**Minutes of DTTC Committee Meeting.**

Date: 26th June 2023

Venue: DTTC

Attendees: Anne, Dylan, Gordon, Jason, Norma, Shannon, Steve, Kay, Graham Gault.

Guest: Graeme Boyd. Co-opted on to Committee.

Apologies: Kenny Lee.

Sponsorship:

* Graeme Boyd updated Committee on progress.
* Photos need to be sourced. Action: Anne & Dylan.
* Committee needs to be clear what profit will be spent on for transparency.
* Branded clothing to be ordered once logo sorted. Action: Dylan.
* Merchandise to be sourced. Action: Committee.
* T-shirts for coaching attendees to be purchased. Smaller sizes….? Action: Dylan???

External Communication:

* Update logo and letterheads. Action: Anne.
* Email signature with sponsors and DTTC logo to be sorted. Action: Anne.
* Communication sub-group to assess how we optimise communications for wider impact, including social media: FB, Twitter, Instagram, YouTube, etc. Action: Graeme to convene. To include Jason, Kenny, Danny Bajwa.
* Send all club info early to Linda Powell for entry in local media. Action: All
* Contact Linda Powell re a successor. Action: Steve.

Health & Safety:

* Documentation to be improved: Clear H&S Policy, risk assessments. Action: Anne.
* Dylan to send H&S Policy to Anne. Action: Dylan.
* All docs to be added to a secure committee area of website. Action: Anne.
* Identified the need for a H&S Champion/Guru. Action: Committee to find a volunteer.
* List of PVG qualified folk to be compiled. Action: Committee.
* List of 1st aid trained folk to be compiled. Action: Committee.
* Volunteer required to test fire alarm monthly.
* Volunteer required to arrange fire extinguisher testing.
* Defibrillator to added to publicly accessible App. Action: GG.
* Disposable razor to be purchased for defib pack. Action: Committee
* Dressing scissors to be purchased for defib pack: Action: Committee
* Defib to be checked monthly. Action: GG.
* “What 3 words” location to be added to de-fib App entry. Action: GG.
* Postcode to be added to de-fib. Action: GG.

Membership:

* New membership fee structure to be proposed at AGM in August 2023.
* Membership cards to be issued.
* £5 basic membership tariff suggested, plus PAYG or plus £15 a month or plus £160 annual payment if up front.

Record keeping:

* Milestone decisions from Committee Whatsapp group to be added to meeting minutes. Action: Steve.
* Meeting minutes to be sent out to attendees by email for approval prior to publication on club website. (1 week turn round). Action: Steve and Anne.
* Whatsapp group to be focussed solely on DTTC Committee Business.

End of year social event:

* A fantastic success!
* All helpers and volunteers thanked. Particularly Kay for overall organising.
* Donation of £150 to St John’s Church for chairs approved.
* Overall profit in excess of £300.

TTS AGM Attendance:

* Senga to be asked.
* Steve to email TTS confirming role as DTTC Secretary.

Ranking Systems:

* Merits of various systems debated.

Notable Whatsapp milestones & decisions:

* 17th May 2023---Anne co-opted to DTTC Committee.
* 29th May 2023---Committee approved financial support for Shannon’s Level 1 coaching course.
* 17th June 2023---Steve proposed Paul Dowson to be co-opted into DTTC Committee.
* 19th June 2023---Dylan booking DTTC hall for Sam Wilson??????
* 26th June 2023---Graeme Boyd agreed to become a member of DTTC Committee.