

**Minutes of the Committee Meeting of the Mid Sussex Triathlon Club  
Virtual Meeting via Zoom, 28/9/20 8pm**

<b>Committee Online Present:</b> Angela Murray- Chair Jeremy Paine- Vice Chair Esther Clutton - Club secretary Neil Giles- Head Coach Jason Brown -Membership Secretary Jo Fleming-Race Director Mike Hook- Webmaster Steve McMenamin Martin Shoosmith-Member without portfolio (TriFest/BAR) Ricci Lennon- Member without portfolio	<b>Committee Apologies:</b> Clair Hunt -Treasurer Julie Williams -Open Water Swimming Callum Murray- Juniors Jean Fish- Welfare Officer Hannah Droscher-Social Secretary Roger Smith- Press Officer Paul Richardson-Member without portfolio (TriFest)
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**2.Minutes of previous meeting. Accuracy and matters arising**

The Minutes of the previous meetings were agreed

**3. Covid Officer Vacancy**-BTF have provided an outline of the role. It was established J Fish or E Clutton would take up this role. Action-to be confirmed this week.

**4. Covid 19 Action Plan, updated Risk Assessments and Return to Play form.** - E Clutton has generated the Return to Play form and sent to members. Neil Giles has updated the Covid RA for the training runs. Action - Angela Murray to complete BTF Covid-19 Action Plan document. Action- Jo Fleming to generate spin RA. Waiting on BTF outline for indoor activities related to spin. Action -Jeremy to generate Cumnor Swim RA.

**5.Coaching and Training Matters (Neil Giles)**

Jeremy has spoken to the link at the Dolphin Leisure Centre and has been offered a Friday evening session at 8.45-9.45pm, which is being looked at. Jeremy has also secured a Monday 7-8pm swim through Amanda Brown at Cumnor House. The booking system is being managed through Eventbrite. Each session allows for 15 swimmers. This has not been paid yet but, booked through till December 2020. A life guard Lauren O'Hara has been secured from Chailey Heritage. The Cumnor swim has booked up very quickly. Cost to the club is £39 (rising to £45 next year) per session and £64 incl the Life guard.

Jeremy has also secured and organised a regular Saturday Strength and Conditioning session at 12pm with PPT in Lindfield . The first session starts on 3rd October and the first 2 sessions have been paid. Both sessions are fully booked.

Jo Fleming is looking to secure a spin session at the Triangle. They currently run a spin session in their hall rather than in the studio. The hall allows for adequate spacing between bikes. Waiting to hear confirmation on a booking.

Ardingly have reimbursed the club the £900 outstanding for lost swims. (We have since been told that

Ardingly have stopped doing lettings)

**6.Juniors (Callum Murray- apologies)-** Nothing to report

**7.Welfare (Jean Fish -apologies)-** Nothing to report

**8.Open Water Swimming** - The OW season continues at Weirwood Reservoir (-Not affiliated to the club) Some members are sea swimming (-not organised by the club.) The official MSTC OW season has now finished at Ardingly.

**9.Events (Duathlon/Trifest/BAR) M Shoesmith/ P Richardson** - Nothing to report

**10.Club Race Jo Fleming** -Nothing to report

**11.Volunteers/Kit -Position Vacant-** 25 Embroidered MSTC Endura Kit bags have been ordered. 20 allocated. (25 ordered to receive the discount).. Steve has stepped down from the Volunteer Coordinator role. Someone else is needed to pick this up although there is not much call for volunteers at present.

**12.Club Website (Mike Hook)** The OWS online payments has been adapted on the website by Mike Hook to assist with payments that are needed for training activities (ie Strength and Conditioning).. Eventbrite is currently being used as a booking system, to record who is registering for the training sessions and to give us a print out of who is registered for each session for the coaches. This keeps a record of who is booking and limits the numbers. Mike has been looking at an inhouse system which will manage both the bookings and payments. This would be very useful if it could be developed.

Action: Mike Hook will try to establish such an inhouse system.

**13.Membership Jason Brown** - Membership is around 140. On 1st October we will open up again to new members and swim subs will be reactivated. Action-to update what the club are offering on the website to members-ie 2x swim session and a gym session for £4.

Action: Jeremy to email the current position for the website and membership.

**14 Treasurer Report- Clair Hunt -Apologies**

**15.Social Matters - Vacant position**

**16.Club Chair Report -Angela Murray** - A big Thank you to all those that have been involved in Covid Risk Assessments and organising and establishing training at venues.

**17 AOB**

**Email Etiquette-** Suggested by a club member- a request for members to **reply to sender NOT REPLY ALL**

**Recruitment of Triactivators and Level 1 coaches.** Individuals have been contacted. More coaches required. Coach training available.

**Zoom Club Account-** Agreed that we will set up a club zoom account so meetings and online

training sessions can take place uninterrupted. Action- Steve McMEnamin to establish. £15 cost

There was a discussion about the AGM in November and whether that could take place via zoom. With proper management it was felt that it could.

**18 Next Meeting 9th November 2020**

**Meeting closed at 21.21 hrs.** (Note meeting connection closed at 21.06-lost N Giles and M Shoemith and then lost M Hook, A Murray & J Fleming at 21.16.)