**NWI TRI Monthly Meeting Agenda**

**Date:** 5/3/2022 **Time:** 7:00 p.m. – 8:47 p.m.

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

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MEASURABLES** | | | **Target Goals** | **April** | **Mar** | **Feb** | **Jan** | **Dec** | **Nov** | **Oct** | **Sept** | **August** |
| **Club Growth/Reach** | | |  |  |  |  |  |  |  |  |  |  |
| # New Members | | |  | 3 | 2 | 1 | 3 | 3 | 1 | 0 | 0 | 0 |
| # Membership renewals | | |  | 3 | 1 | 2 | 37 | 14 | 0 | 0 | 0 | 0 |
| # Added to mem FB Group | | |  | 2 | 2 | 1 | ? | 3 | 1 | 0 | 0 | 0 |
| Total Current Members | | |  | 78 | 76 | 74 | 73 | 46 | 89 | 88 | 88 | 88 |
| Total likes on Facebook | | |  | 709/727 | 693/711 | 682/699 | 675/691 | 672/687 | 668/684 | 667/683 | 663/678 | 663/679 |
| # of potential new members | | |  | 12 | 1 | 2 |  | 0 | 0 | 0 | 8 | 3 |
| **Social Media Posts - PAGE** | | |  |  |  |  |  |  |  |  |  |  |
| NWI Tri Promotional/Event | | | **2** | 11 | 16 | 7 | 3 | 5 | 3 | 7 | 8 | 11 |
| Triathlon Awareness | | | **2** | 6 | 5 | 3 | 1 | 1 | 1 | 2 | 2 | 3 |
| Tiny Bubbles Car Wash (i) | | | **3** | 2 | 1 | 4 | 3 | 1 | - |  |  |  |
| ATI Physical Therapy (i) | | | **3** | 1 | - |  |  |  |  |  |  |  |
| D to 3 Dimension (i) | | | **3** | 2 | - |  |  |  |  |  |  |  |
| Puntillo & Crane (70.3) | | | **2** | 2 | 2 | 2 | 1 | 1 | 0 | 2 | 1 | 1 |
| New Oberfalz(o) | | | **1** | 1 | 1 | 1 | 0 | 1 | - |  |  |  |
| 3 Floyds (o) | | | **1** | 1 | 1 | 1 | 0 |  | 1 | 0 | 0 | 2 |
| Leo’s Mobile Bike (o) | | | **1** | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 0 | 1 |
| McGuckin Chiro (s) | | | **.5** | 0 | 1 | 0 | 1 | 1 | 0 | 1 | 0 | 2 |
| Trailblazers Bike Barn (s) | | | **.5** | 1 | 1 | 0 | 1 |  | 0 | 0 | 3 | 0 |
| Primerica (s) | | | **.5** | 0 | 1 | 1 | 0 |  | - |  |  |  |
| Hasse Construction (s) | | | **.5** | 1 | 0 | 1 | 0 |  | 1 | 1 | 0 | 0 |
| Rudy Project | | | **-** | 0 | 1 | 0 | 0 |  |  |  |  |  |
| Magic 5 | | | **-** | 1 | 1 | 0 | 0 |  |  |  |  |  |
| **President Report** | | |  |  |  |  |  |  |  |  |  |  |
| Newsletter sent | | | **1** | 0 | 1 | 1 | 0 | 1 | 0 | 0 | 1 | 1 |
| **Secretary** | | |  |  |  |  |  |  |  |  |  |  |
| Minutes emailed to members | | | **1** | 1 | 1 | 1 | **1** | **1** | **1** | **1** | **1** | **1** |
| **Treasurer Report** | | |  |  |  |  |  |  |  |  |  |  |
| Total $ Deposited | | |  | **$3,127.94** | **$2580.26** | **$285.75** | **$5334.50** | **$1,929.74** | **$0** | **$0** | **$0** | **$332.29** |
| Total $ Withdrawn | | |  | **$2,850.95** | **$1,084.76** | **$478.12** | **$ 444.98** | **$79.92** | **$854.79** | **$174.61** | **$335.16** | **$5** |
| Current Balance | | |  | **$10,938.74** | **$10,661.75** | **$8,941.25** | **$9133.62** | **$5010.10** | **$3,140.28** | **$3,955.07** | **$4,129.68** | **$4,459.84** |
| Pending Deposits DRIVEN | | |  | **$1,940.56** | **$1,498.60** | **$285.50** |  | **$3,196.25** |  |  |  |  |
|  |  | **Transactions April 2022** | | | | | | | | | | | |



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

|  |  |
| --- | --- |
| AK | Volunteers needed for Girls on the Run May 14 – they need volunteers |
|  | Sarah Stidham and Joe Reeves joined meeting as guests |
|  | Next Board Meeting - June 7 at 7p |
|  | Group Workouts: May 22 at 10:00 a.m. - Run at 10a at Kennedy bike trail head in Highland (under Ridge Road bridge) (beer after)  May 28 at 8:00 a.m. - Liberty Church ride/run (15/30/50?)  May 30 at 9:00 a.m. - Stone Lake swim  June 4 – swim clinic at Leons tri and then run afterwards  June 5 – Leon's Triathlon  June 11 – LaPorte tri |
|  |  |

**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 | Race swag and bags to hold race pickup. Spardha to check with her company. | | Apr | X |  |
| AK | Order yellow NWI Tri silicon swim caps – see below for quote | | May |  | X |
| AK | Revise calendar of Facebook sponsor media posts for NGEN>D3, ATI (Spardha) and Tiny Bubbles (Kim) | | May | X |  |
| JB | Check with Omni re 2 sides to shirt (sponsors on back) and price for 125 (and we’re adding 2 more logos) | | May | X |  |
| AH | Check to see where to get 2 logos created on a sticker to be put on our banner (Cinco, VistaPrint?) | | May |  | X |
| JB | Create bike stickers for race (numbers are 100-200) | | May | X |  |
| AK | Check with KenW on next swim at 50 meters (4/21, 4/24, 4/25) | | May | X |  |
| AK | Triathlon panel – assemble panel for question/answer re racing, training, race day prep, nutrition) | | May |  | X |
| AK | Order race tshirts this week (125 and keep under $1000) | | May | X |  |
| ED/JB | Test out painting bricks and how much spray paint will be needed. Sam will let us know when to deliver bricks. | | May | X |  |
| AK | Poll the board on whether to have 3 age group bricks or just the 1st place age group | | May | X |  |
| MS | Race day: cash for police, firemen and find out the new contact, check for Ken and check for Todd | | May | X |  |
| JB | Make a hand out for volunteers listing where to meet, what time, where they will be stationed, how long to stay there, and how to get back to transition area | | May | X |  |
| JB | Ask Ken for a map of school and exterior so we can make a hand out of race map and transition area to be placed in packet pickup bags. | | May | X |  |
| AK | Check with Kathy Hruby re number of bike racks, bus to drive on race day, what time for her to be there on race day | | May | X |  |
| AK | Assign a volunteer to be able to rescue/repair bikes on race day | | May | X |  |
| JB/ED | Check at Menards for 32 sign holders for the arrow signs and Jason will figure out where each sign will need to be placed on race map. Price out water jugs too. | | May | X |  |
| JBr | Ask around for food and water donations for race day. Race day: pickup food and bring to race | | May | X |  |
| KH/MS | Does Ken have a water jug we can borrow? MS has a water jug too | | May | X |  |
| JB | Race day: responsible for volunteer check-in, bring NWITRI table, flags, tent and sweep the course the day before. | | May | X |  |
| ED | Race day: monitor athlete check in and make sure we have body markers | | May | X |  |
| AK | Ask sponsors if they want to add anything to race day bags. Order more business cards | | May |  | X |
| MS | Let Ken know how many and where to put race day signs in the school of where to go, etc. | | May | X |  |
| JB | Distribute the last of the Winter challenge tshirts | | May | X |  |
| AK/JB | Ashley to set up training on Facebook events and Jason to put onto our website | | May | X |  |
| ED | Ask Pleasant View Dairy if we can get chocolate milk for race day  (I kept forgetting numerous times and didn’t want to push it so close to race day). | | May |  | X |
| JB | Notify church on the run course of our race on that Sunday | | May | X |  |
| AK | Donate medals and bricks to a charity – medals4mettle.com | | June |  |  |
| AH | Help out with some of the VP duties with social media and get assistance with pictures from Sarah Stidham | | June |  |  |
| JBr | Mail swim caps to new members once they come in | | July |  |  |
| All | Update what club gear you have on the inventory sheet once Ashley creates | | June |  |  |
| ED/SS/KD/MS/AH | Reminder - Make sure sponsor posts on Facebook are done on the planned days | | June |  |  |
| AK | Send board members the information that Jessica Durham sent over re LaPorte Tri | | June |  |  |
| AK/MS/JB | Decide where we should keep bike racks for storage (maybe Jason’s mom’s garage?) | | June |  |  |
| JB | Draft business cards so we can reorder; make sure all Sponsors show up on our website | | June |  |  |
| AK | Place order for 100 swim caps that board approved and give to Jennifer if she needs some for new members | | June |  |  |
| AK | Open up Borah store at end of month or early June | | June |  |  |
| ED | Ask members if they can volunteer with Leon’s race | | June |  |  |

**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) | | **Solution that we plan:** |  | |
| High | | AK | | **LaPorte Triathlon – Guest Speaker, Jessica Durham**  Are we interested in taking over the race?  Review materials, answer/ask questions. | | She talked about her budget, how she’s coordinated getting her race set up, volunteer coordination. Used Runsignup for registration. Driven didn’t work well for us. Ashley will let us see what notes she sent over. | | |
| High | | AK | | Group training/events for May/June  -Transition  -Swim  -Bike  -Run  -Panel? – who?  -Flat clinic? | | Sat May 7th – Ken’s Terrible, Horrible Ride from Valpo.  Sat May 21st – Region Riot Grilled Cheese Ride  Crown Point Wednesday night rides  Valpo Thursday night rides  Liberty Church ride/run – May 28 at 8a (15/30/50?)  Stone Lake swim – Memorial day at 9a  Run at 10a at Kennedy bike trail head Highland – May 22 (beer after)  June 4 – swim clinic at Leons/Run after  June 5 – Leon's  June 11 – LaPorte tri | | |
| High | | AK | | **Brickyard Sprint**  1.**Final Budget**  Total income - $4,614.92  Total expense - $5,845.96  Coupon Code use – 5 Easter, 1 Free (from kickoff)  2.**Day of/Day Before – Feedback**  Volunteers  Participants  Race/Course  Clean-up  Venue  EQUIPMENT/BIKE RACKS  3**. Promotion/Newsletter**  **-** 12 participants heard about race on Facebook, 4 from USAT, 7 thru trifind, 10 online/web search, 7 from HHS, 10 through friend/family, 27 through club  -Follow up email to participants? | | We probably didn’t need as many police. EMT did not show up so we saved that expense and thankfully no one got hurt. Jason Sutherland was SAG driver and he is an EMT if we needed it. Shirts were a hit. Medals, caps, bricks, $115 food. $44.04 on Facebook boost. 12 participants were from Facebook. Coupon code on Easter was a success.  Volunteers – use app next time that LaPorte Tri uses. Venue was understaffed and Jen/Jason/Isaac/Joe had to help out transition. Volunteers on course, Ken helped a lot on transition. Needed adult triathlete at transition to keep it under control. Water station 1 and 2 were in the wrong places and Jason moved station 1. Run course had a bit of misdirection on 10th Street. Need 1 adult with each course marshal section. Parking lot was a little confusing and no course marshal on frontage road which would have helped. No place to put signs on concrete. Maybe use more tape next time to mark. Good feedback from athletes and we can learn from this first time. Swim portion seemed to go very well. Kathy Hruby wants us to figure out what to do with bike racks - Ken is storing for right now. Jason’s mom has storage in her garage. We had wrong zip code on USAT so that will be better next year and list it as a pool swim. Ashley took home most of the race equipment and put in her basement. She is logging it in the inventory list. | | |
| Med | | AK | | Approval for Yellow Silicon Swim Caps – 100 for $357  New Business cards through Vista Print? | | Do we need new cards? We have about 50 but they have old sponsors. Silicon swim caps to new members? Jennifer was taking care of this. Board approves to purchase 100 caps.  Jason will mock up business cards with new sponsors. | | |
| High | | AK | | Nominations/Vote for VP replacement.  Per Bylaws –  The Vice President shall assist the President in carrying out Club responsibilities and shall serve in the absence of the President.  The Vice President shall collect and summarize data on participation of activities. Examples of this include – gather and organize pictures from events and main management of social media accounts | | Find replacement for VP. See if anyone wants to take over the events and social media. Keeping up with social media. Sarah Stidham will help with pictures. We need to put out word for filling the VP position on the board. Amanda may be able to help with checking emails and Jennifer can be a backup. Sponsor posts - need to make sure we keep up with it and not post on another sponsor’s day. | | |
| Med | | AK | | Update inventory for 2022 | | Ashley will create new inventory sheet and everyone else will add their inventory. | | |
| Med | | AK | | New member mailers (when swim caps come in) | | Jennifer will send swim caps to new members when they come in. | | |
| Med | | AK | | Representation at Leon’s and Laporte Races | | Volunteer for these races by club. Ashley will bring tents to events. Setup at Leon’s the day before. | | |
| Low | | AK | | Borah store reopening? Feedback? | | Open at end of the month or early June. | | |
|  | |  | | Other items in the wings:   1. Actively looking into alternatives to The Driven 2. Point System for Events/Dollars towards races - “training thermometer”. Logistically, how do we track? What are the awards?   Ideas for point events:  Participate in Winter challenge  Win Winter Challenge  Attend group training  Attend online event  Attend club race  Attend Kick off/End of season party  Podium at a local event  Participate in any tri/run/bike race?  Post on social media?   1. Mentorship program/Buddy program on Facebook 2. Hall of Fame Criteria 3. Member of the month 4. More digital education – open forums, demonstrations, etc.. 5. New Triathlete training program – workshops, clinics, swimming lessons 6. Promotion of relays 7. Thermometer for fitness – integrate into off-season training? | |  | | |

**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 |
| Mike | 10 |
| Emily | 10 |
| Jason | 10 |
| Ken | - |
| Amanda | 10 |
| Jennifer | 10 |
| Kim | 10 |
| Spardha | - |
| Joe | 10 |
| Sarah | 10 |