



Minutes of Committee Meeting

Venue: Wellsprings

Date: 15 September 2015

Time: 18:30 – 20:30 hrs

Attendees: Paul Shergold, Richard Brown, Stephen Redman, Max Sauter, Nick Smith, James Paull, Cathy Paull Jo Carritt, Antony Heaton-Jones, Chris Gunn

Apologies: Philip Kirkpatrick

Item	Topic	Minutes	Action
1	Minutes of last meeting 2 June 2015	Minutes of prior meeting agreed	
2	Committee changes	<p>Mark Baker (Social and Welfare) and Esther Bonifield (communications) are both stepping down from their roles. The meeting expressed their thanks for their support.</p> <p>The social side especially for the forth coming annual dinner will be managed by Tanya Lewis.</p> <p>Anthony will include Esther 's communications role in with his own.</p> <p>As Max Sauter is already the effective welfare officer for the junior section, he agreed to take on this responsibility formally for both the Junior and Senior sections. The Club Welfare Officer is responsible for good practice, and safe guarding as per BTF guidelines,</p>	<p>T Lewis</p> <p>A Heaton-Jones</p> <p>M Sauter</p>
3	Membership	Philip Kirkpatrick was unable to attend this meeting, however his written report on progress that he has been making in this area is included as an attachment to these minutes. His work includes the induction of new members to the club, and streamlining the administrative processes.	
4	Incorporation & Club Development	<p>Given the mandate from this years AGM, the work needed to register the club as a Public Limited Company has been completed. James Paull now needs to submit an updated constitution to reflect a new financial year end date of 30 June and audited accounts for the year ending 30 June 2015.</p> <p>The chairman is actively reviewing the clubs aims and objectives and is working with committee members to enhance these. In particular a mini-survey has been issued to the membership for their feedback. Max reported that the initial response from the survey is encouraging and its identifies cycling and communication areas as high priority items. A full briefing on the findings and club review will be issued in due course.</p>	<p>J Paull</p> <p>P Shergold M Sauter</p>
5	Kit/Equipment	<p>C Facey was not in attendance, however the chairman reported that the new kit items that Caroline was sourcing is now available and has been publicised on the Clubs Facebook page and Website. Club members may now order these new items in the usual way.</p> <p>Feedback from Chris Cox (responsible for managing loaning of Club's bike boxes) is that the boxes are showing the signs of deterioration through usage over the years. The chairman volunteered to physical inspect these boxes with Chris to asses if they could be repaired economically. The consensus of the meeting was to retire the boxes and not replace them if they were beyond economic repair on the basis it is usual for athletes to now-a-days own their own.</p>	<p>P Shergold C Cox</p>

Item	Topic	Minutes	Action
6	Club Website Communication	<p>J Carritt and A Heaton-Jones reported that updates have been made to the website, but they reiterated that they need to be informed in detail should aspects of the site become outdated or linked addresses change.</p> <p>Discussion concerning simplifying the clubs forums and to make it easier for club members to post their own news items took place. Many committee members felt it would be useful to open up the current club facebook page to allow members to post.</p> <p>Agreed to convert current facebook page to a closed group allowing members to post</p>	All Jo Carritt
7	Coaching	<p>Separate to the committee meeting, a coaches specific meeting takes place and is chaired by the head coach. The output from these meeting will be formally minuted, current emphasis includes:</p> <ul style="list-style-type: none"> * Bringing on new coaches and sharing the club's coaching workload equitably. * Agreeing coaching plans for the club sessions for benefit of membership. * Reviewing Friday nights swim session for better use the resources and use of non-club session leaders. * Bringing in more analytical techniques such as video to assist in coaching <p>It was discussed and agreed that certain pieces of essential coaching equipment such as camera and swimming aids will need some updating and that a budget should be submitted for ratification in this new financial year. The budget is to also include coach training courses that may be required to broaden the club's coaching staff, to deal with the increased club size and needs.</p> <p>Nick Smith was in attendance at the meeting as a non-officer club member , he indicated he would like to become involved again in the the clubs coaching</p>	P Shergold P Shergold
8	Membership Cards	<p>Since the last committee meeting, only a limited numbers of cards have been send out. The printing company misunderstood the second membership file, this has been now been escalated for the company for action.</p>	Jo Currie S Redman
9	Juniors	<p>Friday's joint junior/senior swimming session that was once popular as family activity was suggested as a option.</p> <p>Junior sessions are in high demand, and coaching capacity will need to be increased with the demand. Max is looking at options.</p> <p>Additional essential safety equipment is now to be purchased that will amount to £300, it was agreed that this should be funded from the balance from the Monday swim account.</p> <p>Cathy reported that Junior Aquathlon planning is going well but the requests for marshals and helpers is coming up short. To ensure success of the event she will be twisting a few arms to encourage more helpers.</p>	M Sauter M Sauter C Paull
10	Social	<p>Annual club Christmas function on 21 November 2015 is now being managed on behalf of the club by Tanya, the chairman reported that agreements on the arrangements are well advanced. The budgets for the normal expenses incurred will be similar to prior years: £200 raffle, £250 Disco, £300 refreshments £200 Trophies.</p>	T Lewis
11	Accounts	<p>The Treasurer (C Gunn) presented the attached summary statement of accounts for the club. It shows that the excess income over expenditure for the period Dec 2012 to Feb 2015 was £2554.</p> <p>Event manager (Jo Carritt) presented the accounts from the race event account. as attached.</p> <p>In-line with the club's incorporated status the club will now be obliged to submit detailed audited accounts for both the club account and the race account. and that both should reflect the new 30 June financial year end date. James and Chris in discussion, agreed, that with their financial backgrounds that this would be a non-trivial task and will require the assistance of an external paid for party/auditor.</p>	C Gunn J Paull

Item	Topic	Minutes	Action
12	Expense Reimbursements	P Shergold confirmed that indeed the race officer of club organised paid events is classed as a club officer/coach for the purposes of token expense reimbursement as agreed at last committee meeting.	N Hawkes
13	AOB	Club spinning classes, would these go ahead this year? Yes should start in November. The BTF Club relay event was again held during the August holiday period this year. In the past the event was popular, but traffic during August combined with distances to travel has effectively blocked the event. The Race Captain will look at options with the BTF and South West Region other possibilities	P Shergold J Page J Paull
14	Next meeting	Tuesday 10 November 2015. Wellsprings 18:30 – 20:30	ALL

Appendix 1 Report from Philip Kirkpatrick (membership)

On 14 Sep 2015 19:16:44 Philip Kirkpatrick wrote:

As you know I won't be able to attend tomorrow's committee meeting, so please can someone read out the following report:

All membership duties have now been transitioned to me and new members as they join receive a welcome email which outlines weekly training events. The email also invites the new members to contact Lisa regarding booking their swimming slot. Each member is also signed up to the forum and their login details are included in their welcome email.

Since 23rd August, I have been receiving emails from Entry Central as each new member joins. Since then, 7 new members have joined. I have also managed to resolve the only membership issue which has come to me. I understand that there are other issues, and if these are emailed to me I will continue to resolve them. I am now turning my attention to ensure that all club members have a forum login. However, there seems to be a number of forum users which do not match the members on Entry Central and who have not logged in for some time. I would like to ask for a decision on when these forum logins should be deleted, e.g. after a certain time limit of non-use?

I also think that it's time there was an online system which aids members in booking or taking up swimming slots - so that fewer slots are wasted. I will be contacting M Baker soon with my ideas

Appendix 2 Account Summaries

Somerset RC Tri Club

Income and Expenditure 01/12/2013 to 28/02/2015

	Income	Expenditure	Net
Kit Sales	1766	1377.24	388.76
Swim Hat Sales	0	0	0
Swimming	17238.82	11417.27	5821.55
Open Water Swimming	160	0	160
Sunday Night Swimming	1776	3600	-1824
Annual Dinner	2113	3427.19	-1314.19
Spinning	588	687	-99
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	23641.82	20508.7	3133.12
INCOME			
Subs	4413.8		
Seminars	0		
Beginners Tri Course	0		
Swim Stroke Analysis	0		
Bike Box Hire	0		

			4413.8
EXPENDITURE			
Miscellaneous		4992.51	

			4992.51
Excess of Income over Expenditure			-----
			2554.41

2015 Season Taunton Deane Tri Races - Accounts Summary

	Income from Entries	Expenses		Net Profit
Queens Junior Aquathlon Oct 2014	711		926	£ (215.00)
Aquathlon Feb 2015	1766	1718		£ 48.00
Triathlon May 2014	11443	12272		£ (829.00)
Ttn Sch. Junior Aquathlon July 2015	329	187		£ 142.00
Queens Junior Aquathlon Oct 2015				£ -
	14249	15103		£ (854.00)
Sponsorsip Francis Clark 31/7/15		2000		

<u>TD Tri Bank Account August Balance:</u>	£
13/08/13	6249
18/08/14	9393
03/08/15	11467

Accounts - Taunton Deane Triathlon 2015

ACTUAL INCOME

detail	no. registrations	income £	active fees £	ToTAL
Dec-14 active deposit		1644	213.4	1430.6
Jan-15 active deposit		10374.2	1372.18	9002.02
Feb-15 active deposit		623.4	95.86	527.54
Mar-15 active deposit		283.2	77.08	206.12
01/04/15 active deposit		456.25	106.58	349.67
May-15 active deposit		29	11.3	17.7
20/04/15 tri refund cheques				-33.55
08/04/15 tri refund cheques				-28.8
13/03/15 tri refund cheques				-28.8

0 | 13410.05 | 1876.4 | 11442.5

13.99%

ACTUAL EXPENDITURE

No. Entrants (from start list)	299
BTF	42
adult	298
junior/youth	10

VAT rate 1.2

description	fixed	variable		VAT
		per person	ttl	
BTF event registration fee (online)				£35.00
BTF day license				£1,098.60
Event Paramedics				610
Race Official				
paid marshalls (wellingto majorettes /kingsmeas @£20 per)				600
WSC - hire charges (incl. training day)				
K2 Timing				1200
address system				282
Tshirts				2834.52
numbers, wrist bands (running imp)				752.18
photography				389
trophies (age -group)				
overall trophies				1278
1,2,3rd prizes				360
print and stationary expenses				
paints and DIY supplies				39.76
swim caps				30.42
course set-up cones and tape				44.35
marshalls refreshmnets, balloons, cups				£105.78
trophy postage				75.75
road closures				1000
highways signage costs (DLO)				941.83
transition racking hire				595

paid	date	chq ID
jo	07/11/14	
cheque 000612	28/05/15	
cheque 000587 deposit	deposit £61 paid March 2015, full 19/5	
john milkins	free entry	
cheque 000615 (200), 00	02/06/15	
FOC		
cheque 000609	28/05/15	
cheque 000599	18/05/15	
cheque 000600	18/05/15	
cheque 000592	11/05/15	
cheque 000603		
cheque 000608	26/05/15	
cheque on day		
cheque to NH exp .	17/05/15	
jo exp.		
NH EXP	28/515	
cathy exp.		
jo exp .		
chequ 000618 by nicj	18/7/15	
cheque to AP	14/4/15	

£12,272.19

NET PROFIT
-£ 830

Accounts Queens Junior Aquathlon 2014

Date	Description	Income	Expense	Notes
07/08/14	BTF event Reg fee online		35	jo online -ch. 000570
03/11/14	BTF day license x90		90	cheque 000576
09/10/14	Cathy exp. Stationary + catering + supplies		65.32	ch . 000575
16/10/14	Nick exp. Board, Stationary + printing		56.65	ch . 000574
25/09/14	Running Imp - medals, trophies, numbers		136.64	ch. 000571
07/10/14	RunnerPrint - T-shirts (120)		489.56	ch. 000572
03/11/14	jc exp. engraving +Postage		23	ch.000577
09/10/14	lifeguard		30	ch.000573
	Reg Online entries less fees OCT	486.6		
	Reg Online entries less fees SEPT	224.4		
	Reg Online entries less fees AUG			
		711	926.17	-215.17

Taunton School Junior Aquathlon 2015

Date	Description	Income	Expense	Notes
	BTF event Reg fee inline		30	
	running Imp medals		101.27	
	trophy postage		5.87	to be paid to jo
	BTF day licences		50	
	Active - May	145.7		
	Active - JUNE	183.3		
		329	187.14	141.86

Accounts - Taunton Deane Aquathlon 2015

ACTUAL INCOME	paid reg	income £	active fees £	ToTAL
Nov-14		475	67.5	407.5
Dec-14		529.9	78.91	450.99
Jan-15		1024.5	153.15	871.35
Feb-15		49	12.8	36.2
cheques				
				1766.04

Aquathlon - ACTUAL EXPENDITURE

number of starts	129	VAT rate	1.2	cost pp
non. BTF				
adult	82			
youth	5			

description	fixed	variable		VAT	
BTF event registration					
BTF day licence (adult)			£283.40		paid 17/2/15
BTF day licence (junior)					
BTF race official in attendance			£0.00	£0.00	
st johns				£105.60	
Sportshall hire	£411.50			£493.80	
T-shirt	£20.00	£3.99		£656.01	paid 10/2/15
P&P			£0.00	£0.00	
medals			£171.06	£205.27	£445.54 paid Running Imp 10/2/15
trohpies			£83.78	£100.54	
P&P			£13.95	£16.74	
Bib numbers (200)			£93.50	£112.20	2 batches x100 polyart 2-colour, one with colour band
p&P					
Chris Bill					not employed
print costs					
sundry items (tape, pins ,swim caps, postage)			£8.99	£10.79	
marshalls refreshmnets, cups					
haybale				9.9	17.34
postage (jc)				7.44	
			£1,718.29		NET PROFIT (LOSS)
					47.75