**NWI TRI Monthly Meeting Agenda**  **Date:** 1/06/2021 **Time:** 7:00-8:45 PM

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

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

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| **MEASURABLES** | **Target Goals** | **December** | **November** | **October** | **September** |
| **Club Growth/Reach** |  |  |  |  |  |
| # New Members |  | 1 | 0 | 0 | 0 |
| # Added to mem FB Group |  | 2/61 | 0/59 | 0/60 | 0/60 |
| Total Current Members |  | 71 | 70 | 70 | 70 |
| Total likes on Facebook |  | 641/654F | 642/655F | 643 | 643 |
| # of potential new members |  | 3 | 1 | 0 | 0 |
| **Social Media Posts** |  |  |  |  |  |
| NWI Tri Promotional/Event | **2** | 3 | 2 | 1 | 0 |
| Triathlon Awareness | **2** | 2 | 5 | 0 | 0 |
| Puntillo & Crane 70.3 - Ken | **2** | 0 | 1 | 0 | 0 |
| Select Physical Therapy 70.3 - Emily | **2** | 2 | 2 | 0 | 0 |
| McGuckin Chiropractic (s)- Terri | **.5** | 1 | 0 | 0 | 0 |
| Trailblazers Bike Barn (s) - Jennifer | **.5** | 1 | 0 | 2 | 0 |
| 3 Floyds Brewing (s) - Ashley | **.5** | 1 | 1 | 0 | 0 |
| Leo’s Mobile Bike (s)- Amanda | **.5** | 0 | 1 | 1 | 0 |
| Munster Masters (s)- Terri | **.5** | 0 | 0 | 0 | 0 |
| **President Report** |  |  |  |  |  |
| Newsletter sent | **1** | 0 | 0 | 1 | 0 |
| **Treasurer Report** |  |  |  |  |  |
| Total $ Deposited |  |  | **$190.00** | **$** |  |
| Total $ Withdrawn |  |  | **$500.00** | **$6.00** |  |
| Current Balance |  | **4,907.46** | **$4,878.56** | **$5,188.56** |  |
| **Secretary** |  |  |  |  |  |
| Minutes emailed to members | **1** | 1 | 0 | 1 | 1 |
|  |  |  |  |  |  |
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**Quarterly Initiative Review** (on-track/off-track, 5 mins, to 7:25)*:*

1. *Revamp Sponsor Packet for 2021*
2. *Update Website with events/photos/bios*

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

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| --- | --- |
| AK | Debit cards have arrived! |
| KH | Ken Hyde has stepped down as a voting board member so that Kim and Jennifer can both step in moving forward, will still participate! Board welcomes Kim Donlan and Jennifer Brennan to the Board! |
| AK | Great job on social media again this month!! |
| JB | Updated sponsors and links on Website |

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

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| --- | --- | --- | --- | --- |
| **Who** | **To-Do’s, manifested from Issues and assigned to a committee or individual** (5 mins, to 10:40) |  **Due Date** | **Done** |  **Not done** |
| ED | Emily will reach out to Ken Cawthon to check on current events at the pool. (awaiting response to my email, call Ken ASAP re Fall race instead of April) | Feb |  | X |
| JBux | Add newsletter archive to website; add Bill Pauley video to Website (share also on Facebook); refund deferral participants for our April race; update sponsor packet after Terri views | Feb |  |  |
| MS | Contact Driven for package payout details | Feb |  | x |
| MS | Contact Rose at Centier about sponsoring club - meeting on Saturday | Jan | x |  |
| AK/MS | Work through changing money accounts (Routing Numbers and change on website) | Feb |  | X |
| CP | Create draft of bios questionnaire, post in Slack for approval to send to members | Feb |  | X |
| AK | Purchase gift cards 2 3Floyds, 1 A1, 1 Fleet Feet – deliver to Mike with Stamps to send to members | Feb |  | X |
| MS | Purchase gift cards 3 Bike barn, 3 Leo’s, 1 Extra Mile - communicate with winner and mail gift cards | Feb | X |  |
| AH | Bring updated sponsor packet to Xmile re interest in sponsoring | Feb |  | X |
| TS/All | Review sponsor packet and give updates to JB (for newsletter too) | Feb | X |  |
| AK | Write newsletter, announce cancellation of Brickyard/Kick-off party |  |  |  |
| JBux | Look into refunding race entries for Brickyard, send refunds (after newsletter is sent) |  |  |  |

**Issues List**

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

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| --- | --- | --- | --- | --- |
| **Priority** | **Who is teeing up?** | **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 | IN: Review Off-season challenge, assign tasks/weeks |  | Sent out by member email, post in Group FB page and pinned post on Public page. Recap at end of winter challenge. |
| High | MS | IN: Prize awards process - when who what etc.. |  | Emily delivers t-shirts to 2nd place, (Puntillo sweatshirts?--Ken to ask). |
| High | AK | IN: Brickyard Sprint, penciled in for April 25th, NO UPDATES from Ken |  Next steps? - solidify event details, date. BACKUP plan? | Unanimous vote to postpone race and refund deferred entries; talk with Ken re Fall race. |
| High | AK | IG: Review sponsorship packet from 2020 | Packet needs to be revised for 2020, can someone take the lead on this? | Terri to do quick look over. Revisit noncompete. |
| Med | AK | IG: Facebook group page administration |  Non-members getting accepted into closed group | Check to see if they are active member before approving, if not post in slack so Ashley/Emily can send them a message of how to sign up for NWITRI. Ashley/Emily |
| High | AK | IN: Kickoff party | Should we even attempt with COVID still raging? | Virtual kickoff party or wait to have one outside when the weather gets better? Ashley to create poll for FB group on options, include in newsletter. |
| Low | AK | IN: Bios and photos for website |  | Send pics and brief bio to Jason for website. Fill out Chris’s form. |
| Low | AK | IG: Gsuite migration update – mail is now being received in Outlook, Drive files have been moved, and contacts have been imported | Having difficulty wrangling a technician at work to transfer mailbox (MBOX) files. | Resolve by Feb? Work on importing options for MBOX files into Outlook |
| Low | AK | IN: Feedback on introducing a “member of the month”/”get to know your fellows” type cadence on FB group/page | We have a lot of members that still don’t know each other – this might be a way to get faces/names in front of everyone.  | Member of the Month/Week on Facebook. Chris to create bio survey, member featured every week/few days |
| Low | AK |  IN: What are your thoughts on creating a Club Historian? |  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 |  |
| 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. |  |
| Med | AK | IN: Feedback on boosting interaction on social media – Instragram? More regular posts on the group page. More facilitation of conversation. |  |  |
| Low | AK | IN: Ideas for Munster Masters on social media |  |  |
|  |  | Other items in the wings:1. More use of website – events, group trainings, races going on, etc…
2. More education/promotion of established group events – Ironwood, Wed Night (add to website)
3. ZWIFT 101 training – zoom/in-person
4. More digital education – open forums, demonstrations, etc..
5. Building spectator presence at member races
6. Revisit buddy program – assign a leader to hold buddy’s accountable
7. New Triathlete training program – workshops, clinics, swimming lessons
8. Promotion of relays
9. Thermometer for fitness – integrate into off-season training?
10. 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?*

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| Member | Rating |
| Ashley | 10 |
| Terri | 9 |
| Mike | 8.9 |
| Emily | 10 |
| Jason | 8 |
| Ken | 9 |
| Chris | 8.5 |
| Amanda | 10 |
| Jennifer | 9.3 |
| Kim | 9 |