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**Alton and District Swimming Club AGM 2018 – Minutes. Monday 26<sup>th</sup> November 2018. DRAFT**

**Present:** 27 members. Louise Fletcher, Clare Hodgson, Fiona Clement, Mandie Jordan, Amanda Sandberg, Alison Williams, Frances Torrance, Darren Grinstead, Tracy Pilkington, Helen Murphy, Zoe Goros, Claire Pengilly, Davina Malkin, Rich Roberts, C Maughan, D Kember, Michael Heap, Alison Reynolds, Neil Medley, Nick Sampson, Caroline Steiner, Anna Sampson, Tracey Riches, Deborah Jackson, Julie Port, Lisa Tolliday, Nicki Plewes.

**Note:** As of 11<sup>th</sup> November 2018 there are 246 (over 16 ) level 1 members of the club so to be quorate at the AGM we need to be 25 in accordance with 11.2 of the club constitution.

**Apologies:** Amanda Williams, Caroline swain, Lynne Halliwell, Steve Rae, Ian Jackson, Sarah James

**1. Chair Welcome and report.**

- Nick welcomed everyone and thanked everyone for attending, it was a good turn out and the meeting was quorate.
- Thank you to Caroline S and Lisa T for arranging the meeting and ensuring everything was in place.
- The Chair presented the purpose of the AGM meeting.
- The Chair's report was presented. See appendix 1.
- Nick confirmed that an update on the Head Coach vacancy would be sent out to all the membership.
- It was noted that the 2 year strategic plan can be found on the website.
- Minutes of 2017 AGM were approved by a majority show of hands.
- **Proposal** to approve the 2018 AGM minutes at the first committee meeting after the AGM. These minutes will then be ratified at the 2019 AGM. This proposal was approved by a majority vote.

**2. Treasurer's report.**

- The 2018 treasurers report was shared by Neil Medley. See appendix 2.
- All present voted to approve and receive the clubs account.
- An independent examiner needs to be identified to review the accounts and treasurer's report. Mandy Jordan volunteered to find someone to take on this role.
- Once an independent examiner is identified it was agreed that the election of this examiner would be delegated to the committee.
- It was agreed that once the report from the independent examiner has been received its approval can be delegated to the committee.

**3. Head Coach Annual report.**



- This report was produced by Julie in conjunction with the senior coaches and Nic Gadsby was shared by Nick.
- Nick thanked the coaching team.
- See Appendix 3

**4. Club constitution.**

- Nick provided an overview of the changes that were proposed to the Club’s constitution. This is a key part of our SwimMark accreditation.
- **Proposal** to adopt the new constitution in line with the Swim England direction. This was put to a vote and received a majority vote.
- See appendix 4

**5. Election of executive officers and other members of the committee.**

Role	Nomination	Proposed by	Seconded by
ADSC Club president	Louise Fletcher	Majority vote by the committee	
<b>Committee role</b>			
Chairman	Nick Sampson	Nicki Plewes	Davina Malkin
Secretary	Caroline Swain	Nick Sampson	Alison Williams
Treasurer	Steve Rae	Neil Medley	Alison Williams
Assistant Treasurer	Alison Williams	Neil Medley	Nick Sampson
Workforce coordinator	Lisa Tolliday	Nick Sampson	Mike Heap
Competition Secretary	Davina Malkin	Nicki Plewes	Deborah Jackson
Petersfield Rep	Julie Port	Alison Williams	Anna sampson
Teaching Group Rep	Lisa Tolliday	Nicki Plewes	Davina Malkin
Development Squad Rep	Fiona Clement/Lucy Stewart	Nicki Plewes	Clare Hodgson
Top Squad rep	Amanda Williams	Alison Wiliams	Amanda Sandberg
Masters Rep	Katie Lee	Nicki Plewes	Davina Malkin
Recreation rep	Nicki Plewes	Alison Williams	Lisa Tolliday
Welfare rep	Clare Hodgson	This role will be elected on to the committee at the next committee meeting).	
Swim Mark	Alison Reynolds	Nick Sampson	Clare Hodgson
<b>Supporting roles to the committee</b>	<i>Those in these roles may attend committee meetings and are welcome to participate in</i>		



	<i>committee debate.</i>	
Inclusion rep	Kate Allen	
Swim England registration	Amanda Williams	
Fund Raising	Caroline Steiner	
Debt Collection	Frances Torrance	
Pool Bookings	Lisa Tolliday	
Assistant Welfare reps	Helen Muphy/Susie Wey.	
Kit orders		
Alton rep	Kate Kelly	
Mill Chase rep	Tracy Pilkington	
Trophies	Helen Jackson	
Newsletter	Vacant	
PR/Marketing/Sponsorship	Vacant	
Facebook	Rebecca Liedtke	

Clare Hodgson has agreed to continue in the role as Welfare officer for the club. With reference to the club's constitution the committee are required to co-opt Clare on to the committee. This will be completed at the next committee meeting and documented through the minutes.

Post AGM meeting note: Helen Murphy and Susie Wey have volunteered to take on the roles of assistant welfare officer.

**6. Questions raised:**

If Robin would take all Top Squad sessions as Acting Head Coach? As acting Head Coach Robin will be involved in workforce planning and will decide on the bet interests on each squad and session. We also need to support Robin's work-life balance. Robin is keen to learn and develop as he moves into this role and we will be supporting him. The plan is still to recruit a senior coach to our team.

Is Robin is Acting or actual head Coach and will we continue with recruitment? Historically we have grown our own Head Coach, we are working to recruit and develop more senior coaches. Next year we will investigate applying for a bursary for Level 3 coach for Robin depending on how his time goes in the acting Head Coach role. Robin has a great technical background.

Should we ask Shaun to pay back his funding for level 3 qualification to the club? No, it was funded through a Swim England bursary not from club funds. As Shaun was a self-employed contractor we can't stipulate the recovery of this money.



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Will the new Head Coach be an employee? therefore will any training funding be recoverable if the individual leaves? The aim is to make the new Head Coach an employee so that a suitable contract may be provided. It will depend on the circumstances and individual.

With respect to sessions being cancelled due to pool issues or Land training cover will there be refunds? This has been discussed at the committee meeting. No there will be no refund. Coaches will be paid if within 24hrs. Swimmers can attend other sessions during the week to make up for missed sessions. The financial structure of the club means that Top Squad are already supported by junior squads. In addition to this the administration of refunds would be very difficult. A suggestion was made that this needs to be communicated to parents.

Should we arrange for some mentoring for Robin in his new role? Yes definitely. We are looking at various options with Shaun Bailey but this may also be on offer to other senior coaches.

We have had a high turn-over of Head coaches? We need to set expectations with the Head coach and it needs to be very clear and not just written down. We need to review lessons learned from recent departure. Kate Allen has taken on a review of lessons learned and was involved in the committee meeting post Shaun's departure. As yet this exercise is not been completed but it is in-hand. We also need to make sure through our recruitment that the person in the role is right for the role and aligned with our values. There was also some discussion around Balazs and Rob's reasons for leaving.

How will we communicate to swimmers that Robin is acting Head Coach? Robin will do this but feel free to talk to your own swimmers and let them know.

How do we address concerns about coaching or any other issues concerning committee? Via squad reps. The swimmers were dejected after the last round (2) of the arena league, who do the swimmers go to with their concerns? It was noted that the Katy Sexton visit had been a great motivator, good team spirit and moral boosting. The coach to round 1 was great for team spirit.

Dave Kember congratulated the swimmers on doing so well, working hard and having a positive attitude. Congratulations to all.

A suggestion was made that a message should be sent from the Chair about the Arena League and Team spirit and supporting our club. It was however suggested that Robin should send this.