

AGM 2021 - Minutes

Saturday 23 January at 10:30am over Zoom

Members Present

Tony Aspden, Mick Anderson, Lucy Bemand, Iain Binsley, Mandy Binsley, Lerryn Chaffey, Steve Claxton, Tracy Cook, Mark Fitton, Peter Fuller, David Hewes, Angela Hunt, Andy Loveless, Andrew Moss, Jon Mead, Mark Neish, Chris Petersen, Steve Pritchard, Fiona Ray, Andy Soward and Doug Thring.

Apologies

Ashley Baker, Elaine Brown, Adam Carter, Jonathan Clayton, Trevor Keep, Frazer McCarthy, Nikita Moorley, Rob Smith, Andrew Street, Micaila Vivier and Tim Wetherilt.

1. Opening Remarks / Welcome

Chairperson (Chris Petersen) opened the meeting by welcoming members to the AGM and explaining that while his strong preference had been for a normal physical meeting, Covid restrictions meant we had to instead use Zoom.

2. Outgoing Committee Members

The following Committee Members had confirmed they were not seeking re-election in 2021 and the Chairperson thanked them all for their sterling efforts and great support to the club while in their posts:

- Treasurer – Tim Wetherlit
- Media/Branding – Jon Mead
- Head Coach – Mark Neish
- Championship Sec – Iain Binsley

3. Election of 2021 Committee

There was one person seeking election for each of the committee's positions, less Committee Member with 2 volunteers. The AGM approved all volunteers.

- Chairperson – Chris Petersen
- Secretary – Mark Fitton
- Club Welfare Officer – Fiona Ray
- COVID 19 Officer – Andy Loveless

- Treasurer – Mandy Binsley
- Head Coach – Iain Binsley
- Head Junior Coach – Lucy Bemand
- Committee Member - Angela Hunt, Tracy Cook and Micaila Vivier
- ICT Officer – Andrew Moss
- Q – Kit Officer – Mark Fitton
- Championship Sec – Andy Soward

Post Meeting Note: Micaila Vivier was unable to attend and volunteer ahead of the AGM, but as the last Vice Chair before the post was removed it has been agreed that she continues to support the club as a Committee Member

Action 1: Secretary to update constitution/website/FB with elected 2021 Committee names.

4. Club Governance

- a. **Constitution Changes.** The Secretary (Mark Fitton) briefed the following proposed changes to the club constitution to remain compliant with the British Triathlon Federation (BTF) mandated template. All proposed changes were endorsed by the AGM:

- Amending required Club Officers by removing post of Vice Chair, introducing post of Covid Officer and reducing the number of officers holding post of Committee Member to just 3
- Formalising which senior club officials will have online access to club Current and Business Reserve bank accounts and be cheque signatures: Treasurer (Mandy Binsley), Chairperson (Chris Petersen) and Secretary (Mark Fitton)

Post Meeting Note: Although during the meeting it was proposed the Head Coach and Head Junior Coach would also have bank access, after further consideration the Treasurer recommended a reduction in bank account access to avoid Treasurer/Head Coach conflict of interests and for consistency also remove the Head Junior Coach

- Add club's agreement to abide with BTF policies on Anti-doping, Safeguarding and Equality & Diversity

Action 2: Secretary to submit bank mandate forms for Current Account and Business Reserve Account removing all outgoing committee members (Tim Wetherlit and Mark Neish) and any other previously retired committee members (Austin Mills, Peter Fuller and William Wylls) from those with authorised account access and add newly elected officers listed in constitution (Mandy Binsley) requiring account access.

- b. **2021 Memberships.** Along with the membership tiers and fees below it was proposed that due to Covid 19 restrictions, and for 2021 only, the start of the membership year will be delayed until a time that the club is able to offer members training sessions that warrant the membership fee,

- Adult 2021 | 12 Mths - £25
- Adult 2021 | Trial (<2Mths) - £0
- Adult 2021 | 12 Mths + EA - £40
- Junior 2021 | 12 Mths - £0

- Honorary Life Member (*criteria TBC*)

Action 3: Committee to agree the Honorary Life Member criteria and who this tier will be offered to.

5. Chairman's Report

Chris Petersen read a Chairman's report (Enclosure 2) which he will be posting on the club's social media channels.

6. Treasurers Report

The new Treasurer (Mandy Binsley) had prepared a financial report with the following main points:

- Opening balance brought forward differs from closing 2019 balance as date on closing balance 2019 accounts was 25th January 2020. Cheque payments for coaching courses were issued in 2019 and cashed in 2020
- 2020 accounts are 1st January to 31st December inclusive and included at Enclosure 3
- £714.68 deficit on the year
- Coaching courses are the major expenditure in the year and income has been impacted by lockdowns
- The Treasurer's historic records include individual data which needs to be cleansed to avoid any GDPR issues
- Recommend move at least £1,000 to deposit account as current account is carrying a large balance – *AGM supported recommendation*
- Recommend a sub working group be established to change club's charitable status during first quarter 2020 to avoid potential personal tax and VAT liabilities and to leverage other charity benefits – *AGM supported recommendation*

Action 4: On successful competition of Action 2 (Bank Mandates), Treasurer to move at least £1,000 from current to deposit account

Action 5: Volunteers for Charity sub-working group to inform Secretary NLT 31 Jan 20

Action 6: Charity sub-working group to make recommendations to committee and application to become a charity to be submitted NLT 1 Mar 20

7. Sponsorship Report

Chairperson reported current status of club sponsorship:

- Due to the many Covid 19 related challenges companies have endured and continue to face, plus the club's success in securing a Sport England grant been decided not to approach Autotechnics yet this year
- Noted that the late 2020 5K PB competition had been very well supported with some excellent prizes from a wide range of sponsors who have previously not assisted the club

8. Return to Play Grant Brief

Andrew Moss reported on the club's success at securing a Sport England Return to Play Small Grant:

- Application made to fund to cover costs from returning to training due to impact of Covid 19 in areas of 1) Junior Members Subsidy, 2) Facilities and Technology and 3) Coaches training course fees
- Sport England have confirmed will provide funding of £3,498 for areas 2) and 3).
- Majority of grant already allocated to recent coaching courses that have been needed to increase coach/activator numbers to meet BTF Covid 19 revised supervision ratios
- Funding still available for 3 Activator courses and any club members interested in making use of the funding are asked to volunteer

Action 7: Volunteers to attend Activator course to inform Secretary/Head Coach/Andrew Moss as soon as possible

9. Head Coach Report

a. **Outgoing Head Coach.** Mark Neish reported:

- Although the club made a good start to 2020 with members taking part in several competitions, the arrival of Covid 19 made it a very challenging year to both compete and continue to train
- Well done to all those who have embraced virtual training and racing, very impressive
- Good luck to the newly elected Head Coach
- Don't worry, not stopping being a club coach and will continue to point members in the right direction with words of encouragement.

b. **Newly Elected Head Coach.** Iain Binsley reported:

- Very much looking forward to taking on role and helping club members to develop and improve.

- It is recognised that this year may also be a challenging one and I will work with all to ensure suitable sessions are delivered for all members through all the coaching staff in the club.

10. Head Junior Coach Report

a. Head Junior Coach. Lucy Bemand reported:

- After a strong start with an influx of new Junior Members, 2020 turned into a very sad year with it not being possible to organise and Junior training sessions after the start of the first lockdown
- Subject to ongoing Government restrictions and BTF guidance, Lucy is targeting spring this year to get going again with Juniors
- Based on 2020 experience, all sessions need to be held in private locations which will generate a cost, but is essential to ensure a safe environment for the Juniors to train in
- Not sure what disciplines are likely to be the most popular and accepted that unlikely to have access to the pool on Saturday early mornings, but aim will be to have a mix of training and target Saturday mornings and whenever the pool may be available

Action 8: Chairperson to confirm with Everyone Active what pool sessions may be available to the club once the centre reopens

b. Additional Discussion.

- Highlighted that BTF require all coaches and activators who will be working with Children to hold a DBS that was issued within the last 3 years – latest Level 1 Coach (Tony Aspden) and Activator (Dave Hewes) looking to support Juniors are currently applying for DBS
- BTF have just issued details of Adult and Children Safeguarding courses that all Coaches and Activators are required to attend before end 2021 and a separate 3hr 'Time to Listen' online course Welfare officers must attend.
- AGM questioned whether people with existing valid qualifications should have to attend the BTF mandated safeguarding and Welfare Officer courses and Mark Neish highlighted the direction is being heavily disputed on the BTF Coaches Forum

Action 9: Secretary to forward BTF Safeguarding E-mail to all relevant parties and anyone with existing other valid qualifications to inform Mark Fitton so he can challenge with BTF.

11. Welfare Report

Welfare Officer (Fiona Ray) provided following report:

- Overall, 2020 has been a very quiet year from a welfare perspective with very little to report.
- There was one incident early in 2020 when a young person had applied themselves to join the Juniors in what initially appeared a very suspicious application, but the club had managed the application very well and the matter was successfully resolved.

12. Club Championship Report

a. **Outgoing Club Championship Secretary.** Iain Binsley reported:

- Regrettably the annual club championship was cancelled early in 2020 due to Covid 19 restrictions.
- The club had a very successful 5k PB competition at the end of 2020 that was extremely well organised by Andrew Moss with a number of excellent prizes.
- The Triathlete of the Month (TOM) teddy bear initiative has proved very popular with club members, especially during this month's 'hosting' by Mark Neish, although some members sought reassurance that Tom was enjoying it as much as Mark was.

b. **Newly Elected Club Championship Secretary.** Andy Soward reported:

- As Covid restrictions likely to continue for some time, been investigation options for additional club virtual cycling competitions.
- Offcamber have confirmed they are willing to sponsor an event February/March time.
- Also investigating joining paid team events, but ideally in a way that minimises costs to the club and members.

Action 10: Club Championship Secretary to complete virtual competition investigation and then provide recommendations to committee on how to proceed.

13. Kit Report

Q Kit Officer (Mark Fitton) reported:

- Like most other areas of the club, the supply of kit has been heavily impacted by Covid 19 with only 2 orders delivered in 2020 and no new items/designs added to the range.
- Letter X continue to trade and produce casual kit items to high quality, but availability of some lines can be very limited leading to members having a long wait for their order.

- Despite the adoption of ClubSpark and Sprite for managing many other club aspects, the process of ordering, collecting, delivering and paying for casual kit has remained unchanged.
- Will be a review of the casual kit process to see what improvements may be implemented, which Angela Hunt has volunteered to help with.
- Chris Panther continues to look after the club's technical race kit that is provided by Raceskins. Members should note that Raceskins have a minimum order quantity of approximately 10 items.

Action 11: Mark Fitton and Angela Hunt to review casual kit process and implement improvements.

14. ICT Report

Newly elected ICT Officer (Andrew Moss) reported:

- The setting up of ClubSpark has now largely been completed with only a few minor features such as club membership renewal to be fully implemented and tested.
- Club officials and Coaches with administration rights are now able to use ClubSpark themselves to manage training sessions and any problems they encounter should be feedback to the ICT Officer.
- A few bugs in ClubSpark have been identified and reported to BTF and agreed that the ICT Officer should be the club's single focal point for interacting with BTF on ClubSpark issues.

Action 12: ICT Officer to set up a feedback page on ClubSpark for members to report any system issues or enhancement suggestions.

15. Events

Chairperson summarised latest thoughts on the following events:

- **Christmas Party 2020/Welcome to 2021 Party.** Ongoing Covid restrictions means it is still not possible to plan this event, but intent remains to have some form of party as soon as regulations allow it.
- **Treasurer and Head Coach Dining out.** Agreed that the club will have an event to thank Tim Wetherlit and Mark Neish for their many years of strong support to the club once lockdown has eased.
- **Christmas Party 2021.** Very much hoped that Christmas 2021 is not a repeat of 2020 and planning of party to commence once the likely Covid situation at the end of the year is understood.

16. AOB

No matters raised.

Enclosures:

1. Club Constitution 2021 – North Dorset Triathlon Club – Issue 1 dated 23 Jan 2021
2. Chairman's Report 2021
3. NDTri 2020 FINAL Accounts