



DATE	10/02/2021	VENUE	Troy Park Clubrooms
SUBJECT	Committee Meeting	ATTENDEES: K. Alexander, C. Hutcheon, K. Castle, E. Turton, J. De Castro, J. Basire, N. Greenwell, J. Freeman, C Booth, K Adamson, E Hart, J Turner APOLOGIES: R Cook	
FROM	J Freeman		
MEETING No.	20210210		
START TIME	7.00 pm		
No.	Item		Action
1	Welcome		
	Ken welcomed everyone to the meeting. Thanks to Ken and Deb for supplying cake and tea and coffee.		
2	Matters arising from previous minutes		
	Previous Minutes 20201021 have been signed by Ken Alexander. No matters arising from previous minutes. Minutes accepted: Chris Booth Seconded: Elizabeth Turton		
3	Correspondence in and out		
	TROY PARK <ul style="list-style-type: none"> Request from TPSAs to use clubrooms Tuesday and Thursday evenings for Martial Arts 4 - 6pm. (22/10/2020) Reply sent with Y Striders concerns (25/10/2020) 		
	CITY OF MELVILLE <ul style="list-style-type: none"> Receipt of Grounds Application for Summer Season 2020 Troy Park (03/12/2020) Request for Alteration to Revitalisation Grant – Herald Ad, less FB posts, plus paid FB advertising. (08/12/2020) Approval for Change to methods used for Revitalisation Grant – Herald Ad instead of more Facebook Posts. Also paid FB advertising. (08/12/2020) 		
	MISCELLANEOUS <ul style="list-style-type: none"> Herald Newspaper Advertising Agreement arrived (22/10/2020) Completed Herald Newspaper Advertisement Contract cc'd to JB for payment \$727.10 (\$661.00 +GST) (23/10/2020) WebClick payment receipt Invoice #44585 for \$299.00. Fwd to JB (21/10/2020) Herald Ad Proof and Corrections (27,28,10/2020) Final corrections agreed (29/10/2020) ET sent updated Secretary Guidelines (03/11/2020) Invoice 00306507 from Herald newspaper \$721.10 (03/11/2020) Payment Invoice 00306507 Herald newspaper 721.10 (06/12/2020) Invoice 5403 Bedrock Digital (Perthweb) \$270.00 Memberpress PlugIns (30/11/2020) Invoice 5403 Bedrock Digital \$270.00 Paid (30/11/2020) Invoice 5417 Bedrock Digital \$350.00 (Memberpress Subscription)(13/12/2020) Paid (15/12/2020) Invoice 5422 Bedrock Digital \$429.00 (Changes & Updates) PAID (18/12/2020) 		

- Request to Fremantle Herald for advertising and competition end January 2021 (17/12/2020)
- Herald reply confirming price and asking for information for ad and competition. (17/12/2020)
- Herald Newspaper Advertisement contract of signature (06/01/2021)
- Copy and Photos sent for issue end of Jan. (19/01/2021)
- Invoice from Fremantle Herald for Jan advertisement \$661.00 (20/01/2021)
- JB Invoice from Fremantle Herald PAID \$661.00 (20/01/2021)
- The Herald advertisement proof received (26/01/2021)
- Bedrock Digital: Perthweb Invoice # 5445 \$643.00(29/02/2021)
- PAID Bedrock Digital: Perthweb Invoice #5445 for \$643.00 (08/02/2021)
- PAID The Herald Advertising \$727.10 (08/02/2021)

EXECUTIVE COMMITTEE (EC) and SPECIAL PROJECTS COMMITTEE (SPC) and CLUB

- JB Updated membership List (23/10/2020)
- JF Request reports from Sub Committees for AGM (14/11/2020)
- President's Report for AGM (01/11/2020)
- JB Treasurers Report for AGM (02/11/2020)
- JB Up to date membership 04-11-2020 (07/11/2020)
- NG Trainer Liaison Report for AGM (08/11/2020)
- EH Club Captain Report for AGM (10/11/2020)
- KA to JF signed Minutes of AGM held 14-11-2020 (16/11/2020)
- Minutes of AGM sent to all Y Striders (16/11/2020)
- Associations Online Annual Statement submitted and received. Emailed approved statement to Y Striders (16/11/2020)
- Welcome Pack Letter Draft sent to Committee Members (26/11/2020)
- ET to JF copy of Welcome Pack – Information for New Members & Log Book for club records (01/12/2020)
- ET to KA re: Revitalisation Grant Expenditure Queries (07/12/2020)
- KA to Cameron Andrews re: Healthways Grant Cancellation (17/12/2020)
- Rcd from Patrick Tichelaar Resume and Cover Letter re Trainer position (04/01/2021)
- Sent to PT Offer of Employment Letter (04/01/2021)
- Successful End of Probation letter to Cassy Newman (04/01/2021)
- JB sent updated member list. (18/01/2021)
- Signed Letter of Employment rcd from Patrick Tichelaar (19/01/2021)
- Signed Letter of Employment rcd from Cassy Newman (19/01/2021)
- CBA Certificate of Appreciation for Treasurer Julie Basire (19/01/2021)
- KA to all Members 5 day Lockdown, Y Striders suspended (31/01/2021)
- KA to all members COVID safe procedures for return to Y Striders (05/02/2021)

Accepted: Julie Basire Seconded: Nola Greenwell

4	President's Report																													
	<p>Welcome:</p> <p>Our 2021 Committee was confirmed at our 14 November AGM. The only changes are that Christine Hebron has stepped down from her role as an ordinary Committee member and Karen Castle has taken over as wardrobe consultant. Portfolio members are as recorded in the AGM minutes.</p> <p>The 2021 Executive Committee is:</p> <p>President: Ken Alexander Secretary: Joanne Freeman Treasurer: Julie Basire Captain: Eva Hart</p> <p>Other Committee members are:</p> <p>Karen Castle Nola Greenwell Christine Hutcheon Ros Cook Kevin Adamson Chris Booth Jennifer Turner Joan De Castro Elizabeth Turton</p> <p>Portfolios:</p> <table style="width: 100%; border: none;"> <tr> <td>Social Coordinator</td> <td>Ann Robinson</td> </tr> <tr> <td>Wardrobe</td> <td>Karen Castle</td> </tr> <tr> <td>Fitness</td> <td>Leonie Harper</td> </tr> <tr> <td>Fitness</td> <td>Eva Hart</td> </tr> <tr> <td>Fitness</td> <td>Joan De Castro</td> </tr> <tr> <td>Fitness</td> <td>Jennifer Turner</td> </tr> <tr> <td>Blog Reporter</td> <td>Christine Hutcheon</td> </tr> <tr> <td>Blog Reporter</td> <td>Joanne Freeman</td> </tr> <tr> <td>First Aid Kits</td> <td>Kerry Jones</td> </tr> <tr> <td>Communications</td> <td>Ros Cook</td> </tr> <tr> <td>Mail Chimp</td> <td>Elizabeth Turton</td> </tr> <tr> <td>Mail Chimp</td> <td>Karen Castle</td> </tr> <tr> <td>Computer Printout</td> <td>Bill Swalling</td> </tr> <tr> <td>Saturday Victuals</td> <td>Ros Cook & Leonie Harper</td> </tr> </table> <p>Since our last meeting:</p> <ul style="list-style-type: none"> • Our product and reach teams continue their work thanks to funding from the City of Melville • Brian Cook award went to Joanne Freeman • We had a Christmas break-up breakfast and raised \$270 for the Smith Family 	Social Coordinator	Ann Robinson	Wardrobe	Karen Castle	Fitness	Leonie Harper	Fitness	Eva Hart	Fitness	Joan De Castro	Fitness	Jennifer Turner	Blog Reporter	Christine Hutcheon	Blog Reporter	Joanne Freeman	First Aid Kits	Kerry Jones	Communications	Ros Cook	Mail Chimp	Elizabeth Turton	Mail Chimp	Karen Castle	Computer Printout	Bill Swalling	Saturday Victuals	Ros Cook & Leonie Harper	
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- Deb Ruggiero left us after 10 years' service
- Our promotional campaigns continue with regular posts to local community social media groups
- Our website continues to feature members' stories which are, in turn, seen by visitors to our website
- Visitors to our website continue to express interest in our free trial
- Bill's bike rides continue
- Strength classes on Mondays and Wednesdays now drawing over 20 members
- Interval training continues as a Thursday evening addition to programs
- New signage erected for Clubrooms at Troy Park – all members
- Trainer Zoe Mackey has left us and Cassie Newman and Patrick Tichelaar have joined us.
- Planning for the Northam Long Weekend and Coral Bay trips continue.
- Website rebuild completed featuring quarterly payment options and credit card payments

2021 challenges

We should continue steadily spreading the word about Y Striders using our developing skills in social media messaging.

New trainers (Cassie and Patrick) need nurturing and feedback from members regarding favoured activities that can broaden the scope of (especially) strength sessions.

Cycling and social activities are important to our social fabric and should be added to our existing or to a supplementary calendar of events.

Others – as suggested by the Committee

Ken Alexander (President) 27 Jan 2021

Accepted: Elizabeth Turton

Seconded: Eva Hart

6 Financial Report

Y STRIDERS FINANCE REPORT 28 JANUARY 2021

Balance at Bankwest Zero Account	\$ 2,958.37
Balance at Bankwest Saver Account	\$26,686.58
Add: Anticipated income to June 2021	\$12,968.00
TOTAL FUNDS:	\$41,612.95

Less Provision For:

Troy Park Rooms to June 2021	\$ 1,690.00
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	<p>Troy Park Lights \$ 500.00</p> <p>Troy Park CCTV Levy \$ 500.00</p> <p>Wages/PAYG to end June 2021 \$ 7654.00</p> <p>Mobile Phone Top Up \$ 20.00</p> <p>Miscellaneous Expenses \$ 500.00</p> <p style="text-align: right;">\$ 10,664.00 - \$ 10,664.00</p> <p>Anticipated Funds in Bank at end June 2021 \$ 30,948.95</p> <p>Membership 62</p> <p>Ordinary 30</p> <p>Family 16</p> <p>Social 13</p> <p>Honorary 2</p> <p>Life 1</p> <p>Julie Basire Treasurer.</p> <p>Report Acceptance: Elizabeth Turton Seconded: Eva Hart</p>	
7	Club Captain's Report	
	<p>The first thing as captain that I needed to do since the break was to prepare the calendar for fun runs this year. I researched the dates for 2021 and found that the bigger fun runs have been cancelled at this stage due to Covid, eg the HBF fun run which is usually in May.</p> <p>The first fun run, in which the club may participate for 2021 will be on April 11th. This means that the raining needs to start on February 1st, the time required to prepare for any event. I have written to the fitness subcommittee, and the trainers informing them of the updated programs which were rewritten last year. The reason for the rewrite was that the programs were too long (12 weeks), and far too specific to suit the different abilities of participants at different sessions.</p> <p>The new programs for 10km and 5kms were not uploaded to the website, possibly because of the interruptions due to COVID-19 last year. However, these programs were being used last year in preparation for the Bridges, which was interrupted due to COVID-19.</p> <p>It is stated in the guidelines, in section 11.2 <i>“Any changes to the programme or implementation of new ideas must first be discussed and agreed upon by the Management Committee and the Treasurer before it can be implemented. The Fitness Committee does not have the authority to change the programs.”</i></p>	

<p>Published Event Times:</p> <ul style="list-style-type: none"> • Problem the Christmas Party began 30 minutes earlier than the publicised time. • Plan to modify the schedule so no actual times are printed but give a general outline of expectations for the morning's activities. <p>Web Committee report. (JF)</p> <ul style="list-style-type: none"> • The latest round of changes and updates have been finalised. Now have Quarterly payments and credit card payment options happening. • An outline of annual Web maintenance/license costs have been given to JB to assist with budgeting. (Approx \$1000.00 per year) • Stripe (secure credit card fees) are to be absorbed and Quarterly payment options will be slightly greater to help at present. <p>Reach Committee: (ET)</p> <ul style="list-style-type: none"> • Committee members have copy of document • ET asked for approval to spend the remaining \$250.00 from revitalisation Grant on Facebook advertising. This was approved. • JF to contact The Herald to enquire about how competition winners are selected and how we are informed. <p>Product Report (EH)</p> <ul style="list-style-type: none"> • Committee members have copy of document • General comment about the need to keep up motivation of members, especially as there are not so many events in Post COVID times. Members enjoy the opportunity to enter events and competitions. <p>Introduce a Friend Promotion (ET)</p> <ul style="list-style-type: none"> • The main idea is that any member who introduces someone new to the club, who goes on to become a member will receive a reward. • It will run all year, rather than for a short period of time • Put it on the website • Treasurer indicated that extending membership for one month would be the easiest way to make the reward work. All agreed that there would be no discrimination between membership tiers or membership types, just give a 1 month extension to whoever brought along a new fully signed up member. <p>Retired Trainer Deb Ruggerio: (ET)</p> <ul style="list-style-type: none"> • Decided to give Deb an Honorary Membership for minimum 2 years. • And a Red Balloon experience Voucher to the value of \$500.00 paid from club funds. • ET to organise gift and a card for members to sign. <p>Head Trainer: (EH)</p> <ul style="list-style-type: none"> • Questioned relevance in published documents (as no head trainer at present) • This title and job description has been removed from documents. However, there is mention of Head Trainer and an option to reinstate the position and 	<p>Reach Committee</p> <p>Joanne F</p> <p>Web Committee</p> <p>E Turton</p>
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	<p>responsibilities if required.</p> <p>Couch to 5km Program (EH)</p> <ul style="list-style-type: none"> • We don't have a Couch to 5km program • It is a good idea and we want to have one. The suggestion was made that the trainers might like to create this program. • Ken A asked what do we offer new members? • Suggested that we use our programs to support the goal setting of new members (if it is required) • The trainers need to be counselling new members into the type of program that would suit their fitness goals • There is a need to formalise the goal setting of new members, document the information and pass it between trainers, so that they all understand the needs of each new member. • Need 1 trainer to take the responsibility for passing this information on to each of the other trainers • This could include paying someone (a trainer?) for reviewing our programs and coming up with a suite of programs that will work with new members and then will follow through into other existing programs (if required) <p>Fitness Committee: Relevance (EH)</p> <ul style="list-style-type: none"> • Need to maintain Fitness Committee as it is doing more than just making programs • Aim is to work more with trainers • Trainers need to be encouraged to take responsibility for programs as a consequence of the demands from the Committee • When creating programs consideration needs to be made of all the different activities that members undertake – that includes Running, Walking, Strength and HIIT <p>T Shirts for Trainers (KC)</p> <ul style="list-style-type: none"> • KC has prices for T Shirts with screen printing. Will include "Y Striders" and 'TRAINER' printed on it. Cost approx. \$60.00 each with printing. • KC will liaise with trainers re: type of shirt/colour etc • Agreed <p>Visioning Workshop (J d C)</p> <ul style="list-style-type: none"> • If in 6 months or so if our plans have not revitalised the club, consider the option of hiring an outsider to canvas the needs/direction/issues/concerns of club. • Key phrase: Where do we go from here? • J d C to prepare a short brief outlining related issues/concerns/costs. 	<p>Nola G</p> <p>K Castle</p> <p>Joan de C</p>
11	Other Business	
	<p>Trainers Prepping for ZOOM: (J de C)</p> <ul style="list-style-type: none"> • Questioned whether our trainers would be prepared to take on Zoom sessions in the event of a lockdown. • NG to discuss with trainers and assess willingness and obstacles 	<p>Nola G</p>

	<ul style="list-style-type: none"> • Possibility of posting Youtube videos of exercises/stretches/warm ups and downs? • NG to contact Deb Ruggerio to find out if her Youtube clips are still available to Y Striders <p>Proposed 2021 Calendar:</p> <ul style="list-style-type: none"> • Off site session planned for February will not go ahead. • Change to date of Ann Rinaldi to fit in with plans for trip to Coral Bay. • Calendar will be published on website. <p>Meeting closed at 9.37</p>	<p>Nola G</p> <p>Joanne F</p>
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NEXT MEETING TO BE HELD: Wednesday 14th April 2021

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

**PRESIDENT or
MEETING CHAIR**

NAME

SIGNATURE