

Minutes of TVT Committee Meeting

Meeting Date: Tuesday, 11 November 2025

Meeting Time: 19.30-21.00

Venue: Earley Crescent Centre

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
	Tracy Suff (TS)	Secretary
	Mark Pocock (MPo)	Membership Secretary
	Matt Picozzi (MPi)	Treasurer
	Vikki Aust (VA)	Communications Officer
	Becks Cartwright (BC)	Joint Social Secretary & Charity Rep & TVXC Rep
	Liz Drummond (LD)	Club Captain
Visitors	Nicki Farrell (NF)	Member
	Joyce Martindale (JM)	Member and Coach
Apologies	Ian Coddington (IC)	Lead Welfare Officer

		Action
1.	Welcome	
2.	Actions from previous meeting MA reviewed previous actions with the committee.	
3.	Club Admin TS advised that the British Cycling membership affiliations are in process, and DB and JM are working on the safeguarding and DBS queries. BTF and Cycle Time Trials are complete and paid for. TS to follow up on BC affiliation. BTF have asked to come to the AGM so TS will advise them of the date once agreed. TS advised BTF is running community events and have advertised one in Reading in March. Several months ago, she offered our support to the Club and Workforce Officer but learnt of the event in the regional Triathlon England newsletter (sent 21 Oct). No other committee members had been contacted about event. TS to find out further detail once BTF have recruited for the new Club and Workforce Officer.	TS TS
4.	Discussion point 1: 2026 Dates	

	<p>Committee agreed that we will have January online with face to face in February. TS to book the meeting rooms. MA has suggested to spread out the dates so they are every couple of months. NF advised a January and February meeting is required to support the March AGM.</p> <p>The Committee discussed which days the meetings should be on. LD noted that it may be helpful to change days throughout the year. GF and DB were keen not to do any on a coaching day. It was agreed that meetings should be held in the following months (Jan, Feb, April, June, Sep, Nov), with the option to have a July meeting if needed, and to keep the AGM in March.</p> <p>Further to the meeting TS proposed following dates:</p> <ol style="list-style-type: none"> 1. Jan 13th Tuesday online 2. Feb 10th Tuesday in person 3. March 12th Thursday AGM (due to half hall availability at venue) 4. April 14th Tuesday online 5. June 16th Tuesday in person 6. Sep 15th Tuesday online 7. Nov 17th Tuesday in person <p>Committee agreed dates by WhatsApp vote following the meeting.</p>	TS
5.	<p>Discussion point 2: Female welfare support</p> <p>Pre-read was presented for two suggestions by NF and the committee discussed each item.</p> <ul style="list-style-type: none"> • Caught short kit encompassing sanitary products (mix of) circa £25 to be available at all coach and 'led' activities advertised via ClubPal (adults) and term time sessions (Juniors). NF advised kits would cost about £25 and has been doing extra work with BTF to obtain a grant so that all South regional clubs have a kit each. JM suggested we have a few kits for the club. NF asked for the Committee's approval for the cost of the kit bag. JM is looking at providing support and guidance for sports bras for females. DB thanks JM and NF for their time on the course and also thank IC for his support. LD to suggested to pair these with first aid kits, but also that these wouldn't be suitable for ride leaders to carry, • Resource library on the website covering Menstrual Cycle, Breast Health & Sports Bra Fitting, Injury Resilience, Nutrition, Pelvic Health, and female performance webinars. LD asked that we implement a resource library that also encompasses our wider demographic. GF agreed that men's mental health with Movember is another opportunity to support members. JM mentioned the importance of nutritional advice for females who are training. MPo highlighted the more we can do support our Tristars and youth members the better. LD suggested we use website links within our resource library to avoid out of date medical/ scientific information on our website. GF visited the South-Central AGM and summarised we should be proud of where we are. Committee agreed that an area on the website where the resource links can easily be accessed would be a good idea. Webinars were to be advertised as and when available I believe. 	

	MA gained approval from Committee for approval for the cost of kits.	
6.	<p>Discussion point 3: Guidelines for submitting ideas suggestion to Committee</p> <p>NF has suggested to make clear any guidelines for members submitting ideas to the Committee and to be documented in minutes and shared in newsletter that members can attend committee meetings. Member suggestion includes:</p> <ul style="list-style-type: none"> • Which Core Officer on the Committee any /ideas suggestion is emailed to put forward for discussion with the Committee • Are other Committee Officers (Core or Co-opted) required to on copy - Matt for example if it includes budget • Is the member expected to do any consultation work within the Club prior to submitting • Option to present the idea/suggestion and take questions <p>VA suggested adding it to the bottom of the newsletter, i.e.. contact chair@thamesvalleytri.com or secretary@thamesvalleytri.com or any member of our TVT committee. Suggestion for detail to be emailed to Club Secretary. TS advised that members should also feel they can come to any member of the committee with idea, who can then put through Club Secretary.</p>	VA
7.	<p>Discussion point 4: TVT Succession planning</p> <p>GF advised that Stew Hackman has expressed interest. DB suggested we need a welfare deputy due to the work involved in becoming a welfare officer.</p> <p>GF will take responsibility for providing a meeting to support recruiting volunteers in the committee.</p> <p>DB is going to step down from Head Coach and would like to stand as Chair in a years' time.</p> <p>TS asked LD to briefly mention who committee members are at the Awards night to support visibility and advise on various opportunities available and to speak to GF. LD completed.</p>	
8.	<p>Discussion point 5: Committee Communication Channels</p> <p>MPo detailed the difficulties experienced with using WhatsApp group for decision making. It should be used for short correspondence relating to logistics or social or urgent needs, and we should aim to bring items to Committee so they can be minuted. MPi advised we do need to have option to discuss time sensitive issues. LD has been concerned with the volume of discussion on the WhatsApp. If an item is considered urgent committee members should advise Chair and Secretary to email committee.</p> <p>MPo outlined the proposal below.</p> <ul style="list-style-type: none"> • WhatsApp should be limited to sharing information, reminders, and urgent operational matters. 	

	<ul style="list-style-type: none"> Decisions and policy changes should be made in committee meetings (face-to-face or online) where all have an equal voice, and outcomes are minuted. If something genuinely cannot wait, the Chair/Secretary should circulate a clear written proposal by email, with explicit request for recorded votes/comments. <p>NF advised we should record the procedure. Committee agreed to put the procedure into the next agenda.</p>	
9.	<p>Discussion point 6: Trophy Award process</p> <p>MPo explained that the process this year was changed to include a second vote after nominations and was discussed in a quick manner on WhatsApp.</p> <p>There was much discussion about the nomination procedure for the award nominations for the Hassell Trophy. Concerns raised about it being reduced to a popularity concert yet desire was for everybody to have visibility to the details around nominations. LD advised that we should be agreeing what the process is for next year now. Membership were asked for nominations of who is a worthy candidate for the Hassell Trophy and reason why.</p> <p>The most improved trophy is member nominated. The coaches can nominate as members, but don't have the final choice - they have the coaches choice award for that.</p> <p>TS suggest that the members of the committee that are involved in these trophy awards agree on the correct process to have documented at the next meeting.</p>	
10.	<p>Discussion point 7: thank you gift for Sunil</p> <p>Committee agreed to provide Sunil with small gift of a buff for thanking him for his help with the email set ups, and going over and above to help us. MPi presented Sunil with a buff at the awards night which followed this committee meeting.</p>	
11.	<p>Officer round table updates</p> <p><u>Ian Coddington – Welfare Officer</u></p> <p>Please note the following update from IC who was unable to attend the meeting in person.</p> <ul style="list-style-type: none"> We have had no reported Welfare issues since the last meeting. The dedicated Welfare email is now live. In the past month, I have approved DBS checks for Ruth and Darrell. This took slightly longer than expected due to changes in British Triathlon's system, but I am now fully set up, so future checks should be smoother. British Triathlon continues to run a series of welfare-related webinars, and I will share any relevant information from these - unfortunately, the 	

	<p>next session on safeguarding adults has been cancelled, and they plan to share the content via the next newsletter.</p> <ul style="list-style-type: none"> • I previously emailed the group to note that BT is seeking to “Redefine our ED&I strategy and ambitions” with a “Transition to Equity.” This potentially has implications for how we behave and operate as a club, with BT’s aim to ensure “equity of opportunities across the whole sport” including participation, volunteering, and coaching. As we receive more information about this we may wish to discuss as a committee whether we can and/or need to make any reasonable adjustments to accommodate this change in direction. <p><u>Gary Farrell – Club Kit and Club Champs Secretary</u></p> <p>GF advised that we won the BTF South Central club champs and 11 people took part across the events, and we have been asked to help resurrect it again.</p> <p>GF is looking at resurrecting the TVT challenge between Maidenhead Cycling Club and TVT – MCC have expressed interest and will send suggested dates for 2026. TVT still hold the trophy from 2019 when last run.</p> <p><u>Liz Drummond</u></p> <p>LD felt uneasy about the ask to not wear club kit for a club event and if there was an insurance issue. DB agreed you can do club events. GF to check about the impact on our insurance with the 5K champs event hosted by Bracknell.</p>	
12.	<p>AOB</p> <p>Meeting closed at 9pm.</p>	