**January 12, 2017**

**Meeting Participants**

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| --- | --- |
| Katie Wittmann | Attended |
| Becca Crosier | Attended |
| Sierra Valeriano | Attended |
| Sayaka Tiessen | Attended |
| Paulette Dalton | Attended |
| Marina Bokovay | Attended |
| Alison Ytsma | Attended |
| Eric Okawara | Attended |
| Ryan Chan | Attended |
| Nate Walsh | Regrets |

| **Item No.** | **Description** | **Notes** | **Actions** |
| --- | --- | --- | --- |
| 1 | Presidential role | Katie expressed interest in being co-president with Becca. The group was supportive. | -Katie confirm with Nick Snow that she and Becca will take on co-presidency of tri club. |
| 2 | Organizational chart | Katie presented a draft organizational chart outling committee roles and events. The group provided feedback and edits have been made (see attachment).  Alison adding Nate and Ryan to Executive Email. For the Info Email, removing everyone while leaving: Eric, Paulette, Alison, Katie, Becca. | -Katie share chart for everyone to review and confirm.  -Katie connect Nick Snow with Eric, explaining that Eric will be the Treasurer.  -Katie ask Nick Snow for contact info for new swim coaches. Reach out to them and cc Becca.  -Alison train Sierra on forum.  -Katie introduce Ryan to other University contacts. |
| 3 | Swim Row Go | Swim Row Go is coming up on Sunday, January 29, 2017. It replaces swim practice. Tri club members are encouraged to race, and if not racing, to volunteer.  Max participants is 72. Our goal is to get at least 50. The other universities (Queen’s, Western, Waterloo, and Ottawa) have been invited.  Race day roles:  Say, Sierra, & Paulette at registration  Ryan and Marina TBD  Eric doing results  Katie overseeing event and volunteers | Pre-race duties:  -Paulette – obtain donated watch for prize  -Katie buy additional prizes (largely from AC to get discount)  -Marina seek MEC donations for participant bags  -Katie find out if Suzanne is still with triathlon magazine and can get us 50 copies  -Becca print and put up posters  -Alison and Eric buy lunch food and order pizza  -Say create heats (Katie supply last year’s sheet)  -Katie organize volunteers |
| 4 | Website security | We are in favour of spending the approx. $100 that it will cost to purchase the SSL certificate for enhanced security. | -Alison explore next steps. |
| 5 | Other business | Locker is broken.  Spin attendance has been low lately. Observe over next month, discuss at next meeting.  Encourage/remind people to sign up on the forum for spins. At the next meeting we’ll decide if we continue this process.  Next socials (after this Jan karaoke night) include: trivia night, movie night, post-chilly chili cook-off  Update website bios and photos (those needing it – not mandatory)  Prepare a survey for the club. Invite their feedback/suggestions.  Make discounts for members (xterra, AC) better known to club.  Resources – create a new tab on the website for resources, namely race reports, blog topics, and past presentations.  Coaches posting workouts.  Other items for bulletin: Bateman’s Tools and Toddies; discounts; MEC Race Series; website security/password concerns. | -Katie get new lock, share combo with exec.  -Spin leaders keep track of attendance.  -Katie include reminder in bulletin. Alison add to website somewhere?  -when it’s time, Say creates Facebook events, Katie includes in bulletin  -everyone make sure you’ve sent your written bio + photo as a jpeg to Katie. Katie also collecting from coaches. Sending everything at once to Alison.  -Katie start google doc. Everyone can add suggested questions. Alison to develop survey.  -Katie include in bulletin, Alison add to forum.  -Alison to develop. (Not urgent; when you have time).  -Katie remind Justin + talk to swim coaches.  -Paulette cross-promote relevant ones on Instagram.  -Katie get registration list from Nick Snow, share with exec. |