



Meeting Minutes - 003 (Non-Confidential Version)

Meeting Title: PNSC Committee Meeting

Meeting Number: 2020#003

Date/ Time: Wednesday 18/11/20 (19:00)

Venue: Zoom

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

Apologies: Andrew Robinson (Committee member- Governance)

1. **Welcome.**

Chair welcomed the PNSC Committee.

2. **Minutes of PNSC SGM (08/11/20) and Committee meetings 001/002**

Approved and endorsed by all.

- Action 01.** Membership to be emailed Minutes - Secretary / Helen SJM or Lee B by 30/11/20

3. **Review of previous meetings actions**

Completed and outstanding actions noted.

- Action 02** - create spreadsheet of actions and outstanding actions noted - Secretary by 18/11/20

4. **Handover Actions**

- 4.1 Previous Secretary (Jane Millar) has informed the Secretary that handover items will not be available until 20 November 2020 at the earliest. Chair, Vice Chair and Treasurer have all signed banking forms to be added to the club bank account.



- ❑ **Action 03:** Secretary to contact previous Secretary again to achieve handover.
- ❑ **Action 4:** Confidential

5. Immediate Lock Down Measures

5.1 Furlough of coaching team

5.1.1 To begin 20 November 2020 until end of current lock down period for all coaching staff with exception of Lee B who will remain in full time employment

5.1.2 Any outstanding coach and swimmer 1-2-1 sessions to be actioned when back to swimming.

- ❑ **Action 05:** Vice Chair and Treasurer to draft Furlough letters.
- ❑ **Action 06:** Chair and Vice Chair to speak to each coach about furlough terms.
- ❑ **Action 07:** Lee B to speak to each coach about 1-2-1's.

5.2 Fee Enquiries

Agreed to review on a case by case basis.

5.3 Head Coach Recruitment

5.3.1 Job description and advert drafted and comments received from Lindsay Trimmings, Swim England.

- ❑ **Action 08:** Vice Chair to place advert at approx cost of £150 in Careers in Aquatics and on TeamUnify

6. Communications

6.1 Website - all agreed to wait until handover completed prior to planning and updating website.

6.2 Social Media - as above

6.3 Team Unify - all agreed functions as a communication tool but not as a website as unsearchable by Google



7. Finance

7.1 Banking mandates completed, but waiting for all other finance related items on the handover list.

- ❑ **Action 11** Confidential

8. Club Membership

8.1 Membership Secretary shared the current membership number. All agreed plans required to increase numbers.

- ❑ **Action 12:** Agree membership acquisition plan and use of social media to promote trials etc - Membership Secretary
- ❑ **Action 13:** Message via TeamUnify to members to remind members of one month notice required to leave club
- ❑ **Action 14:** ASA membership due end of year. Pricing and structure to be reviewed and presented at next meeting - Membership Secretary

9. Officials

9.1 J1 training course now available online, PNSC needs more officials and therefore we should encourage all members and in particular younger members to take the course.

- ❑ **Action 15:** Include in next TU communication to members - Meets and Officials Officer, Lee B.

10. Welfare

10.1 Noted that all committee members should undertake DBS .

- ❑ **Action 16:** L. Robinson to check status of Committee Members DBS and action as appropriate.

11. Swim Mark

11.1 Confirmed that PNSC is SwimMark certified until 26 June 2021 and that all required paperwork in place. Each committee member to supply 20 words on why they have committed to their roles to add to SwimMark information.



- ❑ **Action 17:** Collate 20 word summaries from committee by 30 November 2020 and submit to SwimMark - SwimMark Officer

12. **Governance & Constitution - A. Robinson absent - Chair reported**

12.1 Club should consider charitable status - 22% increase in income could be achieved.

- ❑ **Action 18:** Further research to be undertaken to explore moving to charitable status - Chair / Governance & Constitution Member

13. **Date, time, venue for net meeting - E. Kettle**

Thursday 26 November 1900 by Zoom

14. **AOB**

14.1 Pool providers Christmas gifts

- ❑ **Action 19:** Collate list for next meeting - Vanessa D/ Lee B.

14.3 Development plan for older swimmers to assist with Club duties

- ❑ **Action 21:** Plan required - Vice Chair

15. **Meeting closed.**