

Minutes of meeting 26th Feb 2021

Chair: Alison Holt (AH)	Treasurer: Steve Knight (SK) Absent	Interim Club Secretary: Vicki Hamilton (VH)	Ordinary Members: Jeroen Peters (JP) Zoe Barton (ZB) Guy Riddell (GR) Matt Crompton (MC) Pete Davis (PD)
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1) Apologies

Received from SK

2) Minutes from 19th February

The minutes were agreed. VH to ask DS to publish.

3) Update on Actions:

Constitution: MC has read through EA resources and in touch with Rick G and discussed ideas including charitable status. We are an unincorporated club and it makes sense to remain that way. Steve Crossman has written a constitution and shared. MC is confident it won't take long to draw everything together. JP – Motion from last year's AGM was to use the EA template.

Action: MC - Further discussion will be required to decide some points - eg how many days we allow a membership to lapse.

Survey: ZB – Lots of great content and is currently drafting some questions. Also working with Caitlin who has reiterated the need to protect data whilst making sure we communicate what we are going to do with the data / responses from the survey. ZB to continue to work on that aspect. Lots of good content but need to think about reducing it.

Action: ZB to continue on-going work with survey with input from Caity.

Ground Rules and Behaviours:

AH - Behaviours and Guidelines document, with feedback from Jude circulated.

KB - Has feedback on document to share and asked if items discussed in committee meetings are confidential.

AH - Asked how could this work if minutes are shared with members.

ZB - Suggested sensitive discussions wouldn't hit the minutes but guidance on confidentiality needed to be defined.

MC - It's normal that meetings are not confidential unless there is an issue that needs to remain confidential.

AH - Suggested minutes of the last meeting approved at the current meeting and if there is something that is confidential, it is agreed at the meeting to remove.

JP – in agreement with MC and this can be covered in 'Terms of Reference' through the Constitution in additional addendums.

Action: AH to further consider confidentiality and Terms of Reference.

4) Update from Welfare Officer:

KB - Attended an EA workshop. KB thought training, DBS and everything had been completed for the Welfare role but now understands there is still lots to do. Asked if there is a section for governance, GDPR and safeguarding on the website. KB and BR have been supporting some members with their mental health some of which have been serious. Need to have safeguarding procedures in place.

MC – happy to help write safeguarding document

KB/BR - will take responsibility for safeguarding document

AH – Suggested there are people in the membership who can help with Safeguarding document.

PD – was the Welfare Officer for High Peak Tri Club and happy to share relevant documents.

KB - Two new roles have been identified: A Welfare Champion who promotes mental health and keeps mental health on the agenda and a Mental Health Ambassador which KB would be happy to take responsibility for.

JP - would like a discussion on the voting dropping to 12 years old.

Action – PD to pass documentation to KB

5) Interim Comms Protocol: AH - to be discussed at next meeting.

6) Eligibility Criteria for Leadership training:

JP – Hoping to build the coaching team and has asked for 5 additional funded places. JP has some people in mind but doesn't want to be solely responsible for deciding who receives the funded places and asked how we decide? Ideally we need people who want to commit and suggested drafting something for guidelines.

AH – people need to know from the outset that there is an expectation once they have received funded training. AH has emailed Charmaine and would like JP to work with Charmaine.

ZB – supports eligibility and commitment but we need to make sure we are not putting people off so we get the best people coming forward.

JP – suggested we may need to accept there is a higher dropout rate in the first year.

Action: Others to input ideas to Jeroen.

7) Return to formal club sessions after 29 March 2021 – agree how this will be progressed & communicated

AH – looks like things are going to restart from 29th March.

JP – everything put in place with Andy Brack and expects we will be able to pick up without any changes.

AH – asked if COVID-19 guidance needs to be reviewed?

JP - AB is reviewing so does not expect a major re-write but will confirm

AH – included on the agenda to ensure the committee speaks with one voice. There is a general expectation members will be eager to ask questions so asked JP to put together a statement to be circulated.

Action – JP to put words together for Statement and forward to VH for circulation.

8) Date of Next Meeting:

Friday 05 March