



Minutes of DTC Committee meeting – 3rd February 2014

Attendees

Chris Nicoll, Paul Wilson, Hayden Smedley, Mark Bullock, , Clive Holland, Simon Rolfs, Elisa Zamora, Gavin Fletcher

Apologies

Lindsay Appleby, James Cooksey

Agenda

Apologies

1. Minutes of last meeting.
2. Matters arising from Jan – (committee members updates)
 - i. CN Car Stickers, telecons with Steve Tatem, Target Races, athlete support update, club championships.
 - ii. Others inc. Juniors Sub Committee, 2013 Accounts and bank balance.
3. Draft PMA Racing Agreement, PMA would like to include contingency for Foremark marshalling.
4. Kit Order update.
5. Club social after last XC.
6. CN - Derby Closed road circuit representations and appearance at planning committee in support.
7. Amateur club funding support from Community Action Derby.
8. Ash Turner 220 Lifetime achievement award nomination.
9. Free membership individual request (name withheld).
10. Hilary – Junior Coaching Day etc update.
11. CN – Racing Workshop proposal for Saturday 5th April.
12. Request to borrow club's turbo trainers from Carole Blackwell.
13. CN discussion with Energize (about setting up a member preference deal for physio).
14. Web Site – Review of status update report from Andy Thornton (requested at meeting of 27th Jan).
 - i. Decision on additional funding.
 - ii. Maintenance contract.
 - iii. Credit System.
 - iv. Timescales.
15. Date and venue of next meeting.
16. AOB

1. Minutes of last meeting

Accepted

2. Matters arising from January (Committee Member updates)



- **Car stickers** – 100 off car stickers ordered which will be issued free of charge. Invoice passed to treasurer for payment prior to delivery to Chairman.

Action 3.1 – Invoice for car stickers to be paid ASAP – Paul

- **OW Shelter** – Steve Tatem has been told that the club is prepared to pay for the shelter and also informed of how any future matters should be handled. Steve needs to issue receipt to the treasurer for payment. There is still a view that this shelter is still not the best option for a club and they may be a better alternative around.

Action 3.2 – Review the alternative options for a pop-up tent/shelter for future use – Paul

- **OW** - The chairmen would like to review the OW procedures and processes to ensure he is happy from an H&S perspective. SR confirmed that the OW venue has been confirmed again for 2014 at Barton Marina.

Action 3.3 – The chairmen to review risk assessments etc. for OW and advise if there are any areas of concern – Chris

Action 3.4 – SR to discuss with the owner of Barton Marina which charity he would like the club to make a payment to as a thank you for the use of his lake for OW. A value up to £400 was agreed.

- The club championship and athlete international assistance criteria's were approved by the committee.

Action 3.5 – Publish details to club members – Chris

- **Target Races** – CN raised that it would be useful to have a list of the target races on the club website so people could see which other DTC members where taking part.

Action 3.5 – Arrange for the target races to be added to the website – Chris & Simon

- **Funding Surgery** – DTC have received an invite to attend a funding surgery to see if it is something we could apply for. The committee members are unavailable so a request for further information will be sent.

Action 3.6 – Request further information on the funding surgery – Gav

- **Junior Sub-committee** – The meeting was cancelled due illness of the chair. The meeting has been re-scheduled for 13th February after swimming. Two additional items for the agenda are, emergency contact details for all juniors need to be available at all sessions and the need for a Child Protection/Welfare Officer.



- **Bank Balance** – The current balance is £19,455.09 + £575.94 = 20,031.03. The subject of club investment was raised and deemed as a good idea and needs looking into.

Action 3.7 – Review the options available for a club investment – Paul and James

- **Training & Coaching** – 2 turbo sessions are due to be held at Landu Forte, Derby by SR. £3 per session, overall cost to club will be £23 plus coaching costs.
- **Club Tablet** – The subject of getting a club tablet was raised by HS to assist with I.C.E contact details and timing of both the TT and Summer Series. The committee agreed that this was a good idea, and sanctioned the funds to purchase one. The suggested model was an Apple Ipad mini with Wi-Fi and a suitable case.

Action 3.8 – Purchase a club tablet and protective case – Hayden

3. **PMA Racing** – In addition to the already agreed level of marshalling the club has been asked to help at the Foremark Triathlons. The decision was that the club may be willing to help but does not want to add this to the agreement but would be willing help PMA racing with requests via the clubs mailing list and website.
4. **Kit** – The change of the logo from Punishing Events to PMA can be accommodated by both Giordano and Huub. EZ is struggling to get a meeting with Huub to discuss a new order for 2014. The point was raised that if Huub are difficult to get hold of is this something we could do ourselves.

Action 3.9 - Review the possibility of undertaken the tri-suit order direct with Taymory – Elisa

5. **Club social after last XC** – No update available, needs chasing

Action 3.10 – Contact Lindsay for an update - Gav

6. **Derby Closed road circuit representations and appearance at planning committee in support.** – The committee are happy that Chris is representing DTC at these meetings
7. **Ash Turner 220 Lifetime achievement award nomination** – Jim Creswell and Hilary Johnson will be writing some words on Ash, no longer an action for the club
8. **Free membership individual request** – A request from Toby Mansfield for a year free membership has been received due to all his efforts he undertakes for the Junior Triathlon. The committee accepted that Toby did do a lot for the club as well as the Junior Triathlon but felt that if this request was accepted then there



may be lots of other requests received. To date the club has given all level 2 and level 3 coaches free membership but since this may seem unfair to others this will be removed. It was agreed that all level 2 and level 3 coaches will receive £1/hour extra for their time during club sessions. Therefore the new hourly rates for coaches will be £16/hour for level 2 and £21/hour for level 3.

9. **Hilary – Junior Coaching Day** – No update
10. **Racing Workshop proposal for Saturday 5th April** – CN is offering to run a racing workshop for members. This was agreed
11. **Request to borrow club's turbo trainers from Carole Blackwell** – The request to use the club equipment for a charity event was rejected by the committee since they will be in use by the club at turbo sessions and the potential increased maintenance required following the loan to non-experienced users
17. **Discussion with Energize** – CN would like to get a physio/sports clinic on-board to help club members. Energize are not the write company as they are more of a part-time organisation. Other companies will be looked at by the committee members.
18. **Web Site** – A detail discussion was had on the club website and the outcome was issued to Andy Thornton by Chris in an email dated 5th February. The detail is shown below

*From: C Nicoll <rundog2@btinternet.com>
Date: Wednesday, February 5, 2014
Subject: The new club website
To: Andy Thornton <andy.thornton25@googlemail.com>
Cc: Mark Gardner <grdn919@aol.com>, Gavin Fletcher <gpf875@googlemail.com>, Adrian Howlett <adrian@howlett.name>, Hayden Smedley <haydensmedley@hotmail.com>, Simon Rolfs <simonrolfs@googlemail.com>, Lindsey Appleby <lindseyappleby@aol.com>, Paul Wilson <paulo.wilson@gmail.com>, Clive Holland <clive.r.holland@ntlworld.com>, James Cooksey <james.e.cooksey@hotmail.com>*

Andy,

In brief (as I've had to work late again) the committee decided at the 3rd February meeting the following:

1. We note happily your 'update' news that Scott Wilson considers his work is now done, obviously this will be proven one way or the other in testing etc. And it excludes three items, namely i) the EA sign up as originally proposed ii) the Shop function which can be deleted as a requirement at this time and, iii) the user guide, which is still needed.

2. The recommendation for an ex gratia payment to Scott of £3-4000 was not supported, it was considered unanimously as excessive in the circumstances and not based on any criteria. A conditional approval was passed limited to 25% of the original agreed contract fee (of £4500) i.e. £1,125, but only payable on authorisation by the committee at the end of the



first 3 month maintenance period (from go live). This will give us the time to determine with assurance that what has been stated is finished is actually finished and working as required, and the user guide is written. You may pass this on to Scott when you next speak to him.

3. The maintenance contract for Scott Wilson to be part negotiated by Adrian Howlett up to a ceiling of £500 per month for 3 months (20hrs @ £25/hr) was agreed, subject to the maintenance contract being agreed. Thereafter, it is felt the maintenance input from Scott should be minimal and a contingency of 5hrs per month will be made (£125) for the remainder of the year.

4. Your own request for an allocation of up to £1000 addition to that paid to date as an extension to your appointment is approved as a ceiling. However, there must be a line drawn between what you are doing for the club in terms of testing and what is in effect making good what Scott has not delivered. That your time is actually spent on the latter rather than the former we wish to be informed about as this will influence the decision taken under item 2. Invoice Paul as you have been with a short summary of work done in this regard.

5. The credit system is not to be adopted at go live, Simon is to check his belief that the cost can be set at £0 for training events at signup. We assume this will work as it would have to apply for sign up events like the XC already. The credit system will be considered further during the 3 month post go live period.

6. The content of the new web site will be updated over the rest of the month by the committee members as best we can as administrators with the aim of confirming at the next committee meeting (on Monday 10th March) a go live date of Friday 14th March. We were all unsure how/what is required to actually do this i.e. turning off the old and replacing it with the new. Obviously we will need to notify all the members etc and will probably need some guidance or assistance but I don't know how this stage has been mapped out.

7. The decision on naming the web master was deferred but actually this needs to be sorted so I will have to address asap but this should be a non-paid club function role.

8. Other direct costs for web hosting etc was approved.

9. The overall cost should therefore come in close to the originally approved budget of £7-9000 (2011 AGM) and as such adoption of the web site (subject to testing, content update and maintenance contract details this month) is agreed unanimously.

If you can keep us updated this month, especially if testing encounters serious issues that would impact on the timescales for go live.

Many Thanks,

Chris.

Date and venue of next meeting.

The next meeting will be held at The Brunswick Pub, 10th March at 19:00



Action Table

Action No	Action	Owner	Date to be closed	Status
2.1	Look into how much basic stickers will be and if they are of a similar cost to the cars stickers go ahead and place an order	Chris	03.02.14	Closed
2.2	Add 6 free places to the agreement with PMA	Chris	03.02.14	Closed
2.3	The Junior triathlon needs adding to the agenda of the first Junior Triathlon committee meeting	Clive	03.02.14	Closed
2.4	Advise the DTC committee of the any additional costs above the £300 at the next committee meeting	Hilary	03.02.14	On-going
2.5	Final version of target race list to be circulated	Chris	03.02.14	Closed
2.6	Arrange a meeting with the two kit administrators to agree way forward	Paul & Lindsay	03.02.14	Closed
2.7	Book a table at the pub for the XC social and circulate the details to the club	Lindsay	03.02.14	On-going
2.8	Speak with Steve to advise him of the committee's decision	Chris	03.02.14	Closed
2.9	Review options in the North area for a non-coach swim	Chris	03.02.14	Closed
2.10	Arrange a website review meeting	Gav	27.02.14	Closed
2.11	Circulate details of alternative website options to the committee for review prior to meeting	Chris	03.02.14	Closed
2.12	Notify Tom and David Bishop of the complimentary membership	Chris	03.02.14	On-going
3.1	Invoice for car stickers to be paid ASAP	Paul	10.03.14	New



Action No	Action	Owner	Date to be closed	Status
3.2	Review the alternative options for a pop-up tent/shelter for future use	Paul	01.05.14	New
3.3	The chairmen to review risk assessments etc. for OW and advise if there are any areas of concern	Chris	01.05.14	New
3.4	Discuss with the owner of Barton Marina which charity he would like the club to make a payment to as a thank you for the use of his lake for OW. A value up to £400 was agreed.	Simon	01.05.14	New
3.5	Arrange for the target races to be added to the website – Chris & Simon	Chris & Simon	01.04.14	New
3.6	Request further information on the funding surgery	Gav	01.03.14	New
3.7	Review the options available for a club investment	Paul & James	01.04.14	New
3.8	Purchase a club tablet and protective case	Hayden	01.04.14	New
3.9	Review the possibility of undertaken the tri-suit order direct with Taymory	Elisa	10.03.14	New