



## Meeting Minutes

**Meeting Title:** PNSC Committee Meeting

**Meeting Number:** 2020#002

**Date/ Time:** Thu 12/11/20 (20:15)

**Venue:** Zoom

**Present:** Marieta Candal-Couto (Chair) , Emma Kettle (Secretary) , Gemma Clinton (Membership Secretary), Shaun Wright (Treasurer), Ryan Clay (Vice Chair), Vanessa Dickson (SwimMark), Andrew Robinson (Committee member- Governance), Cathy Hawkes (Meets and Officials Officer), Lorraine Robinson (Welfare Officer), Lee Baldwin (Senior Lead Coach)

**Apologies:** None

### Agenda Items:

1. **Welcome.**

Chair welcomed the new PNSC Committee and thanked all for preparation to get to this point.

2. **New Committee Members.**

Confirmation given of voting by the Executive in meeting 001 for positions for co-opted new committee members and all new committee members accepted their positions as follows:

- Vice Chair, Ryan Clay - all voted in favour
- Swim Mark Coordinator , Vanessa Dickson – all voted in favour
- Ordinary Committee Member (Club Governance and Constitution), Andrew Robinson – all voted in favour
- Meets and Officials Officer, Cathy Hawkes — all voted in favour

3. **Membership Communication.**

Draft communication reviewed and to be sent to membership regarding the new committee, all agreed to be sent via Team Unify.

- Action 01 - Lee B and Helen SJM to support the Committee accessing Team Unify. Vice-chair to send email to membership by 13 Nov 20.



#### **4. Handover.**

- 4.1 All discussed and agreed best approach for enabling the handover of club assets and information from the last committee.
- Action 02: Secretary to contact previous Secretary regarding handover by 13 Nov 20.
  - Action 03: Lee to provide Membership Secretary with ASA membership renewal details

#### **5. Stakeholder engagement.**

##### **5.1 Coaches.**

5.1.1 Vice Chair to lead engagement with the coaching staff. Meeting to be set up with all coaching staff and then individually. Vice Chair to be line manager for all coaching staff.

- Action 04 : Vice Chair / Chair to start coaching staff engagement.

##### **5.2 Club Finance and Bookkeeping**

5.2.1 Treasurer to lead this area and to contact the current club bookkeeper.

- Action 05 : Treasurer to contact Nikki Gregson by 16 Nov 20.

##### **5.3 Pool providers**

- 5.3.1 BH Live - Lee to provide contact details for BH Live centre manager and Portsmouth City Council point of contact. Andrew R. to lead and Lee B. to attend the initial meeting with BH Live.
- 5.3.2 HMS Temeraire – Andrew R. to contact and lead discussions.
- 5.3.3 Lee B. to provide the committee with a list of school pool providers and their contact details. Lee to send them email introducing new committee; no meeting required at this point.
- 5.3.4 Andrew R. to draft email for pool providers.

- Action 06: Chair, Andrew R. and Lee B. to start engagement with pool providers.



#### 5.4 **Swim England**

Meeting arranged with Grant Robins (Swim England- Head of Talent), on the 13 November 20. Chair, Vice Chair and Lee B. will meet Grant R. via Zoom. Head Coach recruitment will be discussed during this meeting.

#### 5.5 **South East Region**

Awaiting meeting minutes from SE Region from SGM held 11 November 20.

#### 5.6 **Portsmouth City Council (PCC)**

5.6.1 Chair and Vice Chair to arrange a meeting with PCC. Lee to provide contact details for the right person at PCC.

5.6.2 Key items to discuss with PCC are :

- Pool time costs
- Grants available
- Maintenance – boom and floor

❑ Action 07: Chair, Andrew R. and Lee B. to start engagement with PCC and start work on this area.

### **6. Immediate Lockdown measures:**

#### 6.1 **Review of draft land training schedule**

6.1.1 Tom Company (Strength and Conditioning Coach) has put together an online training schedule for the lockdown period.

6.1.2 On the assumption of the 2019-20 club bank balance previously reported, the Committee has agreed to offer Tom Company an agreement on the basis of his proposal and to review this arrangement on 2 December 20. Tom's new agreement to start 14 November 20.

6.1.3 Lee B. to review which squad needs their coaches on zoom calls with Tom.

❑ Action 08: Vice Chair to action the new arrangement for land training during lock-down with Tom Company and Lee.



## 6.2 Furlough of coaching team

- 6.2.1 Coaches 1-2-1's with swimmers should be complete in next week – Lee to liaise with coaches and confirm this.
- 6.2.2 Agreed to keep coaches working until 1-2-1s are completed, then put them on flexible furlough. Flexible furlough to be considered – following understanding of coaching staff contracts. Aim is to furlough all coaches apart from Lee B, who will support the activities needed to return to pool in Dec 20. This decision will be revisited if the lock-down dates are extended.

- Action 09: Chair, Vice Chair, Treasurer and Lee B. to action furlough once hand-over details are available.

## 6.3 Fees enquiries

- 6.3.1 Some enquiries have been made by members to reduce their fees during lockdown. Most members standing orders set up for 5<sup>th</sup> of each month. Fees payable to end November.
- 6.3.2 Intention to resolve this in the next 2-3 weeks before December fees due.

- Action 10: Chair, Membership Secretary and Treasurer to review fee reductions once hand-over details are available and all to discuss at the next meeting.

## 7. Any Other Business

**7.1** All discussed the need to have a **generic email address** whilst club committee emails are not available.

- Action 11: Vice Chair to create a temporary generic email address – until we have access to PNSC emails.

**7.2** National Junior Virtual League launched for 9-12-year olds, March – June 2021, £10 registration fee for the club, top 8 swimmers to go to a final. Run like



a Level X meet.

- ❑ Action 12: Lee B. to register the club in the National Junior Virtual League.

### **7.3 Office access** – due to COVID restrictions access limited.

- ❑ Action 13: Secretary to request keys for the last committee as part of the handover list.

## **8. Date, time and venue of the next Committee meeting**

8.1 Agreed once per week during the first 4 to 6 weeks and then transition into fortnightly/ monthly once this is appropriate. Next meeting 19:00, Wednesday 18th November 20.

- ❑ Action 14: Secretary to set up the next committee meeting and create a timetable of meetings taking place on Thursdays at 19:00.

## **9. Meeting closure**