

## Celtic Tri Annual General Meeting Minutes – Friday 19 March 2021

### Committee Members Present

Mark Evans, Jen Aylward, Tracey Williams, Carl Cresswell, Richard Clifford, Paul Arnold, Hayley Harris, Jon Carrick, Samantha Perrott, Andrea Griffiths, Matthew Jones, Lisa Kethro.

### Club Members Present

Paul Wilkins, Joanna Evans, Sheridan Court, Debs Longman, Phil Jones, Mark Bamford, Janice Hearne, Mike Hayden, Jacquie Fagin-Fox, Darren Heath, Mary Lewis, Rachel Gabb, Joe Hawkins, Mark Davies, Joy Williams, Lyndsey McKeown, Gavin James, Craig Davies.

### Apologies

Dan Evans, Mark Edwards, Paul Williams.

### Proceedings

The Annual General Meeting commenced at 7.08pm. Mark opened the meeting by welcoming everyone and thanking them for their attendance and sharing a slide of the meeting agenda. He Ran through the agenda quickly. [Appendix I]

Mark gave the list of apologies.

He then asked whether everyone had read a copy of the minutes from the previous AGM – people confirmed that they had. The minutes were then approved – proposed by Hayley Harris and seconded by Andrea Griffiths.

Mark then proposed that the agenda would be run through by a brief report from each of the club officers supported by an onscreen view of their individual reports. Copies of these are attached for reference.

### Juniors' Officer's report

Richard stated that the junior membership had remained high throughout the year and currently stood at 72, which is similar the previous year's figure, and stated that he believed not many other clubs in Wales could boast such high numbers. Richard also commended the juniors for their regular attendance and commitment to racing. He then went through the report on the junior section. He ended his report with high praise for the welfare and covid officers who had done an outstanding job throughout the year.

[Appendix II]

### Comms and Marketing Officer's report

Mark noted Dan's apology for his absence and stood in for him by running through the presentation slide. Tracey confirmed that a 69% open rate for the club's monthly newsletter was above the national average for sports clubs. Mark then commented on the way forward for the newsletter – maybe a change of format. Tracey confirmed that it's hard to put out a newsletter without any news. [Appendix III]

### Welfare Officer's report

Mark complimented Andrea on all the posts she had done for the adults and juniors during the last year. Andrea stated that she attended bi-monthly meetings with the Welsh Triathlon welfare officer to ensure she was up to date and whether there was anything she could bring back to the club. Mark noted there would be safeguarding courses coming up which all club coaches will need to attend.

[Appendix IV]

### Secretary's report

Mark invited Jen to comment on anything she felt was necessary as she is the Welsh Athletics 'officer' as well as club secretary.

Jen reinforced what was shown onscreen regarding the work that WA do. She raised the point that it was not as easy as for just running clubs where they incorporated the WA membership into their own membership cost. Mark said perhaps it was worth looking into maybe a tick box on our club membership so people could sign up more easily. Tracey pointed out that not all the memberships (Welsh Tri, WA, and British Cycling) were the same year end as the club. Mark also mentioned that being a member of WA entitles you to enter the club ballot for the London Marathon slot.

[Appendix V]

### Events Officer's report

Hayley opened with the fact that, due to the pandemic, obviously none of the scheduled races the club had organised had been able to go ahead. However, all the places that had been booked are carried over to this year – the Stephen Lewis Aquathlon is full, the Swansea Tri and the Neath Valley Tri are half full. Welsh Triathlon will review the situation on 25 March 2021.

Hayley was going to mention the upcoming virtual event that the club has planned but Mark said that he was keeping that until the AOB section.

Hayley went on to say that IF events are allowed to go ahead this year, then we need volunteers and sponsors to facilitate this. She emphasised that as part of your club membership you are expected to help out with at least one event during the year, and that you would get food and drink and a good day out as part of the experience.

Mark pointed out that the Stephen Lewis event takes place on private land and was therefore more likely to go ahead, although extra covid measures would have to be in place. No spectators would be allowed – a live stream of the event was being explored so that parents could watch in their cars.

Lots of things to be considered. Also, he was hopeful that, as the Neath Valley Tri is such a small event that it would go ahead in September.

[Appendix VI]

### Coach Co-ordinator's Report

Mark introduced Matthew Jones. Matthew went through the slide. He stated that the course for the level 2 coach was not as good online as the 'in person' course he had attended previously for level 1 but it was as good as could be expected given the circumstances.

He went on to say that he wanted to develop the role he had taken and was looking for ideas from others regarding sessions that could be put on for members.

Matthew emphasised that the Welsh Triathlon requires all coaches to complete a Safe-Guarding Course by 31 December 2021, if this isn't done then your licence will not be renewed. Mark elaborated the need for these courses to be attended – they are sports specific courses. Funding should be available from the club for the coaches to attend.

[Appendix VII]

## Membership Secretary's report

Mark opened by saying that earlier in the year Lisa Kethro had stepped down from the role after four years. Carl Cresswell had taken on the role.

Carl went through his slide, pointing out the junior membership had remained fairly static whereas the adult membership had dropped. He explained the various reasons he thought that this had happened as shown on the slide. He also explained that the new admin system allowed him to gather more data and this had shown only a small percentage of the club members were Welsh Triathlon members. He thought that this may not be a true reflection. He welcomed all new and returning members – these accounted for approximately 10% of the current membership population.

Carl went on to explain the new admin system, and how it helped with collating data. He hoped that it would also be useful when the lakes reopened for use to ensure members were entitled to use the facility.

Mark and Carl also praised the new system for the availability of information for coaches, such as emergency contact details.

[Appendix VIII]

## Covid Officer's Report

Mark introduced Sam – usual role was Social Officer but had to change in March 2021.

Sam presented her slide and confirmed that it had been a busy year but that everything had gone as smoothly as possible. The new booking system had provided all the relevant data and reports that had been required due for inspection at any given time. The children had all absorbed the new rules and everything had worked perfectly. The booking system had been used for the lake facility – obviously some people just used the lakes but generally our club members abided by the new rules of booking in.

Covid risk assessment had been followed for every session held by the club and some of the measures implemented would continue even after the pandemic eventually goes away.

The track and trace system implemented by the club worked and the sessions carried out were all done within the guidelines specified by the Welsh Government.

{Appendix IX}

## Kit Officer's Report

Paul opened with the fact that no kit had been order during the year due to the lack of races.

He went through his slide and explained the situation regarding the suppliers of the club's kit. He stated that the supplier was open to visiting the club when allowed so that members could try on samples for sizing purposes.

Paul reviewed the situation regarding the club's 15<sup>th</sup> anniversary and welcomed comments or suggestions regarding commemorative items.

[Appendix X]

## Treasurer's Report

Jon Carrick briefly reviewed his report that was shown on screen.

He gave a shout out to Carol Evans for securing the two Admiral donations.

Jon reminded members that the balance held by the club is inflated by the monies received for events that have not been held yet. Race costs such as chip timing, race goodies, etc would have to come out of these funds in the near future.

Jon reviewed the funding of coaches, and the support of Lisa Kethro for qualifying for a Team GB place, together with other large items of expenditure for training venues.

Jon applauded Mark for the work he put into securing grants for the club. He explained the need to set up a juniors' section bank account to facilitate the receipt of a second Sports Lottery grant.

Jon briefly explained the overall loss by the club, and the bank balances. He was delighted that the payment devices were working well.

Mark explained the grants and how they were spent – coach courses, equipment, swimming pool and running session costs, etc. As the club currently runs at a loss for the running sessions due to number restrictions enforced by covid, some of the lottery grant goes towards that.

Jon thanked Carl for implementing the new LoveAdmin system – it had made control of the membership monies much easier. He stated that the club is in a strong financial place and that we could look at maybe financing a chip timing system (subject to the cost), and support our athletes and coaches in the future.

[Appendix XI]

### Chairman's Report

Mark put his report on screen and stated that he would be standing down from the role after his term ended next year.

Mark ran through what the club officers had said in their reports.

Our covid officer Sam had stepped into the challenging role and had ensured the club ran smoothly through the pandemic.

Grants had been secured to ease the financial burden of the covid impact on training session numbers. Mark thanked Anthony Fox for nominating the club for a grant from an insurance company which he was going to follow through on in the next month. If secured the committee would discuss how it was to be spent, for example the cycling coaching and develop the club's cycling section.

Mark emphasised how well the sessions had run despite the covid restrictions and thanked the parents of the juniors for their help and support throughout the year. He also thanked the adults for their contribution to keeping the swimming sessions going in Morriston pool.

Mark went on to comment on the positives that had come out from covid, such as the new membership and booking systems. For the time being the Eventbrite system would be used for booking but in the future we would move over to the LoveAdmin booking system.

Mark is also planning on carrying through on the online sessions provided throughout covid into a winter training schedule which would include strength and conditioning sessions, for both adults and juniors.

With regards to the future – will we be training, racing and socialising or will it all still be virtual? Probably nothing until July but hopefully a club social towards the end of the year would be really good. The virtual sessions and events have been really good. Nothing further to add as the committee had already covered everything. Mark thanked the committee members for their work throughout the year.

[Appendix XII]

### Club Constitution

As there are no changes required the club constitution will carry on as it is for the next year

## Election of Officers

Mark thanked Lisa for her four years of service as membership secretary and wished her luck with the event in Bermuda.

Positions vacant:

**Deputy Chairman.** It was proposed by Debs Longman and seconded by Jayne Arnold that Tracey Williams remained as Deputy Chairperson.

**Secretary.** It was proposed by Jon Carrick and seconded by Tracey Williams that Jen Aylward remained as club secretary.

**Treasurer.** It was proposed by Jen Aylward and seconded by Mark Bamford that Jon Carrick remained as treasurer.

**Events Officer.** It was proposed by Sam Perrott and seconded by Jo Evans that Hayley Harries remained as events officer.

**Membership Secretary.** It was proposed by Lisa Kethro and seconded by Mark Evans that Carl Cresswell took on the role of membership secretary.

**Junior Officer.** It was proposed by Hayley Harries and seconded by Mark Evans that Richard Clifford remained as junior officer.

**Kit Manager.** It was proposed by Tracey Williams and seconded by Mark Bamford that Paul Arnold remained as kit manager.

**Web/IT Officer.** It was proposed by Mark Evans and seconded by Sam Perrott that Carl Cresswell remained as web/IT officer.

[Appendix XIII]

## Any Other Business

Mike Hayden thanked the committee for all the hard work they had done over the last year due to covid.

Jon Carrick asked Matthew Jones about the management of the mandatory coach courses. Matthew said that he would deal with it on the coaches' FB page and that he would co-ordinate it. He needed to speak with Amy Jenner at Welsh Triathlon to determine the difference in the two courses available as one is £30 and the other £16. Sam believed that the more expensive course covered safe-guarding relating to children and had more content. Mark stated that safe-guarding is a hot subject at the moment and each governing body is requiring that their own course be completed. A similar approach is being taken with DBS. Matthew said that he had been in touch with Welsh Triathlon regarding the situation on paper DBS certification given the current climate and people not being allowed to meet/travel.

Joe Hawkins commended the achievement of the junior section coaches in keeping the 70+ kids on track their training, especially as they had done their school sessions online as well. He asked what commitment was required from coaches who had been funded by the club for their qualification. Mark stated that for the triathlon coaches, as we had quite a good number of them, the commitment was 1-2 hours per month. The junior coaches do more as there are more sessions provided. With regards to the cycling, Mark said that because the qualification is geared towards the

club providing 'Go Rides' on weekends and throughout the summer, enabling the public to come to sessions and learn cycling skills in a safe environment, with a view to them becoming keen and joining our club. Therefore, the cycling coach commitment might be somewhat more than that of the triathlon coach, ie on a weekly basis. Coaches are provided with kit. The fees are paid by the individual at first, half is reimbursed after signing up to the course with the other half reimbursed once ten sessions have been delivered. Sam pointed out that the more coaches we had the better the rotation opportunities were so that coaches did not have to do too much.

Mark then handed the screen back to Hayley with a slide showing the details for the upcoming virtual duathlon being hosted by the club. Hayley explained the event and said that the details would be on the club Facebook page shortly. Hayley also commended the junior coaches for all their hard work throughout the lockdowns in keeping the children engaged, and to Sam for her hard work.  
[Appendix XIV]

Mark thanked everyone who took part in the Welsh Triathlon Club Takeover event. Tracey commented on how many responses she had received – Welsh Tri obviously couldn't use them all so Mark is going to make them available on the club website for people to view.

The meeting closed at 8.26pm.

## Appendix I

1. Opening of Meeting.
2. Apologies for absence.
3. Minutes of previous AGM (2020).
4. To receive and approve Annual Reports from Officers.
5. To receive the Treasurer's Financial Statement for the year.
6. Club Constitution
7. Election of Officers
  - Deputy Chairperson
  - Secretary
  - Treasurer
  - Events Officer
  - Membership Secretary
  - Junior Officer
  - Kit Manager
  - Web/IT Officer
8. AOB (prior notice required).
9. Closure of Meeting.

## Appendix II

### Junior Officer's Report

- Current Junior Membership stands at just over 70
- A challenging year due to Covid
- At start of first lockdown we quickly implemented twice weekly turbo sessions for the juniors and also ran twice weekly sessions for the junior parents as well as providing run sets to be done weekly. We also staged a successful ZWIFT junior grand tour with many of the junior members now using the online race and training platform.
- Huge amount of work went into return to training protocols and our swim and track sessions were all fully booked until we hit the second lockdown
- We started using our new cycling facility in the Park and Ride off Fabian Way, Swansea. We will hopefully be able to utilise this again in the near future
- With no events on during the past year we did not hand out our usual awards or hold a presentation but we did present the Stephen Lewis Award to Matthew Cox for his effort, commitment and contribution to the club. Mention also to Josh and Ben Cleave for their outstanding 'Everesting' challenge over Christmas.
- In addition to our Welsh Triathlon and Welsh Athletics affiliation we are also now affiliated to Welsh Cycling and this means we are offering unrivalled opportunities to our juniors to compete across a huge range of multisport/athletics/cycling events. We are in process of getting coaches qualified by British Cycling and will be looking to stage some of our own events as soon as we are able
  
- Second lockdown has seen us implement the same regular virtual sessions with the addition of weekly S&C session.
- Huge thanks to the coaching team for all their efforts during the last year - thanks also to our Welfare Officer Andrea and Covid Officer Sam for the support they have given u

## **Appendix III**

### **Comms and Marketing**

- Subscribers = 194
- Open rate = 69% often 17% sometimes 14% rarely
- Content = MoM, PoM, WGT, Juniors material is running thin...
- What to do next? PodCast?

## **Appendix IV**

### **Welfare Officer's Report**

- The role of Welfare Officer is to ensure that children, young people and vulnerable adults are safeguarded during their contact with the club, and to ensure that the Club fulfils its duties to implement and maintain child protection policies and good practice.

## **Appendix V**

### **Secretary's Report**

Just a reminder that the Welsh Athletics registration fees are staying the same this year:

Senior member - £18.50

Junior member - £11

All those currently registered will revert to "unpaid" on 31<sup>st</sup> March and registration can begin on 1<sup>st</sup> April.

All those not currently registered will disappear from our list on Welsh Athletics, and if you do re-register this year you just need to ask me to move you back onto our list. Payment for WA membership should be made to the Celtic Tri Club bank account, using "WA" and your name as reference. Please notify Jon Carrick when you have paid.

As the possibility that events are going to open up later in the year, it would be great to see our members support the Welsh Athletics organisation so that they may continue the great work that they do.



## **Appendix VI**

### **Events Officer's Report**

Unfortunately 2020 lockdowns resulted in no events for us ☹

We are still unsure when and if we will be authorised to host triathlon events this year, we have some dates pencilled in for our usual events and will let you know when and if we are able to confirm these.

Entries from 2020 Stephen Lewis Aquathon, Swansea Junior Triathlon and Neath Valley triathlon have all been deferred to this year.

SO! To keep you fit and training, and have some fun! we are bringing you .....

## **Appendix VII**

### **Coach Co-ordinator's Report**

- Three New Level 1 Coaches 2020/21 Season Mike Hayden, Sam Perrot and Lyndsy Chuckles McKeown
- One new Level 2 - Covid Restrictions Dependent!
- Welsh Triathlon: Now compulsory for coaches to complete either:  
A) UK Coaching Safeguarding & Protecting Children Workshop or  
B) UK Coaching Safeguarding Adults

These must be completed by the end of December 2021 for your BTF coaching licence to be renewed. A = £30 B = £16

## **Appendix VIII**

### **Membership Secretary's Report**

#### Summary

Membership numbers down 16% overall versus 2020

Junior membership largely unaffected by new clubs/lockdown

Around 30% of members also Welsh/British Triathlon members according to our records

Around 10% of 2021 membership are either new club members or returning following a lapse in membership – welcome!

Our website is still attracting around 4,000 unique monthly visitors

#### 2020 Planned Projects

Introduced the new membership system, LoveAdmin

Chip timing – unable to progress due to impact of lockdown

#### 2021 Plans

Rollout additional features from LoveAdmin to members where appropriate

Review chip timing solutions to support events subject to Covid impact

## Appendix IX

### Covid Officer's Report

The world pandemic forced all clubs to make serious changes to the way club session carried out. Many positive things have come from it!

Reduced participants being allowed at any training session made us introduce booking system. This allowed us to see who attended if a case was reported to me but also this allowed every coach to prepare for who will be attending. No more guess work. This is a positive to come out of this and booking systems will continue for all sessions organised by the club.

Changes in Risk assessments made for Track/Pool/ Lake/Bike sessions. Again fully expect these will stay in place for the remainder of 2021.

- Just before the Christmas lockdown several members reported positive tests and Track and trace follow up (some of the time!!) The protocols we have in place have been seen as sufficient each time I have been contacted and that is testament to the kids and the coaches following the guidelines!
- We anticipate the Juniors will be back to group outdoor activity first so again, booking systems will continue, please contact myself if you or your child has attended a session and has reported positive.
- Adults and Juniors, as DESPERATE as we are to all be back group training under no circumstance attend if any slight feelings of being unwell.

## Appendix X

### Kit Manager's Report

- Race kit/leisure Kit
- We are continuing with Champion Systems as they have given us over the last 10 years a good service and their prices for the third year are staying the same. **Will start a new order after tonight's AGM.**
- Last year we were in the process of launching a new teamwear range with VX3. Unfortunately due to Covid this was not available. This year we have a company called Silverback that supply's our junior section, we will have a Senior Teamwear shop which will be launched in April.
- Regarding sizing, if and when we will have a night when Silverback will come and members can try on the Teamwear and see the quality.
- Some Juniors and Coaches have already had some Silverback Teamwear so if you wanted to see and feel the quality then when allowed you can make contact with someone.
- Last year was our 15th Anniversary, due to a Pandemic this was not celebrated, we are looking to produce an 15th Anniversary polo, hoodie etc as we did for our 10th.
- If anyone else has a idea to celebrate 15 years of existence that please message me.

## Appendix XI

### Treasurer's Report

Celtic Tri 2020 Significant Financial Activity				
Item	Expense	Income	Delta	Notes
Admiral		£1,400.00		Junior Donation (x2)
British Traithlon		£4,314.24		Club Tri
British Triathlon	-£305.00			Annual Subscription
British Triathlon	-£285.00			Coach British Tri Membership
British Triathlon	-£350.00			L1 Coaching
Celtic Leisure	-£3,483.00			Neath / Track / Ponty
Champion Systems	-£1,620.00			Club Kit
Club Kit		£954.00		
Freedom Leisure	-£3,149.70			Morrison
Oddballs	-£960.00			Bobble Hats
Sports Lottery		£1,364.00		Grant - Juniors
Sportsl Lottery		£1,500.00		Grant - Adults
Training Fees		£5,171.26		
Welsh Athletics	-£75.00			Annual Subscription

Account	£
Celtic Tri	£18,330.52
Celtic Tri Juniors	£4,093.00
<b>Total</b>	<b>£22,423.52</b>

Item	Expense	Income	Delta
Celtic Leisure	-£3,483.00		
Freedom Leisure	-£3,149.70		
Training Fees		£5,171.26	
<b>Total</b>			<b>-£1,461.44</b>

#### 2020 Headlines:

- Opening balance (Jan 1<sup>st</sup>) - £7,145.83
- Closing balance (Dec 31<sup>st</sup>) - £13,512.25
- Delta - £ 6,366.42
- Payment device - £1,782 (+ ~ £400)
- Current balance - £18,330.52 (includes 2021 membership - £4,000 & additional Sports Lottery grant £1,847)

Creation of Junior Account

## Appendix XII

### Chairman's Report

2020

- How the whole club reacted to COVID
- Grants from the Be Active Wales Fund to support swim and run sessions
- Additional grants from Admiral for the junior section
- Sessions, we delivered sessions throughout covid and adapted to the challenges, such as local lock downs. Coaching team, Covid Officer and Chairman worked hard to ensure sessions could run and be safe.
- Positives to come from COVID, New membership system and booking system. Additional swim sessions at Morriston for juniors and adult
- Winter training calendar to online sessions

2021

- Look Forward to ..
- Return to Training ??
- Racing ??
- Club Social ??
- Virtual Events ??

Thanks to the 2020/2021 committee

*Lisa Kethro*

*Jon Carrick*

*Jen Aylward*

*Richard Clifford*

*Carl Cresswell*

*Hayley Harris*

*Paul Arnold*

*Tracey Williams*

*Sam Perrott*

*Andrea Griffiths*

*Mark Evans*

*Matthew Jones*

*And look forward to welcoming the next committee .....*

## **Appendix XIII**

### **Election of Officers**

Deputy Chairperson – Tracey Williams

Secretary – Jen Aylward

Treasurer – Jon Carrick

Events Officer – Hayley Harries

Membership Secretary – Carl Cresswell

Junior Officer – Richard Clifford

Kit Manager – Paul Arnold

Web/IT Officer – Carl Cresswell

## **Appendix XIV**

### **Upcoming Event**

#### **Celtic Tri VR Duathlon series**

We are starting with a fun virtual Easter challenge, suitable for all abilities and open to everyone.

Adults 5k run 20k bike 5k run

Juniors 1400m run 4k bike 400m run

To be completed any time in Easter holidays, inside or outside

£5 each includes a Bronze finisher medal and an easter surprise!

Results uploaded to strava or emailed

Enter on our CT website or via British Triathlon website

We will bring you bigger distances and CT league tables for the next round of this virtual series

Next two VR events will have silver then gold medals, collect them all for extra Kudos and a prize!