

**MSTC Committee Meeting Minutes**  
**8PM 17 February 2025 - Bent Arms**

Committee Members present		Committee Members' apologies	
Chair	Zoe Rocholl	Webmaster	Kieran Miller
Vice Chair	Mark Walton	Treasurer	Clair Hunt
Secretary	Susan Baker	Head Coach	Steve McMenamin
Open Water	Debbie Ware	Welfare Officer	Clarissa Walton
Race Director	Jo Fleming	Kit Officer	Esther Clutton
BAR Officer	John Mactear	Marketing	Joanna Millington
Membership	Mandy Dale		
Member w/out Portfolio	Paul Hedger		

Committee Meeting Dates for 2025

31MAR      12MAY      09JUN  
21JUL      08SEP      20OCT

- Potential date of 2025 AGM to be confirmed

All meetings are held on a Monday at 8.00pm held in the Bent Arms, club members are welcome to attend.

MINUTES OF PREVIOUS MEETING AND MATTERS ARISING	ACTION	RESPONSIBLE
1.a Purchase of Ardingly Reservoir next steps. <ul style="list-style-type: none"> <li>- Debbie and Mark met with the new owners and confirmed the season is to stay the same as last year with Start date of 03MAY25.</li> <li>- Changing rooms and Café should be available</li> </ul>	- Action Debbie and Mark to follow up: <ul style="list-style-type: none"> <li>o Confirmation of Saturday 3<sup>rd</sup> May as a start date</li> <li>o Create an EAP and video to be uploaded to the website for safety staff</li> </ul>	DW/MW
1.b Swim the Lake <ul style="list-style-type: none"> <li>- Paul Hedger passing the option for MSTC to run this event in the future and purchase the assets to run it (Bouy markers)</li> </ul>	- Committee agree to take on the event and purchase the assets. Decision made that Mark and one other would run the event in 2025.	MW
1.c Club Website and Membership database <ul style="list-style-type: none"> <li>- Club website and training management needs updating.</li> </ul>	- Decision made to use SPPOND as membership and booking management site with Wordpress style website. - Review with the aim of 1 <sup>st</sup> May as changeover date - IT working group volunteers needed	ZR & IT working group
1.d 25 <sup>th</sup> Anniversary- The club is 25 years old this year <ul style="list-style-type: none"> <li>- Zoe suggested a celebration to be held at a decent venue in June or July post MSTC club race</li> </ul>	- Action Mandy to liase with Zoe on setting up the event	ZR/MD
<b>MATTERS ARISING</b>		
2. Review Treasurer Accounts for 2024 <ul style="list-style-type: none"> <li>- Accounts approved by the committee</li> </ul>	- No Action	None
3. Website Updates	- Update swim subs wording to include “does not guarantee swim spots” - Documentation to be updated – ie Affiliation Date/Insurance etc	KM

<p>4. Coaching</p> <ul style="list-style-type: none"> <li>- Coach meetings now arranged monthly</li> <li>- Work towards support for members 1<sup>st</sup> 5k, 1<sup>st</sup> Triathlon</li> <li>- Clare and Tim undertaking TRI Level 1 coaching</li> </ul>	Ongoing coaching	SMc
<p>5. Open Water Swimming</p> <ul style="list-style-type: none"> <li>- Plans to run the OWS as normal</li> </ul>	- Action as point 1	DW
<p>6. Membership</p> <ul style="list-style-type: none"> <li>- New Membership secretary taken over by Mandy Dale with support from Stuart Dale</li> </ul>	None	
<p>7. Club Race</p> <ul style="list-style-type: none"> <li>- Race Day of 15JUN25, (Fathers Day) confirmed.</li> <li>- Race website set-up and 80 bookings so far</li> <li>- Proposed Ballot for long term members to compete in the race (new members are already able to race in their first year)</li> </ul>	<ul style="list-style-type: none"> <li>- Additional duties to be assigned to those unable to help on the day, but available for other dates i.e. -marketing/medals</li> <li>- Ballot to be organised</li> </ul>	JF/ZR  JF/ZR
<p>8. Welfare</p> <ul style="list-style-type: none"> <li>- All DBS complete and up to date.</li> </ul>	None	
<p>9. Marketing &amp; Social Media</p> <ul style="list-style-type: none"> <li>- Following Joanna's request for 3-4 weeks' notice for club events, it was decided that the last Friday in the month would continue to be social event date, and held at the Stand Up unless a special venue planned.</li> </ul>	- Action to promote the monthly event	JM
<p>10. Social events <del>---</del> Community Officers needed for both roles</p> <ul style="list-style-type: none"> <li>- Date suggested for physio talk on 21<sup>st</sup> March</li> </ul>	<ul style="list-style-type: none"> <li>- Recruit new officers</li> <li>- Book room and Physio</li> <li>- Advertise event</li> <li>- Stuart to supply adaptor for projector</li> </ul>	ZR/JM JF JF/JM SD
<p>11. Kit</p> <ul style="list-style-type: none"> <li>- Tri suits still to be collected/paid for</li> <li>- New kit feedback.</li> </ul>	<ul style="list-style-type: none"> <li>- Mark/Esther need access to the member database. Carole to give Mark member details in the meantime</li> <li>- JPEG Images of kit needed</li> </ul>	KM MW/DW  EC/MW
AOB		
<p>12. Kids Triathlon Day</p> <ul style="list-style-type: none"> <li>- Youth Tri day earmarked for -12<sup>th</sup> July 2024</li> <li>- SwimBikeRun to be organised same day to open it up to community</li> </ul>	<ul style="list-style-type: none"> <li>- Zoe to book Ardingly School</li> <li>- Organised by Paul</li> </ul>	ZR PH
Meeting ended 21.00		