

**MSTC Committee Meeting Minutes**  
**8PM 12 MAY 2025 - Bent Arms**

Committee Members present		Committee Members' apologies	
Chair	Zoe Rocholl	Webmaster	Kieran Miller
Vice Chair	Mark Walton	Treasurer	Clair Hunt
Head Coach	Steve McMenamin	BAR Officer	John Mactear
Secretary	Susan Baker		
Open Water	Debbie Ware		
Race Director	Jo Fleming		
Membership	Mandy Dale		
Publicity Officer	Joanna Millington		
Welfare Officer	Clarissa Walton		
Kit Officer	Esther Clutton		
Member w/out Portfolio	Paul Hedger		

Committee Meeting Dates for 2025

12MAY      09JUN  
21JUL      08SEP      20OCT

All meetings are held on a Monday at 8.00pm held in the Bent Arms, club members are welcome to attend.

MINUTES OF PREVIOUS MEETING AND MATTERS ARISING	ACTION	RESPONSIBLE
MINUTES OF PREVIOUS MEETING		
1.a Purchase of Ardingly Reservoir next steps. <ul style="list-style-type: none"> <li>- Debbie and Mark re costs and feasibility of sauna</li> </ul>	<ul style="list-style-type: none"> <li>- Action Debbie and Mark to further look into sauna options</li> <li>- Decision made to charge full price for Tuff Fitti's</li> </ul>	DW/MW
1.b Swim the Lake <ul style="list-style-type: none"> <li>- Costings discussed and discount for MSTC members that allow a break-even profit.</li> <li>- Options for advertising the event</li> <li>- Numbers limited by kayakers – 10 Youths to 1 Kayaker, 25 adults to 1 kayaker</li> <li>- Date for event 9<sup>th</sup> July 2025</li> </ul>	<ul style="list-style-type: none"> <li>- Watch bookings</li> <li>- Put up Flyers</li> </ul>	MW  MW/JM
1.c Youth Tri <ul style="list-style-type: none"> <li>- Training am, Race pm</li> <li>- Pool booked for the full day, costing more but allowing members to use the facilities on that day and allowing the possibility of a MSTC members swim/run</li> <li>- Date for event 12<sup>th</sup> July 2025</li> </ul>	<ul style="list-style-type: none"> <li>- Decision on whether to use bikes for the pm race</li> <li>- Supply of start/finish Arch and signs</li> </ul>	ZR PH
MATTERS ARISING		
2. Feedback Forms <ul style="list-style-type: none"> <li>- Comment on availability of training plans</li> <li>- Comment on new swimmers introduction to the pool set up</li> <li>- Comment on access to races booked by MSTC members</li> <li>- Comment on additional midweek runs and club challenges</li> </ul>	<ul style="list-style-type: none"> <li>- .</li> <li>- Plans to be more visible on the website</li> <li>- New swimmers directed to SM and introduced in lanes</li> <li>- Create a clear direction to the race pages on the website</li> <li>- Discuss challenges with Kate</li> <li>- Option for weekday runs</li> </ul>	ZR/KM  MD/SM  ZR/SB/KM  ZR JF

3. Treasurers Report <ul style="list-style-type: none"> <li>- Possible legal requirements for how much profit a club can hold</li> <li>- Options discussed to use the income</li> </ul>	<ul style="list-style-type: none"> <li>- .</li> <li>- Treasurer to advise the legal limit for holding funds</li> <li>- Decision made to offer a piece of kit to new members</li> </ul>	CH  ZR/SB
4. Website updates <ul style="list-style-type: none"> <li>- New website in a simple format that committee members could update themselves</li> <li>- Updates needed for accessibility to training and race pages</li> </ul>	<ul style="list-style-type: none"> <li>- Final decision on new website platform</li> <li>- Website updates</li> </ul>	ZR/KM  ZR/SB/KM
5. Coaching Update <ul style="list-style-type: none"> <li>- Discussions with members to find potential new coaches to train</li> <li>- Possible use of funds to purchase underwater camera kit</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing training programme with coaches</li> <li>- Action to research cost and potential use</li> </ul>	SM  SM
6. Open Water Update <ul style="list-style-type: none"> <li>- Safety video completed on 1<sup>st</sup> day of Lake swimming, and is now available on website.</li> <li>- Discussion on youngest age of swimmers and impact of numbers of swimmers to Kayak ratio and potential insurance implications</li> </ul>	<ul style="list-style-type: none"> <li>- None</li> <li>- Check insurance policy for age limits</li> </ul>	  ZR
7. Membership Update <ul style="list-style-type: none"> <li>- 16 members left this year due to relocation and injury, Discussion to keep members on a standby membership whilst injured or on maternity</li> <li>- Problem with emails from potential new members going into spam</li> <li>- Mandy needs access to facebook to approve new members</li> <li>- Leaving members can have a credit for the balance of the year or give to charity</li> <li>- Issue with potential new members having trial sessions with coaches – is there any follow up</li> </ul>	<ul style="list-style-type: none"> <li>- Create a new affiliates membership for those that cannot use the facilities but want to stay members</li> <li>- Action needed to resolve</li> <li>- Action needed to resolve</li> <li>- Advise Mandy of this years Charity</li> <li>- Coaches to be made aware that if someone tries out their session, Mandy Dale should be informed.</li> </ul>	ZR/MD  KM  KM  CH  All Coaches
8. Club Triathlon <ul style="list-style-type: none"> <li>- 166 booked so far with 180 needed to break even on costs.</li> <li>- Event details have been sent to all BTF Clubs with a 10% discount</li> <li>- Further marketing needed and suggestion of paying to advertise on facebook etc</li> <li>- Possible forward planning for next year of a QR sign up for 2026</li> </ul>	<ul style="list-style-type: none"> <li>- Contact MSTC members who can set up paid marketing, possibly Kate</li> <li>- Look further into the feasibility of this suggestion</li> </ul>	    ZR  JF/KM

<b>9. Media</b> <ul style="list-style-type: none"> <li>- Following Joanna's Instagram updates there have been 30 new followers in the last month.</li> <li>- Options were discussed on how to promote the club and Lindfield Life could be advertised in plus potentially advertising during Park Runs</li> </ul>	<ul style="list-style-type: none"> <li>- Further research needed</li> </ul>	JM
<b>10. Social events - Social Media and Communications</b> <ul style="list-style-type: none"> <li>- Officers needed for both roles</li> <li>- Physio evening talk was a success. New event to be decided upon</li> <li>- 25Years of MSTC to be celebrated</li> </ul>	<ul style="list-style-type: none"> <li>- Recruit new officers</li> <li>- Options needed</li> <li>- Date agreed 27SEP25 Dinner</li> </ul>	ZR/JM  ZR ZR
<b>11. Kit</b> <ul style="list-style-type: none"> <li>- Tri suits still to be collected/paid for</li> </ul>	<ul style="list-style-type: none"> <li>- Mark needs access to contact list to organise delivery of ordered kit</li> </ul>	KM
AOB - None		
Meeting ended 22:00		