

Minutes of TVT Committee Meeting

Meeting Date: Tuesday, 8 April 2025

Meeting Time: 19.30-21.00

Venue: Teams

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
	Vikki Aust (VA)	Communications Officer
	Becks Cartwright (BC)	Joint Social Secretary & TVXC
	Matt Picozzi (MPi)	Treasurer
Apologies	Liz Drummond (LD)	Club Captain

		Action
1.	Welcome Chairman opened the meeting with all committee members present except Liz Drummond who sent apologies.	MA
2.	Review of previous committee meeting actions 1. Newsletter updates – A reminder that VA needs submissions for the newsletter around the 23 rd of each month. No further specific action required. 2. Website updates – A reminder for DB to provide VA with updated photos and profiles for coaches to reflect the current cohort of coaches, for example the addition of Ruth Rogers, to be added to relevant page on website 3. Gmail replacement – MPo advised that it's not possible to segregate the email addresses as discussed in previous meeting and suggests that new mailboxes are set up for 2 committee members in particular to ensure discretion and confidentiality – Chairman and Welfare officer. MPo will set this up and look at how we can keep existing email addresses. 4. Cyclocross – DB advised that he has communicated the CX summer series to members on Facebook. These events are run by Sprockets and Newbury Cycle clubs. No further specific action required. 5. BETA testing Tristars. DB confirmed that progress was going well. DB provided positive feedback to British Cycling as we have used parts of their programme to develop the skills of our Juniors in the Tristars club. No further specific action required. 6. Tristars collaboration with local clubs – DB advised that progress has stalled a little as Reading Rascals, Henley and TVT have programmes	All DB/VA MPo DB DB

	<p>currently operating and there is a need to find dates that work for all. Henley are looking to offer a swimming gala and we're waiting on dates. There was also discussion about a duathlon by Reading Rascals. It has been decided to do a Triathlon, hosted by Reading Rascals, on the 22nd June at Polehampton school in Twyford. DB and Joyce will lead from TVT. DB to communicate to members so members can support our younger triathletes.</p> <p>7. Club charity – MD confirmed that we have finalised and communicated our charity strategy at the AGM which was approved. RC will review and identify a clothing charity for members to donate clothing items to. MA asked if we had members who have nominated own charities? BC will review our membership to see who is fundraising for own charities and set up a spreadsheet for maintaining information. RC will collect items from training sessions. MD suggested we have a charity section in our newsletter to provide a list of charity fundraising by members and to encourage members to share their fundraising goals with us. MD/VA to communicate on Facebook so that a starter list can be detailed in our newsletter. MA suggested that we collect the final fundraising amounts so we can calculate totals raised by club members.</p> <p>8. Committee member term limits - GF confirmed this has been reviewed previously. MPo confirmed that there is no need to add extra detail into the constitution. It's worth reviewing the ideal time in role to be as 3 years and being open to members extending beyond that point. No further specific action required.</p> <p>9. Bike maintenance course – DB confirmed we have previously communicated ladies-based workshops at Reading Bicycle Kitchen. No further specific action required.</p>	<p>DB/VA</p> <p>RC</p> <p>RC</p> <p>MD/VA</p>
3.	<p>Club Admin</p> <p>TS has received handover documents and has access to mailbox and other logins.</p> <p>TVT Committee google distribution list - TS asked committee for ideas around how to solve the lack of access to edit the google distribution list. MPi will also review, and MPo suggested to create a new list. TS will continue to review.</p> <p>Committee and coach role descriptions - TS asked if the committee members had reviewed their role forms each year. Committee agreed to review and therefore TS will send through for reviews and signatures.</p>	<p>TS</p> <p>TS</p>
4.	<p>Discussion point 1: Committee meeting frequency</p> <p>GF asked committee for the background on the frequency of the committee meetings. DB said that meetings were at one time on a monthly basis but over recent years they have been scheduled every other month, and if there was anything important, we could hold a special meeting. The committee have a WhatsApp group and therefore some matters can be highlighted and resolved in the group. MP mentioned we need to have a certain number of meetings to adhere to the constitution. MPi confirmed the number was 6. GF confirmed this explanation concluded the discussion point.</p>	
5.	<p>Discussion point 2 – England Athletics (EA) Membership</p>	

	<p>MPI asked whether we require an EA membership as a club and what would the benefits be now that we don't do London Marathon entries for our members. DB confirmed that we haven't ever really communicated the benefits of EA membership and race licence to our members, however the main reason we need the EA membership is to enable us to take part in the XC league, as it's a requirement of the constitution and enables us to have insurance for the event. It should be noted that we don't overtly communicate the benefit of race discounts of personal EA membership. MPI noted that not many members gain value from the discounts as would need to do around 9 races equal to warrant the cost of membership. VA to detail benefits of EA membership in Newsletter. VA confirmed the EA affiliation is shown on the club affiliations page on the website. MPo to complete membership application.</p>	<p>VA MPo</p>
6.	<p>Discussion point 3 – Committee Meeting Minutes on website</p> <p>MA suggested we include the meeting minutes to our website. GF asked about the documents section in clubpal. MPI confirmed it was a document repository likely used for committee purposes. MA suggested if we have sensitive information in minutes these can be removed before communicating on website. This provides accessibility to those who may be interested in reading. MPo suggested it allows us to show visibility of the committee membership, and that we are being open about how we run the club and gives our members some further insight in case they are interested in volunteering. MA suggested a reader from the club may be able to help us solve a problem we are having. VA to add non sensitive version of committee minutes to website with support from TS on the committee page of website.</p>	<p>VA</p>
7.	<p>Officer round table updates</p> <p><u>Ian Coddington – Welfare Officer</u> IC now has access to what he needs and supports the need for a dedicated welfare officer private email address. IC noted it would be good to communicate the email address to members. DB thanked IC for the recent Suncream communication to members and he will pass onto Tristars. IC suggested the next welfare related communication will be on hydration.</p> <p><u>Vikki Aust – Communications officer</u> VA to update website content around new committee members and welfare officers. VA requested photos of TS and GF.</p> <p><u>Gary Farrell – Club Kit Prep and Club Champs Secretary</u> Kit window closed on Sunday with around 15 orders, and he is liaising with champ systems for delivery early May. GF is continuing with investigation on suppliers. Darren Bennett will help GF with checking quality of some mock up kit.</p> <p>Club champs – GF is liaising with Reading Lake for Swim Champs and progress doing well and waiting for response from CC team on confirmation of the requested date. The dates for the 3 x 5K handicaps are in, and GF is waiting for response from Tri20. Track night tomorrow will be the last one before it closes until June/July. The plan is to offer free sessions around Palmer Park and potentially moving the time earlier to enable more participation. GF noted that</p>	<p>DB VA GF</p>

	<p>ability to park at Palmer Park is a consideration for timings. Communication to members required re track training – GF. MA asked about progress on a taster Try2Tri, and GF confirmed that Tri20 reviewed but nothing has pursued.</p> <p><u>Rebecca Cartright and Mike Dean – Social Secretaries</u> RC confirmed there are no updates on the CX league. Discussions held with social secretary at Tri20 and plans underway for social Tri on 12th June for a subsidised amount of £10 per head. MD & VA confirmed the swim prices at Reading Lake have increased to £6. The awards night venue has been booked and paid for. There is low take up for the National Relays and seems to be a lack of interest despite communicating on Facebook recently. RC said we have done this for 3 years in a row. GF suggested we could review Dorney relays which is more local. DB suggested the Regional Series event at Andover is a relay - Andover Tri on 27 September. MPa advised that the National Relays enables all team members to do the same thing, but the Dorney event is local too. GF will review an alternative option, and decision can be made at next committee meeting – 10th June. RC suggested giving the two current attendees a heads-up that it's had poor response - MD. Committee agreed to revisit the communication of National Relays in early June.</p> <p><u>Matt Picozzi – Treasurer</u> No further update.</p> <p><u>Mark Pocock, Membership Secretary</u> MPa will share results of survey on our WhatsApp Group with a view to a discussion on the results together at the next committee meeting.</p> <p><u>Derek Bowley, Head Coach</u> Tristars has been going well. DB has booked extra swim sessions (due to loss of Palmer Park) and using the park at Palmer Park for track and cyclocross. Programmes run until end of July. Saw a good turnout at Hillingdon with 8 Tri stars and also some 6 or 7 parents.</p> <p>DB has been approached by Kerri from Road Runners for first aid training which would be £50pp for a day, but this is not formal First Aid training. This is an unbudgeted cost, and DB would like to review with Committee. Committee agree Tristars coaches would be ideal recipients of training and possibly Track coaches. DB confirmed that British Cycling states ride leaders don't need qualifications but cycling coaches would. MD confirmed that the ride groups self-manage if accidents occur and confirmed that no first aid kit is carried. DB confirmed that BTF take view that training sessions are held at venues where First Aid is managed by the venue. British Cycling require cycling coaches to have first aid qualification. To note Derek and Joyce are cycling coaches and maintain their first aid qualification, and ride leaders are principally route creators and ride leaders. DB suggested introduction of club pal has been beneficial as ride leaders can access emergency contact details more easily.</p> <p><u>Martin Alder, Chair</u> Although discussed earlier, MA suggested the idea of a Try2Tri towards end of summer season when Palmer Park is available to entice people to try and then get into winter training. GF agreed to revisit and follow up with Mark at Tri20.</p>	<p>GF</p> <p>MD/ RC</p> <p>MPo</p> <p>GF</p>
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8.	<p>AOB</p> <p>GF suggested we communicate about desire to find someone(s) to organise next cycling weekend. VA to add request to next newsletter.</p> <p>TS asked about the location of the next meetings. Committee agreed June and November meetings to be in person meetings to be held in the side room at The Six Bells in Shinfield.</p> <p>MA thanked the committee for their time.</p>	<p>VA</p> <p>TS</p>