

Minutes of TVT Committee Meeting

Meeting Date: Tuesday, 9 September 2025

Meeting Time: 19.30-21.00

Venue: Online Meeting

Attendees:	Martin Alder (MA)	Chairman
	Derek Bowley (DB)	Head Coach and Vice Chair
	Mike Dean (MD)	Joint Social Secretary & Charity Rep
	Gary Farrell (GF)	Club Championship Secretary & Club Kit Rep
	Ian Coddington (IC)	Lead Welfare Officer
	Tracy Suff (TS)	Secretary
	Mark Pocock (MPo)	Membership Secretary
	Matt Picozzi (MPi)	Treasurer
	Vikki Aust (VA)	Communications Officer
Apologies	Becks Cartwright (BC)	Joint Social Secretary & TVXC & Charity Rep
	Liz Drummond (LD)	Club Captain

		Action
1.	Welcome Due to technical difficulties Secretary opened the meeting, and welcomed the Committee, noting apologies from BC and LD and started with Club Admin, before discussion points.	
2.	Actions from previous meeting Actions from previous meeting were not discussed.	MA
3.	Club Admin TS has reviewed the lengthy amount of Dropbox folders and reduced into relevant categories. Using Dropbox costs us money so these could be moved to Google Drive or ClubPal. Simultaneously TS, MPi and MPo have discussed the email set up which has been a rolling agenda point. Sunil Fernandez has offered to help the committee with this issue, where we don't have a private welfare email for the welfare officer. TS advised that the smaller sub committee will continue to work on this issue.	TS/ MPo/ Mpi
4.	Discussion point 1: Free TVT membership for Committee Members At our last meeting this issue was raised as an idea while we were discussing free BTF membership which due to costs was rejected. MPi was not present at the last meeting and has made some suggestions below with his viewpoint as Treasurer. • Active coaches - A free TVT membership. • Committee members - A 50% discount on membership. • Possibly consider a 5-10% training discount for both as well	

	This would be applied from the first full year after someone takes up the role. MPo agrees in principle to the idea and asked MPi what the impact would be on our financial numbers. MPi costed this up to be approx. £500 per year (lost income) using the above model with 12 Committee members and 6 Coaches. IC asked if the idea was based around incentivising members to join the Committee. DB confirmed that many of the Coaches don't actually train with the club and may own BTF memberships and pay TVT membership (except DB who has lifetime membership). IC also advised we could consider BTF membership for Coaches. MPi said this would be quite costly, and TVT does pay for Coaches training and qualifications. DB advised BTF cost £120 this year. MA asked the Committee to vote and the Committee agreed to offer free TVT membership to Coaches and for Committee members to receive a £15 training card. MPo asked if there was anything in the constitution relating to this and DB confirmed that we only need to agree as a Committee. MPi and MPo to action this agreement.	MPi/ MPo
5.	Discussion point 2: Social Membership This discussion point was raised in the previous meeting and requires a vote on whether to proceed with the idea. The suggestion was for a suggested fee of £10 social membership providing access to newsletter, and ability to join social events on ClubPal, but no access to training sessions or discounts to events. GF advised it could help top up income/ be a nice option for partners/ previous members. MPo believes we could risk losing current members into this new category, and therefore impacting our income. MPi agrees, as we have 85% of members are active, and so we could lose 15% members therefore reducing income. DB advised we encourage partners to come and don't restrict partners from coming. VA concluded that the social membership would mean those members would still gain benefit from retail discounts in excess of the £20 reduction in membership price. VA also advised that we had once lost the SportShoes discount due to abuse, so we should be mindful of this for the future. GF concluded the question of whether it would be worth the risk, and IC suggested we would need 3 x the number of social members to make it worth us doing. MPo reminded the Committee that we are not an expensive club to join and DB advised that he wouldn't be in favour of this as we stand to lose more than we would gain. MA asked the Committee to vote and the Committee agreed to abandon the idea as our fees are so low. No further action.	
6.	Discussion point 3: Membership fees increase for new members	

	MPI advised our membership runs from Jan – Dec and he has looked into what other clubs are doing. MPI suggested from October to roll over the membership so they get 15 months of membership. MPo asked why we would give 1/3 of year for free. DB suggested Oct/ Nov would be two months and Dec we lose half the month of training. MPI suggested we could do this from Nov. MD asked us to think about a new Triathlete, doing a taster session late summer, and believes it a good idea to provide them up to 15 months membership to entice them to join. MD suggested that £33 for 1 or 2 months could be seen as expensive. MPo suggested we use October for taster sessions, then Nov/ Dec would be for free. MA asked the Committee if they agree on offering memberships from 1st Nov, members would receive membership until the end of the following year. Committee agreed. MPI and MPo to action membership on ClubPal. MPI advised this would show when they book their membership. MA advised this would be only for new members and MPI advised that this format couldn't be abused. MPI suggested it would be good to bear in mind that we are at capacity in terms of training sessions therefore we should consider the benefit of incentivising for new members. This would be a point to think about for next year.	MPI/ MPo
7.	Discussion point 4: Committee succession planning GF reminded the committee that we discussed the need for succession planning previously and encouraged us to do some active promotion with those who have previously expressed interest. With Committee members planning to step down it would be good to start talking to members to find out their interests, educate about roles and to be proactive with setting up the Committee for success. VA agreed it was a good idea. GF asked the Committee who is interested in joining a meeting. MPI, MD, MA, DB and BC were interested. GF will contact all Committee at the time. TS asked if we can minute which roles we are looking to succession plan for. MPo advised that the membership committee role has diminished mainly due to ClubPal and that some tasks might be combined with another role. MPI has volunteered to take on some ClubPal responsibilities. MA suggested we review the workload across the Committee. DB confirmed that the membership secretary is a core role. MPo suggested that we review the roles before opening out to the Committee. TS asked if we can ask Committee members to write down their responsibilities. GF we need to understand what roles we are looking at standing down. TS suggested that roles can be rotated so Committee members could move between roles for continuity purposes. TS advised that we are already aware of resignations from BC and MD, Social secretary roles and after the meeting MA shared news that LD also intends to step down as Captain. MA elaborated on TS point that we could share skillsets across the Committee but we don't have deputies as such so that would be helpful. DB mentioned some roles can't rotate through, but MA said there are some roles that could, and we should make sure we have sufficient resilience in the club. MPo advised that it is difficult to get people to join Committee and we previously suggested 3 year terms. GF asked the Committee to review their role	GF All GF/ All

	responsibilities to help the Committee look into how we have roles and GF will progress this item.	
8.	Discussion point 5: ‘Ever present’ award at TVXC GF suggested we could run an ever present for TVXC as this worked well at previous club. DB suggested that we could keep in mind that we should limit amount of award-giving on awards night. MD confirmed winners could all come up together. Committee agreed we could try it for 2026 as too late for 2025. GF to facilitate.	GF
9.	Discussion point 6: Volunteer Credits System GF suggested the idea of introducing a credit system for members who help out at training or events, i.e. swimming ropes, TVT CX event, social sub committee etc. It could be a credit on Club pal for example 100 entries provide a credit for training sessions. MPi suggested we do a good job of this already, for example providing a Maidenhead 10 entry for volunteers from TVXC, and we get good numbers. We could be over complicating this. MPo suggested that all members should be up for helping out at sessions, and that it works for TVXC where people give several hours out of day. MPi said there will always be a fund for thank yous/ over and above. Committee agreed that we don’t need to implement a system for volunteers, and MA suggested we advertise the Maidenhead 10 entry to help incentivise interest in helping out at the TVXC TVT event. No further action.	
10.	Discussion point 7: Meeting frequency GF advised it can be difficult to continue traction when there is a gap over summer, and the WhatsApp group can be difficult to have discussion on to find a resolution to an issue. Would it be worth having a smaller meeting in between meetings. MA suggested we could put in a placeholder in the summer between June and September, and we could always plan one and take out if not needed. MPi mentioned we have previously thought we’ve had too many meetings but it could be a simple option to spread them out a bit better. MPo agreed we should have a look at when we have them. TS suggested we utilise working groups outside of Committee meetings to help get resolution to items quicker and to avoid items being carried over. MD highlighted that there is clearly a need to get decision on items in between meetings and we could delegate to a sub-group. It is difficult to make decision on WhatsApp. DB feels that we don’t need extra meetings and instead to look at timing of meetings, and we can call for an extraordinary meeting if needed. VA said we have more meetings early in the year. GF/ TS to review meeting dates going forwards.	GF/TS
11.	Discussion point 8: Answering of info@thamesvalleytri.com TS raised the question about the info@ address, because it looks like these emails are not being answered, and would therefore suggest that all Committee members with @thamesvalleytri.com email addresses to monitor their own label as well as Info@ to ensure we are not missing responses. Many of these emails are mass mails, i.e. races to promote/ product discounts/ advertising,	

	membership enquiries, coaching information, BTF drop ins. MA asked who has access to it, and TS suggested that all those, i.e. majority of committee, can see it as well as their 'own label'. VA stated that she reviews Admin, most of which are from contact forms on website, i.e. marketing or new member enquiries. ClubPal emails that get sent out are 'replyto', so VA administers these emails but forwards many to MD. VA asked that with ClubPal emails, they should have a contact email within the email content. MD asked if there is a way for emails from ClubPal newsletter to go back to ClubPal, but MPi confirmed there isn't an inbox on ClubPal but he will review. MPi suggested that Sunil could also look at this for us in terms of creating a ClubPal inbox on Gmail. GF suggested about adding a noreply notification on the ClubPal emails, which MPi agreed to look at. DB advised that he always adds his email address onto emails for example to Tristars so they have his email address if needed. VA advised that she looks at all info@ emails through the Admin folder. TS understand how the filters and labels works, but still sees emails in the inbox that are not labelled and therefore aren't being answered, and would like to invite the committee to check the set up. • Matches: to:(tristars@thamesvalleytri.com) Do this: Skip Inbox, Apply label "TRISTARS" • Matches: to:(beastie@thamesvalleytri.com) Do this: Skip Inbox, Apply label "BEASTIE ADMIN" • Matches: to:(welfare@thamesvalleytri.com) Do this: Skip Inbox, Apply label "WELFARE" • Matches: to:(secretary@thamesvalleytri.com) Do this: Skip Inbox, Apply label "SECRETARY" • Matches: to:(kit@thamesvalleytri.com) Do this: Skip Inbox, Apply label "KIT" • Matches: to:(info@thamesvalleytri.com) Do this: Skip Inbox, Apply label "ADMIN" • Matches: to:(membership@thamesvalleytri.com) Do this: Skip Inbox, Apply label "MEMBERSHIP" • Matches: to:(training@thamesvalleytri.com) Do this: Skip Inbox, Apply label "TRAINING" • Matches: to:(treasurer@thamesvalleytri.com) Do this: Skip Inbox, Apply label "TREASURER" • Matches: to:(chairman@thamesvalleytri.com) Do this: Skip Inbox, Apply label "CHAIRMAN" • Matches: Leominster Do this: Skip Inbox, Apply label "TRAINING/2024 Leominster Cycling Trip"	MPi
12.	Discussion point 9: TS has reviewed and tidied up the document management system currently in Dropbox. Committee members were asked to each provide information on whether they a) currently have access to/use Dropbox filing system, b) need to have access to files c) advise what folders they want access to and d) whether any of those folders should be confidential. MA asked for Committee members to advise TS if they need access to Dropbox and documents.	All

13.	Officer round table updates <u>Ian Coddington – Welfare Officer</u> No welfare issues have arisen since last meeting. IC has attended optional BTF safeguarding related sessions and will send on slides to Coaches for information. <u>Mike Dean – Social Secretary</u> MD asked the Committee to consider promoting the awards ceremony. GF suggested we do one mailer solely on this. VA agreed for it to have its own space. <u>Vikki Aust, Communications Officer</u> The altitude training talk, previously discussed at the last meeting, will now be a public webinar as they see value in opening up to others outside of club. This will be on 2nd October, and VA will send out a newsletter. <u>Tracy Suff, Secretary</u> TS further investigated BTF membership requirement for Committee members, BTF contact has confirmed that only the primary contact, i.e. DB requires BTF membership, so no need to buy memberships for those core roles previously discussed i.e. Welfare and Secretary. <u>Gary Farrell – Club Kit and Club Champs Secretary</u> GF asked for some notes about the awards that can be given to the members in advance of nominations. VA to write the detail and GF to provide detail of awards. GF advised Club Champs are drawing to a close, and for the South East BTF regional series we could be at the top of the leader board. 70.3 and 140.6 triathlons are outstanding and GF will remind members so we get a full round up of entries. <u>Mark Pocock, Membership Secretary</u> No updates from MPo. <u>Derek Bowley, Head Coach</u> Tristars have started back in Palmer Park & we have 7 new starters in Tristars within younger age groups. 27 attended in the park. We now only have 4 coaches – Steve Wilson, Jo Williams, Ruth Rogers and Joyce Martindale. We have also secured a swimming pool for Tristars on a Sunday. Ruth Rogers is booked in later in October for her Foundation Coaching Course, which the club has paid for. Her DBS should be done by October too.	
14.	AOB No further AOB matters. Next meeting is 11th November 2025. MA asked for Committee to send TS items for discussion in advance on meetings.	
15.	Actions from Committee Meeting in June - reviewed following meeting As these were not discussed at the meeting, TS has since reviewed the actions which were not previously covered under discussion points, and has updated in brief below to ensure closure. 1) Coaching profile information – VA confirmed photos have been uploaded and no further copy is required for website. No further action.	

	2) Private Gmail emails for welfare officer – sub group of TS/MPo/MPi are working on this with Sunil. Ongoing 3) Member charity information being available for members to view. MD confirmed this is now detailed in newsletter each month and no further action. 4) Female body guided coaching programmes for TVT coaches. DB advised that Joyce Martindale applied and funding has been granted. No further action. 5) Check if online webinar recording was accessible – Committee members did not have recording to be able to pass on. No further action. 6) Moving club documents from Dropbox to Google drive – ongoing and dependent on Gmail work - TS	TS/ MPo/MPi TS
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