Current Club resources list to be generated	KK
10.00	<u>WEBSITE</u>	State
10.01	Meeting Minutes – To be posted once agreed as correct	JH/MC
10.02	BTF Certs & Insurances – To be posted once MC is issued the PDF	JH/MC
10.03	Outdated Info – To be archived	MC
10.04	Star Club Accreditation - To be added	MC
11.00	<u>BTF – STAR CLUB CRITERIA</u>	
11.01	BTF criteria sheet tabled and discussed. ATC currently have the accreditation. The Club needs to re assess the document and take steps to comply if lacking.	ALL
12.00	<u>COACHING</u>	
12.01	The following are on or due to start Coaching Courses – Christine Johnson = Level 2 Ongoing Paul Barron = Level 1 Due to start 28.02.10	

Item		Action
	<i>Terry Crittenden = Level 1 Start TBC</i>	
13.00	<u>CLUB COMMUNICATION</u>	
13.01	All Committee specific emails to be CC to all Committee Members	State
13.02	A monthly Club Newsletter is to be emailed to all Club Members	PBa
14.00	<u>ANY OTHER BUSINESS</u>	
14.01	Socials – KA to formulate calendar of events	KA
14.02	Track Session – Phil Heathfield to lead a track theory session at the JR. Date TBC	JH
14.03	November Event – <i>Subject to success of Spring KWD a November Event is to be organised. Route and exact date TBC</i>	JH
14.04	Quiz Night – TC to organise	TC
15.00	<u>DATE OF NEXT MEETING</u>	
15.01	<i>19.04.10 at The Conningbrook 19:00</i>	