

Minutes DTC Committee Meeting – 4th November 2013

Attendees

See separate list

Apologies

Steve Tatem, Naonmi Warr, Paul Stewart, Andy Thornton, Niki Warren, James Cresswell, Bill Speake, Nigel Elson, Paul Bratby, Mark Wakelam, Paul Wilson, Adrian Howlett.

Agenda

Chairman's Report
Treasurer's Report
Report from Juniors
Coaching
Resignation of Committee
Appointment of new committee and allocation of club roles.
AOB

Chairman's Report

Clive gave an overview of the season from his perspective as chairman.

Membership has increased once again. We have new coaches trained at level 1 and 2. We have introduced new coaching sessions, Monday night swim sessions have been extended and are now coached for both juniors and adults. Wednesday night track sessions at Moorways have started and Circuits sessions are back.

Open water swimming did really well this year with increased turn out and revenue. We held successful summer series and time trial series.

We had a club trip out to Mallorca which was enjoyed by all. The plan for next year is to go to Barcelona.

There were a number of good performances by members of the club with 2 qualified for Kona, 1 Para-triathlete who won in Europe and representation at the World Duathlon Championships. Unfortunately the club failed to retain the Aquathon trophy but came in 2nd.

Treasurer's Report

James Cooksey presented the numbers from the year. James and Paul have worked hard this year to ensure the accounts are in order. Their philosophy has been to make the whole set up more professional:

- Independent accountant advice from Amanda Larkin, who has helped us prepare our filed accounts.
- In the process of leaving excel behind and moving towards the Xero online accounting package, which should make the finances more transferable between members if necessary.
- Commencing dialogue with HMRC regarding CASC status to avoid Corporation Tax.

- We need to reduce the amount of cash circulating within the club provide the treasurer with more detail for cash collected. We are much better than a couple of years ago but there is still work to do.

The accounts at the end of September had been prepared by Amanda. The income from training sessions is increasing year on year and this year we have seen a significant increase particularly from open water. Costs have not gone up which shows there are more people attending sessions. The Junior triathlon was also an enormous success. The numbers were presented from September when our total year to date income was £31,692.

The balance sheet and cash showed we had £24,546 in the bank at the end of September, a considerable increase on where we were last year. A number of 'intangible assets' are included in the balance sheets. This represent the amount we have paid for the website and totals £7,188.

Questions from the floor:

Who are the creditors? This will be pool time we have not yet received an invoice for.

Is depreciation included? The figure for tangible assets (£1561) includes depreciation.

What is our tax position? Over an income limit of £30k we become liable for corporation tax. To avoid this we are doing two things: using accounting techniques to ensure we do not include anything in income that could be filed elsewhere, and registering for CASC status.

Who signs off the accounts? Paul Wilson as Treasurer.

Report from Juniors

Hilary was invited to give an update on the Juniors. She reported that it has been a successful year with the numbers of kids increasing. There were sessions throughout the summer on a Thursday night in Etwall and swimming sessions on a Monday evening. We have 2 members on the regional academy, and had a number who represented the East Midlands at the Junior Inter Regional Championships at which we came 3rd.

The Junior Triathlon was held at Woodlands School and was a great success, it was picked as a selection race for the inter regional championships. Bill is going to run the race again for the last time this year and would like another member to shadow him and take over the following year.

Question was asked how many juniors we have? Lindsey informed us that as they haven't signed up on the website she can not tell how many junior members we have, the number the website has is 25. Hilary said that we have around 50 attending each week split between two age groups.

Question about emergency contacts if they are not signed up on the website? Hilary has parental consent forms for each of the juniors.

Coaching

Clive started the discussion on coaches by saying that we are willing to support coaches through qualification and there is a set process for this. So if anybody is looking to become qualified let us know and we will help you through it.

Clive announced that the outgoing committee recommended that we recruit a 'head coach' position, or possibly two one for juniors and one for adults. He then invited Simon up to talk through coaching:

We have introduced new coached sessions this year with Monday swims now coached and Wednesday track sessions.

Simon feels that there is some disagreement between the coaches over which direction we ought to be going in and as coaching coordinator he hasn't really had the authority or experience to determine what to go with. The idea would be to get someone in who would be able to provide that guidance and get everyone going in the same direction. They would have the time to also mentor coaches and make sure we are all singing from the same hymn sheet.

Question: where would we find someone suitably qualified? Simon said he had approached the BTF but they hadn't been forth coming other than it didn't have to be a Level 3 coach. If we don't try and look for someone we won't find anything suitable so it's worth a go.

Question: Could we set up a mentoring scheme for coaches anyway? It's a great idea that has been suggested before it just needs someone to organize it.

Question: Could we have cooperative sessions with other local clubs? We are already welcome at Shelton Striders, Hatton Darts etc, however their sessions are not tailored towards the needs of triathlon so it would be better if we could hold our own.

Question: Could we have ability specific sessions? We have to be careful from a tax point of view to ensure we are open to all. Also sessions are never going to satisfy everyone.

Resignation of Committee

The old committee resigned

Appointment of new committee and allocation of club roles.

Full Committee Roles

Committee roles voted in are summarised in the table below. The change from co-chairman to vice chairman was voted in and accepted.

Role	Elected	Nominated	Seconded
Chairman	Chris Nicoll	Steve Tatem	James Creswell
Vice Chairman	Clive Holland	Grace Neal	Lindsey Abbleby
Secretary	Gavin Fletcher	Chris Nicoll	Clive Holland

Treasurer	Paul Wilson & James Cooksey (only able to vote by proxy)	Grace Neal	Simon Rolfs
Membership Secretary	Lindsey Appleby (with support from Mark Bullock)	Simon Rolfs	Elisa Zamora
Coaching Coordinator	Simon Rolfs	Grace Neal	Chris Nicoll
Time Trial Coordinator	Hayden Smedley	Chris Nicoll	Grace Neal

Other Club Roles

Role	2014
Welfare Officer	Not filled – possibly talk to Paul Webster or we need to look for a volunteer amongst the parents
Mens Captain	Not filled, Chris suggested this should be assigned on an event by event basis (Simon for cross country, Toby for club relays)
Ladies Captain	
Equipment Coordinator	Jonathon Barron
Kit Officer	Elisa Zamora
Leisurewear Coordinator	Angelique Mellor
Summer Series Coordinator	Paul and Nicole Stewart
Open Water Coordinator	Steve Tatem, Naomi Warr and Niki Warren
Marshalling Coordinator	Mark Gardner
Webmaster	Not filled, subject to clubs position regarding website
Social Team	Niki Warren, Lindsey Appleby, Kathy Carmichael
Swim money attendance checkers	Kathy Carmichael, Paul and Nicole Stewart, Paul Wilson.
Press/PR/Sponsorship	Not filled, Suggestion to talk to Rob Coggings
Junior Triathlon Director	Bill Speake, Other position not filled

Notes:

Hayden has requested that an ipad be bought for the time trials, to aid with running the events and to ensure that emergency details are available when required. The outgoing committee have already approved the purchase.

A Junior sub-committee will be lead by Clive but positions won't be formally appointed.

AOB

Website – the new committee would like to review the website position to determine what the best option is going forward.

Marshalling – Jim has parted company with Punishing events and will attend a committee meeting to talk about our agreement when it comes to marshalling.

The London Marathon place assigned to the club was awarded to Simon Rolfs by the committee due the large amount of work he has done for the club over the last few years.

Meeting close at 22.20hrs