

Team Bath AS AGM Minutes

Wednesday 1st February 2023

University of Bath STV

The Team Bath AS Committee	Apologies
Chris Chudleigh– Interim Chair for AGM	Performance Liaison – role vacant
Matt Eves (ME) – Interim Treasurer	Swim Mark Officer -role vacant
Sarah Eves (SE) – Interim Secretary	Kerry Haines (KH) – Interim Welfare Officer
Nicky Slee (NS)– Communications Officer	
James Burns (JB)– Membership Co-Ordinator	
Jane Middleton (JM)– Interim Workforce and Training Co-Ordinator	
Cara Dowding (CD) – Interim Academy Co-Ordinator	
Sally Fowler (GM)– Interim Competition Secretary	
Mark Kelly – Interim Meet Co-Ordinator	
Dave Jones – Interim Fundraising Officer	
Mike Coles – Somerset Region SESW	

Agenda:

- Chairpersons Report
- Treasurers Report and consideration of accounts
- Election of Executive Officers and Membership Committee members

Committee Role	Nominee
Chair	Matt Eves
Treasurer	Gareth Strange
Secretary	Nick Caller
Communications Officer	Jen Squire
Membership Co-Ordinator	Irene Bopp
Workforce and Training Co-Ordinator	Jane Middleton
Academy Co-Ordinator	Cara Dowding
Competition Secretary	Sally Fowler
Meet Co-Ordinator	Mark Kelly
Fundraising Officer	Dave Jones
Performance Liaison	Rob McFarland
Welfare Officer	
Swim Mark Officer	

- Agreement of new banking mandate
- Election of Independent Examiner
- Decision on Resolutions presented

Resolution	Proposer
The club agrees to move forward with appointing a head of swimming	Matthew Eves (Interim Treasurer)

Authorise the committee to investigate the implementation of a direct debit fee collection system. After presentation of the options, if the committee agree, the membership authorise the committee to implement.	Matthew Eves (Interim Treasurer)
Agree the coaching strategy as per substituted Chairpersons report	Matthew Eves (Interim Treasurer)

- Club Constitution

Meeting Minutes:

Chris Chudleigh opened the meeting welcomed everyone talked through the agenda and explained that he would run the meeting until the new chair had been appointed at which point, he would step aside to allow the new chair to take over the meeting.

Agenda Point 1

CC explained that in lieu of a Chairperson, meetings had been held with parents within the Academy and Performance squads to lay out the plans for the development of these squads. Slides from these meets had been shared with Members in advance of the meeting. Members were asked to approve and accept these development plans for implementation across the Club.

Members unanimously approved these plans.

Agenda Point 2

ME explained that everyone should have received copies the accounts in December 2023, and all should have had a chance to read them. He explained that the Club needs to start to stabilise its accounts and coaching strategy in order to move forward. He confirmed that the Club had £14,000 in the account which means that the club needed to agree a coaching strategy and rebuild the finances within the club, in order to stabilise and build on the current finances.

Members unanimously approved these plans.

Agenda Point 3

Committee Role	Nominee
Chair	Matt Eves
Treasurer	Gareth Strange
Secretary	Nick Caller
Communications Officer	Jen Squire
Membership Co-Ordinator	Irene Bopp
Workforce and Training Co-Ordinator	Jane Middleton
Academy Co-Ordinator	Cara Dowding
Competition Secretary	Sally Fowler
Meet Co-Ordinator	Mark Kelly
Fundraising Officer	Dave Jones
Performance Liaison	Rob McFarland
Welfare Officer	
Swim Mark Officer	

New committee members identified themselves and confirmed that they had all received a proposer and seconder nomination.

Members were asked whether they accepted these nominations.

Members unanimously approved these nominations.

Requests were made for a welfare officer as this was an important role to see if there was any one else within the club who could help. Initially Sai Chung offered to do either the Welfare or Swim Mark but was unsure as to whether he had the skills for the Welfare Officer role. ME confirmed that Kerry Haines the previous Interim Welfare officer was prepared to provide support to whoever took on the role, Mike Coles said that it was an important role and required specific experience and training. Jim Durrant offered to step into the role as a temporary measure until a volunteer could be trained up. Mark Kelly and Martin Edmundson proposed and seconded.

MC suggested that the Swim Mark role was one that should be shared by whole committee that one person may be responsible for submitting the documentation, but the Committee was responsible for the implementation of the regulations and findings. ME asked Sai Chung if he would be prepared with support to take in this role. Sai Chung accepted ME and JB proposed and seconded the role.

Members unanimously approved these two nominations.

Matt Eves the newly appointed Chair stepped up to manage the AGM.

Agenda Point 4

Matt explained that the current banking mandate held details of previous committee members and that Natwest would not remove or update names on the mandate without formal approval and documentation at a Club AGM. He therefore asked that members formally vote such that it could be minuted that the membership agree to authorise MK to request that Natwest put the new Exec members (Chair, Treasurer and Secretary) onto the mandate.

Members unanimously approved this agenda item.

Agenda Point 5

ME proposed that Dave Guy an accountant employed by Ernst and Young be elected as Independent Examiner for the Club and its finances.

Members unanimously approved this agenda item.

Agenda Point 6 - Resolution 1

ME asked the membership to agree that the club appoint a Head of Swimming in line with the coaching strategy, so that the committee can take the strategy forward and start the appointment process. He offered the Membership the opportunity to ask questions about the resolution.

Karen Saunders asked if the membership could understand if the Club finances were now in a stable enough position, she wondered if the Club had the necessary funds and budgeting to support the role and afford the necessary expense to provide the back fill necessary to put this role and the coaching plans into place.

ME confirmed that the current cash flow out was about £2,500 and that the Club was running at a loss whereby we are supported by the monies made in October at the TBAS Millfield meet and through chasing debtors. ME explained that we need the L1 March meet to be successful and that having Liam Wilcox on an established contract rather than an hourly rate contract was more cost effective for the Club. ME explained that focus now also needed to be put on fundraising.

JM explained that the Committee were looking for the Membership to give the committee a mandate to add in a new role that allows the coach to have a flow through the whole club rather than just focusing on the top tiers of the club. She explained that it was a title that enabled the coaching team to feel more confident with a clear structure.

ME confirmed that the role had been designed to stabilise the Clubs costs, he informed members that squad numbers have been increasing within the Academy with the aim of increasing the monetary base of the Club to be able to provide a focus and a way forward.

MK raised the concern regarding the reliance on 2 coaches and the impact it has on the Club if something happened to those people. ME recognised that this was the current position and that the intention was to provide a focus to make sure that in the future the burden should be spread more widely he also stated that the Membership need to be aware of the days when LW was not working and that these days should be protected.

Members unanimously approved this agenda item.

Agenda Point 7- Resolution 2

ME explained that the current outstanding debt to the Club was approximately £3,000 and a resolution to this and a reduction in the burden on the treasurer would be to move to billing a direct debit system such as 'Go Cardless'. Martin Edmundson and Darren Fowler confirmed that they had seen this system in action in other clubs and would recommend it.

Members unanimously approved this agenda item.

Agenda Point 8

Constitution had been presented to members who were told that it had been based upon the Swim England Model Constitution and approved by Swim England South West. Members were asked to approve the constitution and adopt it into Club policy.

Gareth Strange questioned the item that referred to all swimmers under 18 being required to have a parent as a Club member. He wanted to know if this was referring to Team Unify or Swim England/ Voting member. SE and MC confirmed that it was their understanding that this was Swim England member in recognition that child members were unable to vote and membership was not transferable to their parents.

Members unanimously approved this agenda item.

The following members were duly appointed to the Executive and Management Committee of Team Bath AS with immediate effect at close of business for this AGM:

1. Chairperson	Matt Eves	2. Training and Development Officer (Workforce)	Jane Middleton
3. Treasurer	Gareth Strange	4. SwimMark Coordinator	Sai Chung
5. Secretary	Nick Caller	6. Fundraising Manager	Dave Jones
7. Membership Secretary	Irene Bopp	8. Communications Manager	Jen Squire
9. Welfare Officer	Jim Durrant	10. Open Meet Promoter	Mark Kelly
11. Academy Coordinator	Cara Dowding	12. Competition Secretary	Sally Fowler
13. Performance Liaison	Rob McFarland		