



Meeting Minutes - 005 - (Non-Confidential Version)

Meeting Title: PNSC Committee Meeting

Meeting Number: 2020#005

Date/ Time: Wednesday 03/12/20 (19:30)

Venue: Zoom

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

Apologies: Shaun Wright (Treasurer), Andrew Robinson (Committee member-Governance)

1. Welcome.

Chair welcomed the PNSC Committee.

2. Minutes of Committee meetings 004 - approved and endorsed by all.

- Action 01:** Members to be emailed with link to Minutes page - Secretary, Vice Chair

3. Chair update

Additional COVID officers will be required to cover all squads. Squads with low Covid officer volunteer numbers include; Junior 2, Club, Senior Performance and Academy. It is still a requirement that all swimming squads are covered by a COVID officer for each session, apart from Masters, in addition to Coach and Lifeguard cover.

- Action 02:** check guidance for having one COVID officer for two or more squads if training at the same time. L. Baldwin/Secretary
- Action 03:** email to membership explaining what is involved and why we need more COVID office volunteers. Membership Sec / Vice Chair



Chair met with PCC this week. Agreed to hold regular meetings to ensure a good working relationship.

50 m pool issues were discussed with PCC, there is a proposal to put a buoyancy system in place, this has only been implemented in one pool in the UK, so PCC will need to do a site survey at that pool, this is hoped to happen in January 2021.

- ❑ **Action 04:** monthly meetings with PCC - Chair/ Head Coach (when appointed)
- ❑ **Action 05:** membership to be updated on status plan to fix it boom, once plan agreed - Chair

4. Handover update – Secretary

Secretary met previous committee members at Mountbatten this week and received various items listed in handover spreadsheet and subsequent emails containing club information. Good progress has been made but the handover is not completed and key information is outstanding.

- ❑ **Action 06:** Follow up on outstanding items including website access, Paypal accounts, other sets of office keys, asset register, etc.
- ❑ **Action 07:** Confidential
- ❑ **Action 08:** -Write and formally thank previous Committee Members for hand over actions - Secretary
- ❑ **Action 09:** Confidential
- ❑ **Action 10:** Confidential

5. Reopening update – Chair, Vice Chair, Lee B.

All coaches now furloughed and un-furloughed as per the lock down period.

Entry and exit of squads at MBC need refinement due to pinch point at door,

- ❑ **Action 11:** Discuss with BH Live and implement a solution - Chair

6. Coaches update - L. Baldwin

Level X opportunity - but fitness could be an issue for some squads.



- ❑ **Action 12:** Level X planning to be discussed with coaches. L Baldwin

7. Finance - Chair, L. Bradley

Laura B updated on discussions with the bookkeeper.

- ❑ **Action 13: Confidential**
- ❑ **Action 14:** Check all furlough payments processed - L. Bradley
- ❑ **Action 15: Confidential**
- ❑ **Action 16:** Call bookkeeper regarding handover - L. Bradley

8. Membership - Membership Secretary

Membership Secretary and Secretary held a meeting by Zoom this week with TeamUnify to discuss commissions proposed to handle direct debits, TeamUnify will not move on their commissions. They did explain that clubs could use the system for event payments only and that some clubs use GoCardless in conjunction with Team Unify. L. Bradley noted that GoCardless works with Xero accounting software.

- ❑ **Action 17:** Find out how we can use GoCardless with or without TeamUnify and to, speak to other clubs that use GoCardless and TeamUnify together - Membership Secretary / Deputy Treasurer
- ❑ **Action 18:** Look at other alternatives to TeamUnify - Membership Secretary.
- ❑ **Action 19:** Find out if other clubs get any discount for sponsorship by TeamUnify - Secretary

9. Officials - C. Hawkes

- ❑ **Action 20:** Catch up on meets and officials handover and inventory - CH and EK
- ❑ **Action 21: Confidential**

10. Swim Mark - V. Dickson

Working through Swim Mark, 20 words still needed from each committee member for documentation. Christmas gifts for coaches and providers in hand.

- ❑ **Action 22 :** all committee members to provide 20 words asap - V. Dickson

11. Welfare - Welfare Officer - L. Robinson



Two DBS applications /renewals on system. Next step is to apply for all committee members to be DBS checked.

- Action 23:** draft code of conduct / flow chart of roles and who to approach with welfare issues - Welfare Officer
- Action 24:** draft information of the above and display in club notice boards and timing office - Welfare Officer

12. Governance - A. Robinson - absent

13. Communications - Vice Chair

All agreed to start new social media channels and website. All agreed to keep GoNorthsea for the time being.

- Action 25:** start new FB, INsta, TW etc - Chair / Membership Secretary.
- Action 26:** plan new website - Vice Chair and - L. Bradely to advise on build, Chair to speak with IONOS to see if domain name can be transferred.

14. Fundraising - E.Kettle

Nothing to report

15. Stakeholder engagement – All

Regular drum beat of meetings to be implemented.

16. Any other business

Discussed membership numbers and ideas on how to recruit new members.

- Action 27: Confidential**
- Action 28:** Vanessa to start inventory of club assets - Saturday morning 5 Dec.
- Action 29: Confidential**
- Action 30: Confidential**

Meeting Closed