



CRONULLA TRIATHLON CLUB
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CTC Secretary's Report Season 2025/2026 - Gina Ngan

It has been another productive year for the club committee, and I'm pleased to share this report on the work that happens behind the scenes to keep the club running smoothly.

While much of the committee's work happens away from race day and training sessions, it is the ongoing planning, coordination, and decision making that helps ensure members continue to enjoy a safe, well organised, and thriving triathlon club.

Committee Operations

This year the committee was made up of 10 volunteers, all contributing their time, experience, and energy to support the club and its members. The committee met on 10 occasions throughout the year.

Meetings were a mix of in-person and remote attendance, which helped keep everyone involved and engaged. Most meetings were held at our club house at Gunnamatta Bay, with the exception of our annual Strategic Planning session at Cronulla RSL, where the sponsor kindly provided the meeting room. This session gave us a valuable opportunity to step back and focus on longer term priorities and direction.

Each meeting runs for around 90 minutes and follows a consistent structure to keep things clear, efficient, and on track.

We typically work through:

- Declaration of any conflicts of interest
- Confirmation of the previous meeting's minutes
- Risk management updates and any emerging issues
- Discussion and decisions on agenda items and club initiatives
- Monthly reports
- Review of action items

This structure helps keep things transparent, organised, and ensures continuity from one meeting to the next.

Governance and Compliance

A key part of the committee's role is making sure the club is run well and in line with good governance practices. Throughout the year, committee members have continued to take a thoughtful and responsible approach to decisions, risk, and planning.

All committee members are bound by the CTC Committee and Support Role Code of Conduct, which sets the expectation of respect, integrity, and accountability in everything we do.

A key part of the club culture is **TRAIN | RACE | BELONG**, which continues to guide how we support participation, inclusion, and positive experiences across training, racing, and social connection.

Our Chairperson, Luke Targett, has helped keep meetings focused and productive, ensuring good discussion and clear outcomes for members.

Our President, Adam Stroud, also plays an important role in how meetings run, helping make sure conversations stay balanced, respectful, and inclusive so everyone gets a chance to contribute.

As Secretary, my role goes beyond what people most often see - minute taking. There's also important work between meetings that helps keep things running smoothly: preparing and sending agendas, recording minutes, tracking actions and decisions, managing correspondence and records, supporting governance requirements, and helping ensure things discussed are followed through.

As someone who's a bit particular about keeping things organised, I enjoy the structured nature of the role, and I value being able to contribute to the club in a meaningful way.

Committee Members

The commitment shown by committee members throughout the year has been outstanding. Their willingness to volunteer time, contribute ideas, and support club activities is a big part of what keeps the club strong.

The committee comprises:

Committee Position	Committee Member
President	Adam Stroud
Vice President	Luke Targett
Secretary	Gina Ngan
Treasurer	Hendrik Frentrup
Club Captain	Matt Garvey
Member Services Leader	Nicole Lennon
Member Protection Officer	Isabel Herrick
Race Director	Adam Hummerston
Communications Leader	David Craddock
Junior Co-Ordinator	Will Beukes

Reflections on the Year

One of the most rewarding parts of being on the committee is seeing just how much volunteer effort sits behind everything the club delivers. Every session, race, event, communication, sponsorship activity, and program starts with planning and collaboration from members who genuinely care about the club and the community around it.

This year the committee has worked together to solve challenges, explore new opportunities, and continue building a club environment that is welcoming, inclusive, and enjoyable for athletes of all abilities.

On behalf of the committee, I would like to thank all committee members, volunteers, coaches, club members, and supporters for their ongoing contribution throughout the year. The club's success really does come down to the energy and commitment of its people.

I look forward to another great year ahead as we continue to grow, improve, and support our members both on and off the race course.

Gina Ngan

CTC Club Secretary 2025-2026