



DATE	14/04/2021	VENUE	Troy Park Clubrooms
SUBJECT	Committee Meeting	ATTENDEES: K. Alexander, C. Hutcheon, K. Castle, E. Turton, J. De Castro, N. Greenwell, J Freeman, C Booth, K Adamson APOLOGIES: J Basire, E Hart, J Turner	
FROM	J Freeman		
MEETING No.	20210414		
START TIME	7.01 pm	FINISH TIME	9.27 pm
No.	Item		Action
1	Welcome		
	Ken welcomed everyone to the meeting. Thanks to Ken and Deb for supplying sweet treats and tea and coffee. Thanks to Kevin and Pam Adamson for the cake.		
2	Matters arising from previous minutes		
	Previous Minutes 20210210 have been signed by Ken Alexander. No matters arising from previous minutes. Minutes accepted: Elizabeth Turton Seconded: Christine Hutcheon		
3	Correspondence in and out		
	Correspondence In and Out from 31-01-2021 until 14-04-2021 (Only the most important correspondence included here.) TROY PARK <ul style="list-style-type: none"> Club numbers and opening/closing dates sent to TPSA – for COM. (11/02/2021) CITY OF MELVILLE <ul style="list-style-type: none"> KA to COM re query steps in acquittal of Revitalisation Grant (27/02/2021) COM request for Winter ground allocation. Fwd to JB (15/03/2021) COM request received. Fwd to JB (19/03/2021) COM request Approved. Fwd to JB (19/03/2021) TOWN OF EAST FREMANTLE MISCELLANEOUS <ul style="list-style-type: none"> Receipt from Smith Family for Xmas Donation (10/02/2021) 5 winners of Fremantle Herald Competition notified. (17/02/2021) NG Feedback from Trainers Meeting (24/02/2021) ET Feedback Working Party re: data input, recognition, awards, motivation etc. (03/03/2021) Letter: Bank West Token Renewal PO Box Invoice for 12 month renewal \$136.00 (02/03/2021) JB updated membership list (10/03/2021) JF to JB Re Payment for trainers for Couch to 5Km program (06/04/2021) 		

	<p>EXECUTIVE COMMITTEE (EC) and SPECIAL PROJECTS COMMITTEE (SPC) and CLUB</p> <ul style="list-style-type: none"> • JB to Exec Budget Spend on COM Grant. (25/02/2021) • Sharyn Mosel competition winner replied that she will take up 3 month offer. Fwd to Ros Cook. (22/03/2021) • ET to NG organising offsite session Saturday 17th April 2021 at King’s Park. (24/03/2021) • JB apology for missing meeting and attached Finance Report. (26/03/2021) • ET – proposed changes to Brain Cook Award for April Meeting (29/03/2021) • KA to NG Proposal for Trainer Orientation Checklist (30/03/2021) • ET - Reach Report for Committee Meeting April (04/04/2021) • JF to Executive: Couch to 5km Walk Program for approval. (06/04/2021) • KC to KA – Job Application #3 (06/04/2021) • EH – Report Working party Data & Awards & notes. Apology re Meeting April. (08/04/2021) • KA Product, Reach & Membership on Agenda as separate items. (09/04/2021) • KA – President’s Report for April Meeting. (09/04/2021) • RC- Membership Report for April Meeting (11/04/2021) • NG – Trainer Liaison Report for April Meeting (11/04/2021) • EH – Captain’s Report for April Meeting (11/04/021) • J d C – Proposal for Meeting: Trainer Folder (13/04/2021) • KA – Proposal for Meeting: Trainer Supervisor (13/04/2021) • KA – Proposal for Meeting: Y Strider Members’ Personal Goals and Programs Records (13/04/2021) <p>Accepted: Kevin Adamson Seconded: Ros Cook</p>	
4	<p>President’s Report</p>	
	<p>Welcome:</p> <p>We have had slow but steady flow of new faces so far this year, with many moving beyond the trial stage to take up financial membership. The most recent member is also our youngest – Renee Palmer – who is the first financial ‘30-something’ to join the club for some time. Ros will have a membership update later in the meeting. Many thanks to the informal ‘membership’ team (Elizabeth, Ros, Julie B. and Joanne) who prepare welcome packs for new members.</p> <p>We are still searching for a new trainer, one who can take Anita’s Tuesday evening session as well as fill in at other times as needed. Nola is working with Karen to ensure that our Facebook job advertisements ensure applications are less automated and provide full CV information that addresses our criteria. I have been conducting the Tuesday evening sessions as an interim measure. It gives me a chance to single out those performing grapevines with incorrect technique and, in some instances, a fair measure of sloth to boot!</p> <p>Eva’s ‘motivations and awards’ working group has been busy working through strategies to establish and maintain members’ motivations for healthy active lifestyles. Goal setting was one of these. A proposal that suggests how trainers might work to</p>	

	Add: Anticipated income to September 2021	\$10,560.00	
	TOTAL FUNDS:		\$39,161.56
	Less Provision For:		
	Troy Park Rooms to September 2021	\$ 5070.00	
	Troy Park Lights	\$ 500.00	
	Troy Park CCTV Levy	\$ 300.00	
	Wages/PAYG to end June 2021	\$ 7738.00	
	Mobile Phone Top Up	\$ 20.00	
	Miscellaneous Expenses	\$ 500.00	
		\$ 14,128.00 - \$ 14,128.00	
	Anticipated Funds in Bank at end September 2021		\$ 25,033.56
	Membership	64	
	Ordinary	32	
	Family	16	
	Social	12	
	Honorary	2	
	Life	2	
	Julie Basire Treasurer.		
	Report Acceptance: Ros Cook	Seconded: Karen Castle	
7	Club Captain's Report		
	Captain's Report April 2021		
	<p>There seems to be renewed revitalisation among many members this year. Many members are attending the 6am session on Mondays for the HIIT program run by Anita. Patrick's strength sessions on Wednesdays are varied and sometimes quite challenging, and incorporating the use of muscles not often exercised or stretched.</p> <p><u>Walking/running calendar and events.</u></p> <p>The first fun run the club participated in for 2021, was the ASICS Bridges run on April 11th. There were strong winds and constant rain and all the runners finished wetter than when they started. Six club members (Kaye, Terrence, Joan de C, Martin, David and Eva) ran the 10km event starting from Riverside Drive in Perth around the Swan River in a clockwise direction ending at Elizabeth Quay. Leonie participated in the 5km run from Elizabeth Quay across the Narrows Bridge and back to Elizabeth Quay. Despite strong winds and constant rain, the participants were all pleased with their times.</p>		

is conducting a balanced, challenging strength session on Wednesday mornings (even with his leg in a full brace for a couple of weeks). He has successfully completed his probationary period on the 13/4/21. Cassy continues with Thursday evenings and Saturday mornings and copes well with the larger number of members. Anita continues to do Monday mornings, but has not been able to continue doing Tuesday evenings, due to her other workload. We are now looking for another Fitness Trainer to cover Tuesday evenings.

Karen advertised the job position through Facebook and there were 3 responses. Initially an interview was set up for the first applicant. However, on the day he informed us that he had received another opportunity which he decided to take up. The second applicant was looking for fulltime work so the position didn't suit him. The third applicant didn't respond to my two phone calls or email. They were all suitable applicants and had worked in the industry. In the meantime, Ken has generously stepped in and is taking Tuesday evening sessions.

From the last Committee Meeting, Trainers were asked to look at specific items/requests. I met with Anita, Cassy and Patrick to address these issues. A full report has been given to the Executive Committee. Below is a summary of that report.

- The Trainers have created a Couch-5km in 12 weeks - Walk program. Other members may want to use it also. It has been passed to the Executive Committee for approval, then it will be available to the Committee for acceptance.
- Goal setting. Suggested goal setting be mentioned at the beginning of the 4 week free trial and what programs were available to support those goals.
- Suggested at the beginning of the 4 week free trial, Trainers make a time to meet with the participant at the end of the 4 week trial to discuss what program would suit their fitness goals. Aim is to have same Trainer keep with the same new member (If possible).
- Formalising goal setting. Suggested the computer could be used to record new member's goals/results. Karen said it could be a possibility. In the meantime, a notebook has been purchased to record those goals/results. As records are made it is noted in the diary for the other Trainers to view.
- Reviewing programs. Trainers to look at this if necessary.
- Zoom – Trainers have had a small amount of experience during their studies, but not in the setting up of it. Willing to be trained.
- Videos – Trainers are willing to be involved to participate in videos for warm ups, warm downs, general stretches.
- The Trainers would love to have a Club T-Shirt. Karen to organise this now that Patrick has successfully completed his probationary period.

Responses:

- Universities not the best place to advertise as each trainer needs a fully qualified supervisor (under Uni mentor program)
- Continue to look for a trainer
- Email to Marathon Club with Query re: Trainer Position and advertising on their notice board.

Joanne

Report Acceptance: Ros Cook

Seconded: Karen Castle

9	Social	
	<ul style="list-style-type: none"> • Downstairs at His Majesty's production May 1st with 20 members attending. • Curry night planned for May 16th. • Planning on-going ahead for car rally in/around Perth Hills area. To culminate in Y Striders 24th birthday celebration. July • Y Striders Long Weekend in Northam: events and activities organised. <p>Report Acceptance: Christine Hebron Seconded: Elizabeth Turton</p>	
10	Product Report/Working Party	
	<p style="text-align: center;"><u>Summary of Meeting of Working Party for Data Entry, Recognition and Awards</u></p> <p>The working party met on February 26th at Karen's place. Present were Karen, Joan De C, Jennie T and Eva H.</p> <p>The purpose of the working party was to discuss three main areas that need updating.</p> <ol style="list-style-type: none"> 1. Data Input. What data for members to record after a session? 2. Awards and Recognition. What to give awards for, such as replacing runner/walker of the month? How to award points for Strength and HIIT sessions? 3. How to motivate a higher proportion of members to achieve their personal best at sessions rather than just being participants? <p><u>Data Input</u></p> <p>It was mentioned for the interim that data input for recording strength and HIIT sessions should be 5kms at the individual's average pace.</p> <p>A programmer, possibly a student or new graduate could be asked to look at a system to suit the parameters that the working party agrees to record. These decisions will be made after the trial of the Challenge runner app. At this stage we know the data should include kms, pace, number of sessions attended, type of session.</p> <p>Meanwhile it was suggested that ten members, including the four people on the working party, trial the App called Challenger runner for 14 days on a free trial basis starting ASAP. If the App is suitable then the trainers should be hosts for it.</p> <p><u>Awards and Recognition</u></p> <p>Some possible points of recognition or awards could be:</p> <ul style="list-style-type: none"> • Number of sessions attended (per quarter, annually) • Runner and Walker based on number of kms completed. • Best improvement in pace (as a percentage) • Any more ideas from trainers. <p>These could be awarded every three months e.g. at the end of each season: summer, autumn, winter, spring.</p> <p><u>Motivation</u></p> <p>Some suggestions were:</p> <ul style="list-style-type: none"> • Goal setting for all members who wish • Regularly promote fun runs and competitions 	

	<p>Pam Manika Marian Andrews Renee Palmer Maria Prins</p> <p>Only 2 of the 5 winners of the Herald competition responded after a second contact but have failed to come.</p> <p>Ros Cook</p> <p>Report Acceptance: Christine Hutcheon Seconded: Elizabeth Turton</p>	
13	General Business	
	<p>Brian Cook Award/Anne Rinaldi Award (ET)</p> <ul style="list-style-type: none"> • Propose to change the wording of the Brian Cook award to: The criterion for this award is outstanding club contribution during the past and current years..... • Propose to change the wording of the Anne Rinaldi award to: A member who has worked tirelessly through the year to achieve their personal best. (In consultation with the trainers.) Agreed <p>Trainer Folder/Book (J de C)</p> <ul style="list-style-type: none"> • To have a folder available to the Trainers with basic information and data needed for the day to day running of the club. Joan to put together as per her proposal. Agreed <p>Chase the Ace return</p> <ul style="list-style-type: none"> • Is it time to bring back Chase the Ace? Agreed. Will need a reminder to bring cash. <p>Y Strider Members' Personal Goals and Programs Records (KA)</p> <ul style="list-style-type: none"> • Proposed documentation of goal tracking of new members. • After 4 Week Trial new members get help from trainers with identifying and planning to achieve fitness goals. • Trainers to help identify and recommend a program that is consistent with member goals. • Trainer to re-visit with member approximately 4 weeks later. • Possibility of expanding to other members as well. • Creation of suitable document – using Ken's model Agreed <p>Trainer Supervisor (KA)</p> <ul style="list-style-type: none"> • Introduction of role to supervise and mentor trainers • Offering advice on how to handle a variety of different situations that can be challenging for trainers. • This role not necessarily allied with any other role in the club • This role may not be permanent (if there is no one prepared or with appropriate skills or knowledge available to take it on) Agreed 	<p style="text-align: right;">Elizabeth</p> <p style="text-align: right;">Joan</p> <p style="text-align: right;">Joanne</p> <p style="text-align: right;">Ken</p> <p style="text-align: right;">Elizabeth</p> <p style="text-align: right;">Ken</p>

14	Other Business	
	Meeting closed at 9.27 pm.	

NEXT MEETING TO BE HELD: Wednesday 23/06/2021

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

**PRESIDENT or
MEETING CHAIR**

NAME

SIGNATURE