

**Agenda for MSTC Committee Meeting  
8PM 06 January 2025 - Bent Arms**

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

Committee Meeting Dates for 2025

06JAN      17FEB      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
MINUTES OF PREVIOUS MEETING		
1.a Purchase of Ardingly Reservoir next steps. - The reservoir Activity centre has been sold. The new owners have been confirmed as Ardingly School.	- Action Debbie and Mark to contact new owners to ascertain: <ul style="list-style-type: none"> <li>o Confirmation that current agreement will remain in place</li> <li>o Their plans</li> <li>o Other options of days / additional and timings ie Sunday etc.</li> <li>o Use of facilities – showers, café and changing rooms</li> </ul>	DW/MW
1.b Swim the Lake - Paul Hedger passing the option for MSTC to run this event in the future	- Action to discuss with new Activity Centre Owners - Identify internal owners to manage and run the events	DW/MW MW/SMc
1.c Swim lane subsidy - Sent out to members and being utilised	None	None
1.d Swim bookings are able to be made without subs	Now rectified	None
1.e Club Website and Membership database - Club website and training management needs updating.	- Action to contact members to create knowledgeable working group	ZR

MATTERS ARISING		
<p>2. Review Treasurer Accounts for 2024</p> <ul style="list-style-type: none"> <li>- The current account is low waiting for 2025 membership and race fees to come in.</li> <li>- Any additional spends will need to be taken from reserves.</li> <li>- Awaiting confirmation to pay BTF affiliation fees</li> </ul>	<ul style="list-style-type: none"> <li>- Action to pay BTF affiliation (now paid)</li> </ul>	None
3. Website Updates	None	
<p>4. Coaching</p> <ul style="list-style-type: none"> <li>- David Turner now a Level 2 Coach</li> <li>- Other Coaches going through their programmes</li> </ul>	<ul style="list-style-type: none"> <li>- Coaches meeting for 2025 to set calendar</li> </ul>	SMc
<p>5. Open Water Swimming</p> <ul style="list-style-type: none"> <li>- Plans to run the OWS as normal</li> </ul>	<ul style="list-style-type: none"> <li>- Action to speak to new reservoir Activity Centre Owner as at 1.a</li> </ul>	DW
<p>6. Membership</p> <ul style="list-style-type: none"> <li>- New Membership secretary undertaking handover</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 entries are open.</li> <li>- Key that club members support the running of the event.</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>- Email out to members confirming the requirement to volunteer and options for alternative roles if they cannot support on the race day</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. Social Media and Communications</p> <ul style="list-style-type: none"> <li>- Newsletter is due for January.</li> <li>- Officer needed for this role and a club member has volunteered.</li> </ul>	<ul style="list-style-type: none"> <li>- Action to write January Newsletter</li> <li>- Potential officer to be contacted and invited to committee meeting</li> </ul>	ZR  ZR
<p>10. Social events</p> <ul style="list-style-type: none"> <li>- Officer needed</li> <li>- Winter social suggested for 7 February</li> <li>- Discussion regarding professional speaker sessions to support training</li> </ul>	<ul style="list-style-type: none"> <li>- Venue and information to be confirmed and shared with members</li> <li>- Identify suitable speakers for club social events</li> </ul>	EC  JF
<p>11. Kit</p> <ul style="list-style-type: none"> <li>- Supplier informed MSTC that they will stop production in JAN25</li> <li>- New stock order requested before supplier stops trading</li> <li>- Currently have a small level of stock</li> </ul>	<ul style="list-style-type: none"> <li>- Confirm stock is needed before purchase (completed)</li> <li>- New supplier required</li> </ul>	MW  EC

AOB		
<p>12. Club Races and Events for members</p> <ul style="list-style-type: none"> <li>- The South East Region Series for 2025 has been announced, club and coaches to promote training for these races.</li> <li>- The races will form the basis of the BAR for the year, plus additional club run events and parkrun's etc</li> </ul>	<ul style="list-style-type: none"> <li>- Details of South East Region to be added to Newsletter and promoted</li> <li>- Club to buy 3 x Mixed Team entries for Southwater Relays and offer out to members</li> <li>- BAR information to be shared with members</li> </ul>	<p>ZR/ALL</p> <p>ZR</p> <p>JM</p>
<p>13. Brighton Tri Sprint Training</p> <ul style="list-style-type: none"> <li>- Group of 19 members, (8 male, 11 Female) undertaking a training programme for BTS race.</li> <li>- Request to support with a subsidy towards MSTC branded race kit</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Subsidy approved and offered to group (completed)</li> </ul>	<p>SMc</p>
<p>14. Extracurricular Activities</p> <ul style="list-style-type: none"> <li>- Discussion on other activities and events such as the Velodrome and bike rides with Crawley Wheelers (such as the ladies races) both of which have been successful.</li> <li>- Club Zwift rides and joining the BTF run Zwift group.</li> </ul>	<ul style="list-style-type: none"> <li>- Action to review with dates and options in March</li> <li>- Information on options to be shared with club members</li> </ul>	<p>SMc</p> <p>SB</p>
<p>15. Meeting management</p> <ul style="list-style-type: none"> <li>- Discussion on use of tech for agendas and actions</li> </ul>	<ul style="list-style-type: none"> <li>- Action for committee members to log in to Trello</li> </ul>	<p>ALL</p>
<p>16. Swim lane management</p> <ul style="list-style-type: none"> <li>- Swimming becomes popular in January so lane management is important</li> <li>- New members with limited swim experience should be signposted to the intensive sessions or to the Tuesday evening at Ardingly where there are more lanes to avoid 1<sup>st</sup> lane becoming the skills and technique lane</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Coaches to actively move capable swimmers up lanes</li> <li>- Website to be updated for new members to suggest Tuesday as the trial day for swimming</li> </ul>	<p>SMc</p> <p>KM</p>
<p>17. Update needed of Run Whatsapp group</p> <ul style="list-style-type: none"> <li>- Group was originally set up during COVID to identify who wanted to run, but has now become a duplication of the main site.</li> </ul>	<ul style="list-style-type: none"> <li>- Action to clean and reinstate with active members</li> </ul>	<p>JF</p>
Meeting ended 21.40		