

CDO Notts – Meeting minutes November 2019

Present: Greg, Thom, Hugh, Kiri, Caius, Benedykt, Rebecca, Luke, Carol

Batizado

Kiri: because of bank holiday & half terms middle weekends in May are the only ones doable. Because of exams, is April better?

Greg: Some families feel that splitting the kids event into separate Friday and Saturday sessions makes it less special.

Action: Caius to speak to a-level students about when exams are. Deadline: Dec meeting

Action: Kiri and Hugh to then speak to YMCA and decide on event date. Deadline: Dec meeting

Members/register

Hugh spoke to Capoeira 4all. They don't have a better register than us currently.

Thom did an example register based on Lindy Hop's.

We need one for adults, and a separate one for kids.

Action: Thom to make a digital version, for printing out. Deadline: end of year

Action: prepare ring bound folders for printed out monthly register pages (one for kids, one for adults). Print out register pages. Deadline: end of year

Thom: Members list should have emergency contact details, etc

Action: email regular members to collect emergency details. Deadline: end of January

Thom: one person sat with the register, checking if people have been training in is the only way of keeping track of who needs to be sent an email

Benedykt: we need to sign people up to mailchimp as soon as we get their details.

How do we decide what is a length of time to not bother people, before we email them to ask if they're ok? And how do we simplify the Trello system to reflect that?

Green label on name: they've trained at least 1 class in a month. Amber label on name: haven't trained in a month... one to keep an eye on, but not to contact. Red label on name: not trained at all for 2 months... need to contact!

Action: make proformas about how to contact people- one for beginner course attendees, one for regular people, one for parents of kids.

Trello, Slack and group management

Benedykt: have we got too many forums? Will it actually make the group better? Trello is awesome for organising an event eg. Batizado, rather than ongoing stuff

Kiri: trello is good for keeping track of missing students

Benedykt: what are our roles? I know kiri and tatu's roles, but the rest is blurry? We need to define a structure... kanban boards are an effective tool.

Luke: roles shouldn't be dictatorial or fixed. People should want to do it, be self-assigning.

Thom: future meetings could be only 10 mins of saying what tasks aren't done, and self-assigning these tasks, if we use Trello and Slack effectively.

Are we using trello properly?

We need a "to do" line, a "being done" line, and a "done" line (so annual tasks are not deleted- just reassigned)

Action: add these lines on Trello

Should we add group members to Slack? No. Only people who will do tasks for the group, so not to complicate things.

AOB:

Action: Carol will research card readers for the group. Deadline: Dec meeting

Action: Hugh to tell members about how the payment scheme will change from January.

Hugh: Are class focuses needed? Are we giving people what they want?

Weds class should be not intense. Hour training. Half hour music. Then CapoFit after.

Carol: “unconferences” could be good... review lessons to catch up things. Taking requests from students.

How about the last wednesday of month as “cheat day”... something different to the curriculum. Or opportunity for other advanced students to teach as a one-off? Team teaching? People to teach what they’ve learned at an event? This session could be the only one off-curriculum, which would help missing students to feel like they can reintegrate easier, without the worry of having missed out for a long time, and unable to catch up.

Action: We will do this Requests Class on last Weds of November as a trial. Hugh to advertise this. Deadline: Mid-November