



Meeting Minutes PNSC Committee Meeting

Meeting Title: Portsmouth Northsea Swimming Club (PNSC) Committee Meeting

Meeting Number: 2021#012

Date/ Time: 20/05/21 (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), Vanessa Dickson (SwimMark)

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

Apologies: Andrew Robinson (Committee member- Governance),

1. Chair update

1.1. **Swim caps** - run out of blue caps. **Action** - gain opinion from swimmers and coaches on bringing back original white hats with PN logo **Action - Secretary**

1.2. **Kit** - Swimmers growing out of kit – low stock levels. All agreed too early to bring in a new kit, consider new kit for next year. Consider ways to blend new and old kits. **Action** - Kit research to be undertaken by Chair, Vice Chair and Welfare.

1.3. Charity update

1.3.1. Paperwork submitted by the Governance Officer for new Trustees

1.3.2. If PNSC does become a charity, members will need to vote on becoming a charity – date for this tbc. **Action - Chair, Governance and Treasurer to review plan for potential becoming a charity and timings.**

1.4. Club Captains

1.4.1. Currently no Junior male applications – **Action - Coaches to remind squads, Secretary to add to news on website and social channels.**

1.4.2. Coaches to review applications next Monday

1.4.3. Announce during half term

1.5. Committee & Coaches Social

1.5.1. All in favour of an in person social at some point!

1.6. Learn to Swim

1.6.1 Numbers growing and Learn to Swim mascot named - Nelson

2. Secretary



- 2.1. Minutes from last Committee meeting to be reviewed and agreed by all
- 2.2. Make it more accessible to volunteer – **Action add info to website – explain roles, train roles, need to coordinate volunteer management - Secretary**
- 2.3. Meets Manager has a list of potential volunteers – **Action Chair, Vice Chair, Membership and Meets to meet and review list**

3. Vice Chair

- 3.1. Data retention policy explained.

4. SwimMark

- 4.1. All documentation sent in and approved, awaiting certificate, valid for 2 years, Club Constitution runs out Feb 2022 - following adoption of new constitution Swim Mark will need re-submitting. **All thanked Swim Mark Officer for hard work to get this done.**

5. Welfare

- 5.1. Ideally we should expand the welfare team.
- 5.2. Young Volunteers – asking them to sign up for Level X volunteering, 10 min presentations – need some volunteers to listen to their presentations.

6. Finance

- 6.1. P&L overviewed
- 6.2. Fundraising money all received
- 6.3. LTS numbers doing really well
- 6.4. Positive income levels currently.

7. Membership

- 7.1. Membership numbers report
- 7.2. PNSC landline update
- 7.3. Marketing plan
- 7.4. Trials scheduled for 4 June

Fundraising

- Limited Edition T-shirt and caps on order
- Underwater & Coach 1-2-1 sessions to be arranged

AOB

Date of next Committee Meeting 24 June 2021