



Non - Confidential Meeting Minutes - 009

Meeting Title: PNSC Committee Meeting

Meeting Number: 2021#009

Date/ Time: 18/02/21 (19:30)

Venue: Zoom

Present: Marieta Candal-Couto (Chair), Emma Kettle (Secretary), Ryan Clay (Vice Chair), Laura Bradley (Treasurer), Cathy Hawkes (Meets and Officials Officer), Gemma Clinton (Membership Secretary), Andrew Robinson (Committee member-Governance), Vanessa Dickson (SwimMark)

In attendance: (non-voting): Lorraine Robinson (Welfare Officer), Adam Parfitt (Head Coach)

1. Finance – Treasurer

- 1.1. Current financial position presented with monthly profit and loss, along with explanation of prior exceptional items. Losses recorded for the past 5 months and membership numbers have gone down in this period, members' fee adjustments are being made. Monthly financial positions will be presented in new format at each Committee Meeting going forward.
Budget started along with detailed cash flow.
Moved to Quickbooks accounting system.
- 1.2. Go cardless - Membership Secretary and Treasurer ready to install Go Cardless payment system. All agreed to trial it in March with view to making it live in April. Note that GoCardless doesn't let you know who the payment is for - need to communicate this to members.
- 1.3. Feedback from SE Financial Stability workshop that Treasurer attended online: very good, very participative - with local clubs, sharing of information, all looking at diversifying income, Colchester raised £4000 from Crowdfunding - good prizes, attracted sponsorship and also funding matched. Getting squads to work together to raise money works.
- 1.4. Items required for Compass Accountants - copy of ID from all Committee Members - **Action send to Treasurer ASAP.**



2. Meets - Meets and Officials Officer

- 2.1. Timekeeping and JL1 course uptake update - 2 x members interested in these courses. Hants ASA will subsidize these courses.
Meets and Official Officer taking part in Team Manager training next week. March fully booked - but April available.
- 2.2. Meets and Officials Sub Committee to be formed.

3. Chair Update

- 3.1. **Easter Courses.** Highly unlikely we will be running an Easter Meet, Chair will discuss options with BHLive, we could use the time to run a skills camp and trials. Head Coach to work on a plan for this.
- 3.2. **Warm weather camp** - As the Ryanair flights were never changed and counted as a 'no show' the cost of them has been lost at a value of £8.5K. An insurance claim has been pursued but was not successful. Due to current travel restrictions and the vaccination programme in Europe not being as fast as the UK, all committee members voted in favour of moving the camp to 2022 and returning the money to swimmers who had paid for their places. At the end of 2021 the camp will be re-advertised, as the likely list of attendees will be significantly different to the original list. Deposit paid to the camp provider will be moved to 2022.
Letter drafted to all participants that the Committee has decided the club will pay out of the club reserves the amount of the flights (approx £8.5k). **All voted in favour of this.**
Action move camp dates to 2022 - Secretary

3.6 BHL Live meeting held about **Learn to Swim.**

4. Membership Secretary update

- 4.1 242 swimmer members have renewed their ASA membership.

5. Head Coach

5.1 S&C course feedback

Feedback forms to be sent out to all, good feedback and all very positive so far. Improvements - make it more challenging.



6. Fundraising

6.1 Sports England grant application submitted by Chair

6.2 National Lottery - looks very similar to Sports England so will wait.

6.3 Crowdfunding - other clubs have done this very successfully.

Action: Club to explore how this would work for us - Secretary / Chair

Action: Draw up list of potential Rewards for Crowdfunder - Secretary

6.4 Fundraising sub committee to be set up - All agreed

List of all those wishing to join a sub Committee to be circulated and regular written reports from sub committee meetings to be submitted to Committee.

7. AOB

- Committee meetings to be held monthly
- Next date: 18th March 2021