

Minutes of TVT Committee Meeting

Meeting Date: Tuesday, 13 January 2026

Meeting Time: 19:30–21:00

Venue: Online

Attendees

- Martin Alder (MA) – Chair
- Derek Bowley (DB) – Vice Chair & Head Coach
- Tracy Suff (TS) – Secretary
- Matt Picozzi (MPi) – Treasurer
- Mark Pocock (MPo) – Membership Secretary
- Vikki Aust (VA) – Communications Secretary
- Mike Dean (MD) – Social Secretary
- Rebecca Cartwright (BC) – Social Secretary & TVXC Rep
- Liz Drummond (LD) – Club Captain
- Ian Coddington (IC) – Lead Welfare Officer

Apologies:

- Gary Farrell (GF) – Club Kit & Club Champs Secretary

Minutes

1. Welcome

MA opened the meeting and welcomed attendees.

2. Chairman Update – Committee Member Wellbeing

MA provided an update on the wellbeing of a committee member. Committee acknowledged the situation and agreed to continue offering support as appropriate.

Action: MA to provide further update at February meeting if required.

3. Review of Previous Actions

MA reviewed outstanding actions from the November meeting. Most items are completed or scheduled for future discussion (e.g., trophy process, communication guidelines). TS confirmed the affiliation for British Cycling is now complete.

4. Treasurer Reports

MPi confirmed P&L and Balance Sheet were circulated as pre-reads. No major questions raised. Committee invited to consider ideas for spending in 2026.

Actions:

- All to bring spending ideas to February meeting.

- MPi to schedule annual budget meeting with DB and MA (others may join if desired).

5. Document Management System

TS proposed discontinuing Dropbox (£95/year) and moving fully to Google Drive. TS has reorganised folder structure to improve clarity and accessibility. Committee supportive of the move. Link to shared drive - [My Drive - Google Drive](#)

Actions:

- TS to complete migration of remaining documents and cancel Dropbox before renewal.
- Committee to adopt Google Drive as the single shared repository.

6. Speaker Phone Request

TS outlined challenges with minute-taking during in-person meetings and proposed purchasing a speakerphone (£80–£100) to support accurate audio capture and AI-assisted minutes. Committee approved spend and acknowledged the benefit of improved audio capture to support accurate AI-assisted minutes.

Action: TS to order devices ready for February meeting

7. Committee Structure & Membership Secretary Role

MPo presented updated Membership Secretary role, incorporating:

- Membership support
- Kit coordination from Club Kit rep
- Affiliation administration from Club Secretary

Committee discussed wider succession planning given expected vacancies. LD confirmed there is no one available to take over the arranging of the annual cycle weekend. Committee were pleased to have received interest in helping on the committee from members – Helen Williams, Stew Hackman and Sunil Fernandez.

Outcomes:

- Committee agreed to retain the Membership Secretary role and additional responsibilities approved.
- Committee agreed the Club Secretary will remain the formal named contact for affiliations, with the Membership Secretary taking on operational administration
- 1:1 conversations with interested volunteers to take place at an informal social club meet in early February.

Actions:

- MPo & TS to update role descriptions for AGM documentation.
- DB to arrange and communicate a social on the ideal date of 3rd Feb and to review Six Bells as a venue to hold it. LD has booked the six bells.

- All to attend (if available) social to support recruitment of new committee members and opportunity for members to speak with Coaches.
- BC to remind members of the opportunity for kit recycling at the February social/ AGM
- DB to discuss with GF about plans to include club kit in membership secretary role

8. Club Championships Update

GF provided an update on the Club Championships as pre-read, noting that further detail will be presented at the February meeting.

Committee members agreed that the 2026 series should be kept simple as we are now into 2026, members will be planning their races if not already, and we want to keep things simple for whoever will take over the role. LD highlighted the importance of including events accessible to newer members, not just experienced triathletes.

Several committee members shared ideas for potential events:

- Run champs - local park run, Dinton 5K series, Shinfield 10K (4 May), or using Reading park run course.
- Cycle champs – using Maidenhead TT
- Swim – to be an event that needs more organising with open water lake reservations and food truck.
- Triathlon – Reading sprint and Olympic distance

Action: LD to lead committee to a clear proposal for Club Champs for committee to sign off at February meeting

Action: LD to work with Committee members on a clear awards process that can be communicated alongside the club champ races at the AGM

Action: BC to speak to Ellie Gosling from Barnes Fitness about bringing our members to one of their summer series runs.

9. Newsletter Content

VA requested ideas for refreshed newsletter content following the end of the Chairman's Challenge.

Committee agreed to include more member-generated content and approved provision of training tickets suggested by MPi as incentive to members for coming forward with stories/ race reports.

Action: All to send content ideas to VA before February meeting.

10. AGM – BTF Representatives & Refreshments

TS confirmed BTF representatives will attend the AGM. Committee to consider whether any specific agenda items require their input. Kitchen booked; club must supply tea/coffee/milk/sugar.

Actions:

- TS to ask members what they would like to hear about from BTF visitors.
- TS to write email invite for AGM.
- MD to coordinate refreshments plan using left over tea and coffee from TVT XC and order pizza.

11. Awards Dinner – 2026 Venue & 2025 Feedback

MD requested feedback on the 2025 University venue and asked whether Social Secretaries should begin booking for 2026.

Committee supportive of early venue search and gave positive feedback to the location, size of room, food and format.

Actions:

- MD & BC to explore and confirm 2026 venue option

12. Sustainability

Committee agreed sustainability remains a future discussion point but is not a February priority.

13. Jac Scar / Club Contribution

Committee discussed the club's contribution and next steps. LD confirmed that 12 members of TVT attended the service in TVT kit. BC suggested we use TVXC profit to donate to Richard Scar's memorial page.

Action: MA to document agreed approach to donating profits from the TVXC in memory of Richard Scarr.

Action: BC & MPi to make contribution to Richard's memorial page on behalf of TVT.

14. AOB

TS would like to thank MPo for his time discussing secretary role and AI support.

LD and MD provided apologies for the next meeting in February.

Committee agreed key items for the agenda in February: 2026 Awards and process for nomination, 2026 Club Championships format, AGM readiness, 2026 Budget and Committee roles confirmations.

LD asked the committee what would happen if the club folded/ ceased to exist, and that we should detail the process in the constitution

Action: MPi to review best practice for this and make proposal for change to constitution

Meeting closed at 21:00.