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Meeting summary for Oxford Tri Committee Meeting 06/01/2025 (06/01/2025)

Quick recap

The committee discussed various topics including the upcoming monthly newsletter, the club's financial situation, and session costs for the upcoming year. They also discussed the club's kit, the Dunmore Fund, and the planning for a members' evening in January. Lastly, they discussed the triathlon club's activities and events, including the aquathlon event, which we will ask for volunteers in the next newsletter, open water swim sessions, and future meeting arrangements.

Next steps

- Eleanor to update the budget for next meeting
- Grace to contact Steve regarding lake hire for the safety training day on April 26th, requesting two 1.5-hour water sessions.
- Sean to finalize arrangements for the run coaching course for coaches, including venue and refreshments.
- Lee W to update the membership price on the website from £150 to £160.
- Lee W to investigate options for simplifying/updating the website platform and potentially moving away from WordPress.
- Lee W to look into more cost-effective email solutions for the club.
- Lee W to update the committee and coaches pages on the website.
- Lee W to restore the calendar view functionality on the website.
- Lee W to investigate auto-selecting preset options for session sign-ups on the website.
- Grace to ask about maintaining the same lake hire rate for the upcoming season.
- Eleanor to write off the value of old kit stock at the end of 2024.
- Lee M to provide Eleanor with an updated list of remaining kit stock and potential sale values.
- Paul to look into purchasing necessary safety equipment for lake sessions.
- Liz to review and potentially update the welcome email for new trial members.
- Sean/Liz to review and improve the integration process for trial members.
 - Lee W look to divert emails re member sign up to Liz
- Sean to update the coaching reimbursement policy as discussed.
- Eleanor to budget for 3 level one and 2 level two coaching qualifications in 2025.
- Lee M to return unused kit storage boxes to Oxford storage.
- Lee M to purchase sample kit pieces for sizing purposes.
 - Sean/Craig to follow up with Oxsrads.

- Grace/Paul look into who has liability for OWS for when Wallingford swim with us.
 - Sean to follow up with Abingdon about joining Radley sessions.
 - Lee M to promote upcoming Apex kit ordering windows to club members when applicable.
 - Mark to research and propose communication methods and parameters for the Dunmore Fund, including how to top up the fund.
 - Sean and Craig to lead the January members' evening event.
 - Jack to consider social elements for the core Oxford Tri Series events.
 - Grace and Jane to develop criteria for the Oxford Tri Series point system and share with the committee before the next meeting.
 - Sean to review the July aquathlon event options.
 - Liz to follow up with All Sports about the Kelly Lehmann award.
 - Katie/Clive to decide/nominate who wins the Kelly Lehmann award – members from cross country to vote for winner.
 - Committee agreed to replace "Member of the Month" with highlighting member achievements in the Newsletter from February.
 - Lee W to look in to adding the Dunmore Fund to the club store for donations outside of membership renewal.
 - Sean to go back to Craig for clarification on Aquathlon budget and decision-making process to minimize potential losses.
 - Sean to talk to Paul or Nathan about assisting with the OWS sessions setup and coordination (Pre-Blenheim).
 - Sean to arrange Zone 3 discount code and potential a "try before you buy" sessions for open water swimming.
 - Sean to speak with Paris about potentially joining committee meetings to help with social media.
 - Liz to book the Vicky Arms pub for the March 3rd face-to-face committee meeting.
 - Eleanor to start working on closing out the 2024 accounts.
 - Eleanor to consider rewording the Constitution regarding account auditing.
 - Liz to update newsletter content with Aquathlon information, Ley's spin session, cross country details, and information about the January 30th members meeting.
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Summary

Monthly Newsletter Content Discussion

Sean, Liz, and the committee discussed items to include in the upcoming monthly newsletter. They decided to mention the Aquathlon event and advertise Ley's spin session, but not ask for Aquathlon volunteers yet as it's too early. Sean wanted to include the January meeting minutes but it was agreed to give Liz more time before including them, so agreed to share December's minutes. Post meeting – Having used Zoom AI, and with the notes being so good, we have decided to share January's meeting minutes.

Club Finances and Future Plans

Eleanor, Sean, and the team discussed the club's financial situation and future plans. They noted a decrease in membership from 185 to 165 at the end of 2023 - 2024, but decided to maintain the membership income at 165 members including coaches for budgeting purposes. They also discussed affiliate money, with Sean suggesting they stick with the previous year's amount. The Pre-Blenheim swims were discussed, with Eleanor suggesting a target, based on previous years' attendance. The team also discussed the Aquathon, deciding to keep the profit at the same level as the previous year. They discussed various costs, including sessions, pool hire, and coach expenses, with some inflation applied. The conversation ended with plans to continue discussions on these topics and budget/financials in due course.

Club Budget, Session Costs, and Kit

Sean, Eleanor, Grace, Lee W, Jane, and OxfordTri discussed the club's budget and session costs for the upcoming year. They agreed to add an extra email address for the club, costing an additional £72 per year (info email to use for outgoing emails). Sean proposed running a coaching course for the coaches, costing around £800. The team also discussed the stock of bobble hats and other kit, with Lee M suggesting a price drop for the bobble hats. The team agreed to try and sell the remaining kit, with the option to write off the value at the end of the year. The conversation ended with the decision to try and sell the remaining kit and write off the value at the end of 2024.

Financial and Operational Meeting Updates

In the meeting, the team discussed various financial and operational matters. Sean suggested investing in equipment for lake safety, which Eleanor agreed to include in the budget. Lee W proposed looking into cheaper and more updated website options and suggested not investing in the website for the first half of the year. Lee M suggested the potential of using a kit markup as a potential income source, but it was agreed not to as it would be additional cost to members. The team also discussed the question of half-year membership, but this was rejected. Lastly, Lee W updated the team on the website, including changes to the Sntp settings, the coaches and committee pages, and the calendar view. The team also discussed the issue of selecting one space for signing up on the website for session – Lee W will look into this.

Organizing Social Sessions

It was agreed that social sessions can be organised by members using the FB page but only risk assessed sessions will be advertised on the club website.

Sean discussed organizing social sessions with members of Headington Hill Run but Bernard does not want these sessions to become formal club activities, so they will remain as informal member-led events. The group decides not to advertise the social runs on the website or newsletter to avoid implying they are official club sessions. Sean will contact Bernard to confirm he is comfortable with this approach for the social runs.

Coaching Fees and Commitment Proposal

Sean proposed a change in the coaching fees and commitment structure. He suggested that the club should pay 100% of the Level 1 coaching fees with a commitment of 10 assist sessions and 100% of the Level 2 coaching fees after 20 sessions. He also proposed that the club should withdraw the offer of paying 50% of Level 2 Plus and Level 3 coaching fees, with it being at the committees discretion of the funds being reimbursed for the lead coach. Sean's proposal was met with agreement from the other committee members, who acknowledged the financial and time commitment required for coaching. They also discussed the need for more shadowing and assistant coaching opportunities for existing coaches.

Kit Orders and Dunmore Fund Discussion

In the meeting, Sean and Lee M discussed the club's kit and the potential of using Apex for future orders. Lee mentioned that Apex can offer a 5% kickback on all kit orders, but they decided not to take advantage of this offer because of the additional cost to members. They also discussed the possibility of buying extra kit for sizing purposes. The team also discussed the Dunmore Fund, with Mark agreeing to look in to how to communicate its availability and parameters to members. The team also considered how to encourage donations to the fund, with Lee W suggesting adding it to the website for additional donations.

Planning Members' Evening and Tri Series

Sean and Craig are leading the planning for a members' evening in January, featuring an elite triathlete, Kieran Lindar, who will support delivery of a run session and Q&A session after in the athletics club house. The event will include pizza and drinks, and a social gathering. The Oxford Tri Series for 2025 will be led by Sean, Grace and Jane, with the aim of creating a virtual competition and encouraging participation in various races. The series will include five core events, with a social element at each. The club awards, will include the Kelly Lehmann award for XC. The member of the month award will be reconsidered, with a proposal to highlight member achievements instead.

Triathlon Club Activities and Events

The meeting discusses several topics related to the triathlon club's activities and events. Sean proposes providing branded apparel as a coach of the quarter recognition. The committee agrees to allocate a budget for this. Regarding the upcoming aquathlon event, the committee wants to better understand the potential costs and timeline to minimize losses. They support the event going ahead. For the open water swim sessions, 5 sessions are confirmed. Sean will follow up on arranging a zone 3 discount code and a try before you buy session. The committee clarifies dates for the pre-season swim sessions and the end-of-season social event.

Website Updates and Future Meeting Plans

In the meeting, the committee discussed various topics including website updates, social media strategies, and future meeting arrangements. They agreed to trial a Whatsapp

group for urgent communications and decided to hold future meetings every month, alternating between online and in-person. The committee also discussed the need for a strategy review and the importance of having a budget for the next meeting. Concerns were raised about the constitution's requirement for auditing accounts, and it was suggested that Mark's involvement could provide sufficient assurance. The committee agreed to review the constitution's wording regarding auditing.