

University of Toronto Triathlon Club Executive Monthly Meeting

September 28, 2017

Meeting Participants

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

Item No.	Description	Notes	Actions
1	AED Walk	An AED is located at these locations: <ul style="list-style-type: none"> • 3rd Floor Field house entrance • 2nd Floor corridor outside room 2030 (MPARC) • 2nd Floor Benson, outside student lounge • 1st Floor outside SCC • Basement, opposite towel counter • Basement, Benson lab corridor 	
2	Emergency Action Plan	Developed by Paulette and Nate. Followed outline of the Athletic Centre EAPs. Confirm: Call person, charge person. Charge person is the coach. An exec member will be the call person, or in the absence of an exec member the coach will identify another regular member as the call person (the person who would make the 911 call). Coaches should have a working, charged cell phone on them. And know where the next nearest phone is in case of phone failure. After an incident, co-presidents should be notified. On Thursday runs, plan would be to run into a business or house to make a call and get help.	Paulette share updated documents with exec for final review. Then share with coaches as well, and explain the role of charge person and call person. Once we receive allergy list from AC, Katie create a sheet of names and severe allergies, send around to the exec and coaches. Katie check if the registration also collects emergency contact information, and if not, ask to collect this next term. Paulette to confirm first aid kit at the track. Exec review and update in the spring (to add bike locations). When complete, Alison upload to section of Forum where we upload exec meeting minutes.
3	October 3 rd Talk + Social	Bring the social bingo as a back up ice breaker. No need to plan games, just hang.	Katie find previous tri club bingo sheet.
4	Holiday Gala	Likely confirming Dominion as the location. Sierra will create the slideshow (in early November, Katie put call for photos in the bulletin). <u>Prizes</u> Sierra ask tri magazine friend about free	Paulette confirm pricing with Dominion, and check if Dec.9 th is also available. Katie create survey: Question – On which of the following dates would you come to the gala? Dec.2 nd , Dec.9 th ,

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		prizes (shoes, clothes, etc) Alison will email MEC for treat bag. Katie ask Michael Bray to email Endurance Tap for treat bag. Katie ask Bateman's about prize discounts. Paulette ask Bikes on Wheels for prize discounts. .	neither works for me. [See list of treat and prize roles to the left]
5	Budget	Many regular members have not registered yet, start taking attendance. Ankle bands – club will put \$50 towards it. But where can we store them? Ask coach James. Club locker still has old items (aero helmet, some clothes)	Katie check for auction sheets and bring items to social to do silent auction again. Nate ask James about potential ankle band storage options.
6	Endurance Tap	We are interested in discount. Ask Michael Bray if he can get us 60 free ones for the gala.	Katie communicate with Michael about this.
7	Elections	Plan for the new year (likely February). Prepare formalized positions and process. Anyone can run (not just students). Consider new position titles and roles – e.g. an Undergraduate Recruiter or promotional role of some sort. Encourage our undergraduate students to get involved.	
8	Workouts (how are spins going - Nate can update on spin workout content plan, when to start up strength, etc)	Darkness coming earlier. Timing for winter run routes, or alter the 17 km? Change 17 k route to Marina's proposal. Nate will order the existing workouts with dates for Monday (long), Wednesday (intervals) [same for morning and evening], Friday (long).	Alison add Marina's alternate 17 k to website. Ryan extend spin leader schedule to full semester (up to December 17 th). Nate will then order the existing workouts by dates corresponding to this semester's schedule.
9	Socks	They've arrived! We have five extra pairs, which will we sell through Katie for \$20 per pair. First come first served. Can start tracking who wants them, and if there's a huge interest, we could try to get in another order of 30.	
10	Other Business	Start another clothing order soon. Put it in before the holidays.	Nate and Sierra to slowly start planning.