

DATE	19/May/2020	VENUE	Troy Park Clubrooms
SUBJECT	Extra-Ordinary Committee Meeting	ATTENDEES: K. Alexander, K. Castle, E. Turton, C. Hebron, J. Turner, K. Adamson, J. DeCastro, J. Basire, N. Greenwell, C. Booth, R. Cook, E. Hart, J Freeman APOLOGIES: C Hutcheon	
FROM	J Freeman		
MEETING No.	2021519		
START TIME	7.30	FINISH TIME	8.30pm
No.	Item		Action
1	Extra-Ordinary Meeting: called to deal with issues related to the Club Re-Opening under Government Regulations after Coronavirus Lockdown.		
	Ken welcomed everyone to the meeting and thanked attendees for attending the meeting.		
2	Motion moved by K Adamson		
	<p>Before the meeting got underway, K Adamson moved the following motion:</p> <p>I would like to propose a motion thanking Ken and the Executive Committee and others involved, for all of the efforts in:</p> <ul style="list-style-type: none"> • Keeping up with ways that we can operate within these requirements, • Coming up with ways that we can operate within these requirements, • Communicating what they have come up with and, • Generally organising things so that we have been able to operate effectively in the current climate <p>I think they have done a fantastic job and along with Deb who organised the Zoom sessions as well as the Youtube videos of the warm-ups, and I think we should formally thank them for all of their efforts.</p> <p>Seconded: C Booth</p> <p>Agreed</p>		
3	Correspondence re: COVID 19		
	<p>CITY OF MELVILLE</p> <ul style="list-style-type: none"> • There has been limited communication with COM as Council has been closed. • Email 18/05/2020 from COM to state that all clubrooms and changerooms remain closed as per directives of the WA Govt. • Email 19/05/2020 from COM requesting completion of: <ol style="list-style-type: none"> 1. COVID 19 Safety Plan (as per WA Govt Regulations) and, 2. Evidence of Australian Government COVID 19 infection control training. 		

4	President's Report	
	<p>Ken A outlined the actions taken in regard to the suspension of regular activities at the club due to COVID 19. This document indicated how quickly the President and Committee members had to work to keep club exercise viable under the changing conditions. This was a rapidly changing environment and they were under considerable pressure to keep all members happily exercising while maintaining strict isolation rules directed by the Government.</p> <p>Main points included:</p> <ul style="list-style-type: none"> • Recess started March 24 • Zoom sessions established with Deb R (Trainer) • YouTube warm up and cool down videos published • Consultation with Treasurer re: trainer remuneration • Establish Y Striders Facebook Connect site • Identifying 'no show' members and contacting them by email, text or phone and encouraging them to use FB Connect for info. • WA Guidelines changed again. • Groups limited to 9 per session • Organised Monday session into 2 groups, Wednesday into 3 groups all at staggered times, Saturdays on Zoom. • Email and FB used for preferences – accommodating most members • WA Guidelines changed again (May 18) • Groups now increased to 19 • A new set of plans established for training sessions. • Weekday groups to go back to normal times with up to 19 per session • 4 week plan for Saturday mornings (up to June 6) – one trainer at Troy Park and Zoom session for rest. • Participants nominated a session for the next 4 weeks. • Main concerns remain: Physical Distancing and Personal Hygiene • Prioritise completion of WA Govt COVID 19 Plan and conform to all directives and procedures. • The Club has responded to constantly change as quickly as possible, maintained contact with members and delivered quality exercise sessions to the majority of club members. • Thanks to all, especially Deb R (Head trainer) Nola G (Trainer Liaison) and Executive Committee. 	

5.	General Business	
	<ul style="list-style-type: none"> ● COMMITTEE and CLUB: Issues related to COVID 19 1. Suggestions for Keeping Saturday morning sessions COVID SAFE until restrictions on group limits are lifted. ● 2 trainers each one conducting their warm-up in a separate area – outside, well away from clubrooms. ● Stagger start times so that there is no chance of having a large group together at the venue or exercising together. For example, Group 1 starts at 7.00am, Group 2 starts at 7.30 am. (This would mean only 1 trainer needed for 1.5 hours) (See Elizabeth’s first 2 points for other options). On return, members MUST return to their original area and trainer to minimise fraternisation. ● Members go to trainer and maintain social distancing. (Nola to brief Trainers on all requirements.) ● If necessary use cones to separate groups. ● Trainers will take members through warm ups and send them out to walk/run and each group will run/walk in a different direction – For example: group 1 will go to Pt Walter, group 2 to Stoneham or Wichman. The following week reverse the options. That way there is no chance of a very large group being together. ● Members will need to nominate for 7.00am or 7.30nd be notified in advance where they will meet and end the session. ● While clubrooms are closed, runners/walkers will need to deal with keys etc in the same manner as they do with an organised event – wearing “bum/tum bags” or the equivalent. ● Water bottles will be left in cars or at the trainers station. ● At present there will not be any shared equipment. ● Warmups to exclude games that involve close contact. Trainer-led warm ups. ● Upon returning to Troy Park, go to trainer at initial meeting point. ● There is no availability for the group to socialise. Perhaps trainers could remind members of their responsibility for social distancing for health reasons and stress that no individuals nor the club want to be fined for breaking Covid-19 rules (or to have the chance that the club activities might be closed down by the Council/Government) ● The toilet can be open for use (with soap/ sanitiser/water). Changerooms unavailable. ● Ros C volunteered to be responsible for toilet cleaning and maintenance. 	

- **PROBLEM:** If other clubs (e.g. junior football) are operating, how to minimise contact with them and to practice safe hygiene habits? Is this a Melville Council issue as they organise the bookings and double book different groups.
- **PROBLEM:** How to accommodate all members satisfactorily –juggling the lists of participants when someone calls in sick or is a no show.
- **RESPONSE:** Need a small group to work on developing an appropriate plan for the Saturday morning sessions **as soon as possible** and then arrange for it to be circulated to the COMMITTEE for comment. Needs to be ready for implementation by June 13 if session limits are not lifted on June 8. We need a set of clear instructions that will work for everyone so that all rules for physical distancing and hygiene are complied with at all times. Plus, deal with lists of participants and their changing requirements.

2. Communication and Responding to Issues:

The rapidity of the change was discussed. The weekly email is one way to give information to the group.

After some discussion of how to best manage our communication and how to respond to change, it was decided that FB Connect and email will remain the primary sources of club information.

There will be a weekly email, via messages@ystriders.org.au to all members reminding them

- If you feel unwell or have a temperature, please do not attend the club or partake in exercise with other members.
- Maintain social distancing in all of your activities
- Provide your own equipment for Weekday Strength and HIIT sessions. Do not share equipment.
- Keep your own record of times and, when normal sessions resume, input your own data to the computer then.
- The Y Striders Management/Executive Committee recommends the use of the COVIDSAFE App for all members.
- If after attending a group exercise session you feel unwell and present for a COVID test, please inform a Committee member immediately, so that preventative measures can be put in place while awaiting test results. Those with whom you shared that session will have to withdraw from future sessions at least until the results of your test are known. Once results are known, they will follow WA Guidelines if necessary.

This weekly email is designed to be used to deliver any reminders or information about changing conditions that have not been dealt with through other email or Facebook communication.

3. Use of Computer and Session Attendance Records

- The Computer will not be available for recording members' information while the Clubrooms are closed.
- Need to develop a hygiene safe method for use of Computer once access is made available.
- Trainers to keep an attendance record of every session. (For Contact Tracing purposes in the event of a COVID incident at the club)
- To text or email these lists to Nola G (Trainer Liaison) for safe keeping and for easy access in the case of a COVID incident.
- Saturday and Wednesday lists have been sent to trainers.

4. What If....there is a COVID Incident

- The WA Guidelines include a Section (Section 5) on Response Planning. Step 1 is to inform the WA Health Department via a hotline number. We must then follow the directives of public health officials who will manage the next steps.

5. Finance

- Julie B gave a brief summary of the finances:
- At the outbreak of COVID 19 a very small number of people altered their membership status when this was offered to them. Those that had chosen to suspend are now being offered the opportunity to re-join the club with a new membership. Invoices have been sent.
- Because so few people have altered the memberships, we have been able to maintain payment to trainers over the previous weeks and can continue to do so. There is no financial difficulty for the club and we are in a good financial position.

6. Maintaining our own Equipment

- Encourage club members to continue to bring their own equipment to the clubrooms for strength when possible. Also bring own mats for cool downs on Saturday mornings. Will review this after COVID SAFE restrictions are lifted.

	<p>7. General</p> <ul style="list-style-type: none"> • Y Strider exercise groups meeting at night (in the dark), are concerned that all the different sport groups at Troy Park will be in the lighted areas and that may compromise Physical Distancing. Wait and see what happens and deal with the issue if it arises. • Distancing may be an issue on Saturday morning games when cricketers/netballers/footballers/spectators mingle near clubrooms and the kitchen is in operation as a kiosk. • Ken A and Joanne F to prepare COVID Safety plan and have certificate laminated and on display. Will need a copy for each trainer. • Secretary to complete Australian Government COVID 19 infection control training and to submit to COM along with copy of COVID 19 Safety Plan. • Secretary to write to TPA to clarify who is responsible for putting COVID 19 Safety posters up on the building. These include How to Handwash Poster and Keeping Your Distance Poster. • Include in letter to TPA to request advice on responsibility for toilet cleaning. • If a club member is not following social distancing protocols, those concerned to bring this to the attention of a member of the Committee, who will confidentially approach the person and discuss the matter. 	

NEXT MEETING TO BE HELD

2020

I hereby certify that these minutes have been reviewed and are correct

**PRESIDENT or MEETING
CHAIR**

NAME

SIGNATURE