**NWI TRI Monthly Meeting Agenda**  **Date:** 06/07/2021 **Time:** 7:00-8:30 PM

**Segue** (*Personal* Bests) (10 min update)

**Scorecard** (10 min, to 7:20**)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MEASURABLES** | **Target Goals** | **May** | **April** | **March** | **February** | **January** | **December** | **November** | **October** |
| **Club Growth/Reach** |  |  |  |  |  |  |  |  |  |
| # New Members |  | 6 | 3 | 1 | 2 | 1 | 1 | 0 | 0 |
| # Membership renewals |  | 0 | 1 |  |  |  |  |  |  |
| # Added to mem FB Group |  | 6 | 3/64 | 2/64 | 0/62 | 1/62 | 2/61 | 0/59 | 0/60 |
| Total Current Members |  | 85 | 79 | 75 | 74 | 72 | 71 | 70 | 70 |
| Total likes on Facebook |  | 647/662 | 644/659 | 642/658 | 639/653 | 643/657 | 641/654F | 642/655F | 643 |
| # of potential new members |  | 3 | 3 | 3 | 2 | 3 | 3 | 1 | 0 |
| **Social Media Posts - PAGE** |  |  |  |  |  |  |  |  |  |
| NWI Tri Promotional/Event | **2** | 9 | 3 | 4 | 1 | 0 | 3 | 2 | 1 |
| Triathlon Awareness | **2** | 5 | 8 | 4 | 4 | 3 | 2 | 5 | 0 |
| Puntillo & Crane 70.3 - Ken | **2** | 1 | 1 | 0 | 0 | 0 | 0 | 1 | 0 |
| Select Physical Therapy 70.3 - Emily | **2** | 2 | 2 | 2 | 0 | 1 | 2 | 2 | 0 |
| McGuckin Chiropractic (s)- Terri | **.5** | 1 | 0 | 1 | 1 | 0 | 1 | 0 | 0 |
| Trailblazers Bike Barn (s) - Jen | **.5** | 2 | 0 | 0 | 1 | 0 | 1 | 0 | 2 |
| 3 Floyds Brewing (s) - Ashley | **.5** | 1 | 0 | 0 | 1 | 0 | 1 | 1 | 0 |
| Leo’s Mobile Bike (s)- Amanda | **.5** | 1 | 0 | 2 | 1 | 1 | 0 | 1 | 1 |
| Hass Construction (s) – Terri | **.5** |  |  |  |  |  |  |  |  |
| Munster Masters (s)- Terri | **.5** | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 0 |
| **President Report** |  |  |  |  |  |  |  |  |  |
| Newsletter sent | **1** | 2 | 0 | 1 | 0 | 1 | 0 | 0 | 1 |
| **Treasurer Report** |  |  |  |  |  |  |  |  |  |
| Total $ Deposited |  | **$2,242.60** | **$0** | **$190.50** | **$100** | **$158.75** |  | **$190.00** |  |
| Total $ Withdrawn |  | **$326.81** | **$2,066.33** | **$70** | **$30** | **$420.30** |  | **$500.00** | **$6.00** |
| Current Balance |  | **$4,585.84** | **$2,670.05** | **$4,736.41** | **$4,615.91** | **$4,545.91** | **$4,907.46** | **$4,878.56** | **$5,188.56** |
| **Secretary** |  |  |  |  |  |  |  |  |  |
| Minutes emailed to members | **1** | **1** | **1** | **1** | **1** | 1 | 1 | 0 | 1 |

**Quarterly Initiative Review** (on-track/off-track, 5 mins, to 7:25)*:*

1. *Update Website with events/photos/bios*

**Headlines/Information to Share** (5 mins, to 7:30)

|  |  |
| --- | --- |
| AK | I connected with Rudy Project and was able to renew our partnership with them for a 35% off discount |
| AK | I renewed our USAT club membership and also cleaned up our USAT account |
| AK | Membership Hub Spreadsheet has been created, make sure you get your races in! |
| AK | Replacement primal jackets have been ordered, Mary, Rachel, and Julie have been notified. |

**To-Dos** (5 mins, to 7:35)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Who** | | **To-Do’s, manifested from Issues and assigned to a committee or individual** (5 mins, to 10:40) | **Due Date** | **Done** | **Not done** |
| ALL | Fill out Chris’ form for bios for website - Mike, Terri, Chris | | **Apr** |  | X |
| CP | Chris to create Instagram account, link to Facebook and start making content, announce custom hashtags on social networks - #nwitri #nwitiathletes #giddyup | | **Apr** |  | X |
| ALL | Think of criteria to select member: years in club, years in triathlon, big goals achieved, male/female, active member. Think of selections for 2021 candidate. OFF SEASON, announce at end of season party? | | June |  | X |
| AK | Reach out to Bill about package payout for donations | | June | X |  |
| JBux AH, JBren | Set up online club store with photos and prices - meet, review inventory of items, consider fees involved and price apparel accordingly. Email Bill at the Driven to set up store. See if we can make shipping optional as opposed to delivery. | | June |  | X |
| AK | Create excel sheet listing each race and athletes can input their races | | June | X |  |
| JBren MS+TSAK | May 15 bike at Trailblazer Bike Barn 8 a.m.  May 23 trail run or walk at Kemil beach parking lot 8 a.m. June 5 swim at Leon’s swim practice 3 p.m. at Wolf Lake  \***Each responsible for Facebook Event, Group and Email reminders week of and day before** | | June | X |  |
| KH | Share final details for Terrible Horrible ride on Facebook group and Page, send email to members | | May | X |  |
| ED | Email May/June group workouts with meeting notes | | June | X |  |
| JB | Renewal reminders sent out for members and sponsors | | June |  | X |
| AK | Adjust verbiage in new member/renewal confirmation email about option to opt out of photos | | July |  |  |
| AK | Review donation page and follow up with those that still owe $ | | July |  |  |
| TS | Send out email to active members about opting out of photos/social media | | July |  |  |
| JBux | Send Ashley inventory list and banner pics | | July |  |  |
| AK | Create new inventory spreadsheet, send to Jason | | July |  |  |
| JBux | Email price spreadsheet for merchandise with photos to Bill @ TheDriven for club store, copy Ash, Amanda, Jennifer | | July |  |  |
| AK | Send Jennifer list of new members for new member packets and welcome letter | | July |  |  |
| JBren | Pick up swim caps from Jason, mail out new member packets with Swim caps, letter, business cards | | July |  |  |
| CP | Resume member announcements on Facebook page | | July |  |  |
| AK | Announce designated “club races” for gathering, put some structure in place around the events, take tent – Grand Rapids, Nationals, Lake Max, MiTi | | July |  |  |
| AK | Purchase new club tent | | July |  |  |
| AK | Send out details of Rudy Project sponsorship | | July |  |  |
| All | Take photos or videos at group workouts or races to send to Terri for TikTok AND UPLOAD TO MEMBERS PAGE!!! I save these on our OneDrive for future use! | | Recurring |  |  |
| AK | Send out invite for next meeting Tuesday July 6 at 7pm | |  |  |  |

**Issues List**

IDS(50 min, to 8:25) *(who is tee-ing up? Restate the problem in 1 sentence, identify root cause; Discuss; Solve)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Urgency** | **Who** | **Restate problem in 1 sentence:**  (Either an Information-Given, or Information-needed, or To-Do) | **Root Cause, found to be:** | **Solution that we plan:** |
|  | High | AK | IG: Sold 3 visors, 2 hats, and 1 jacket over the weekend at various races. | Dan Moon – 1 Visor, PAID  Kris Cone – 1 Visor, Reminder sent  Terri Steinhubel – 1 visor, 1 hat  John Boyle – 1 hat, PAID  Bill Hasse – 1 Jacket, Reminder sent | Ashley will keep an eye on the donation page this month. |
|  | High | AK | IN: Ideas for group events/training this month/next month |  | Jason Swim – 6/11 6pm Robinson Lake – Jason  Ashley Swim 6/19 – 10am Marina Beach  Ashley Bike 7/3 – Wisconsin Ironman Course  Swim – Amanda Tuesday evenings  Terri – will check schedule.  Kim – Run June 27 @9am Griffith trailhead  Jason MiTi Practice tri at Kemil beach 1.2 swim, 56 mile bike, 13 run July 10th @7am  Ashley – Sprint Tri practice July 24th @ LaPorte |
|  | High | AK | IN: Where is the NWI Tri club inventory list? I want to make a master of everything and stick it in one drive and share it so we can keep it updated as a group. | No idea what we have as far as equipment or clothing (all in). | Jason will share, Ashley will create new sheet – club assets and club merchandise |
|  | High | AK | IN: Update on club store? – Jason, Jennifer, Amanda |  | Jennifer sent Jason photos of hats. Once inventory spreadsheet is done with pricing then Jason to email the spreadsheet to Bill at the driven with the photos to create the store, copy Ashley and Jennifer and Amanda. |
|  | High | AK | IG: Race weekend recap – LaPorte and Leon’s | We want a larger presence at BOTH races next year – need ideas for how to do this. | Create a point system like USAT does for overall “points” for local races/trainings and then give dollars for the people that have the most “points” – Work on this in off season.  Ask Leon for free race entries, take applications for underprivileged racers – work on in off-season |
|  | High | AK | IG: I met with the organizers of LaPorte this year – Laura Halaska and Jess Durham, the are ALL IN working with us next year to host the LaPorte Tri!!! |  | Ashley will keep board informed about planning meetings. |
|  | High | AK | IN: New member packets? | At this time, all they get is an email – do we want to send them something in the mail too? Swim caps, magnets, race checklist? | Ashley will send Jennifer the list of new members, Jennifer will mail out member packets. Include: a swim cap, registration confirmation letter, 2 biz cards. |
|  | Med | AK | IN: Chris, where are we at with member survey announcements? How are you tracking them? | Last posted was Emily on April 19th | Chris will get this back on track this week |
|  | Med | AK | IN: Are we designating any club races this season? Any that you want to get a group together to spectate? |  | Grand Rapids  Nationals  Lake Max  MiTi |
|  | Med | AK | IN: We need a new banner with our sponsors – should we wait till next year or move forward with year? Not sure on price. | Had to put up an OLD banner at the races this weekend. | Jason wil send photos of banners, Ashley will decide if need to reorder |
|  | Med | AK | IN: Should we start talking about the end of season party? |  | Tabled |
|  | Med | All | Criteria for Hall of Fame on website, press release |  | Tabled for off season |
|  | Low | AK | IN: Thoughts on designating a “member of the month” during race season for members who go out of their way to support others |  | Tabled |
|  | Low | AK | IG: Race tent | The club pop up tent is in bad shape. The canopy is ripped on one side and one leg is bent/crimped around the area where it locks in place. I recommend we replace it. I saw some online in the $150-170 price range that look pretty good. | Agree, Ashley to purchase and bring to Jennifer or Jason |
|  | Low | AK | IN: What has our experience been with other clothing brands in the past? Why have we switched? | Quality issues with the Primal brand | Tabled |
|  | Low | AK | IN: .net to .org transition and implications | We need to review inventory marked with .net and determine if we should make this change. | Tabled |
|  | Low | AK | IN: What are your thoughts on creating a Club Historian? I mentioned this to Barb Spitler and thinks she’d be great! | Documents and history of the club go back years before my time. Could do with an official org structure and designate a person responsible for maintaining/adding photos and data | Tabled |
|  |  |  | Other items in the wings:   1. POINT system for events, dollars towards races 2. Work with Leon for local club discount to Leon’s tri 3. Hall of Fame Criteria 4. More education/promotion of established group events – Ironwood, Wed Night (add to website) 5. ZWIFT 101 training – zoom/in-person 6. More digital education – open forums, demonstrations, etc.. 7. Revisit buddy program – assign a leader to hold buddy’s accountable 8. New Triathlete training program – workshops, clinics, swimming lessons 9. Promotion of relays 10. Thermometer for fitness – integrate into off-season training? 11. Revisit board member club discount, adjust by-laws. Sponsor low-income members. |  |  |

**Conclude:** (5 mins, to 8:30) Recap To-Do List, Review Cascading Messages to Club, Rate the meeting (1-10)

\**Did the meeting start on time? Did we stay on track? Did we get a lot accomplished? Did everyone participate? Did everyone bring a positive attitude?*

|  |  |
| --- | --- |
| Member | Rating |
| Ashley | 10 |
| Terri | 10 |
| Mike | - |
| Emily | - |
| Jason | 9 |
| Ken | - |
| Chris | 9 |
| Amanda | 10 (proxy) |
| Jennifer | 9.5 |
| Kim | 9.5 |