



## Aquae Sulis Performance Swimming Club (ASPSC)

### Management Committee Meeting – 5th February 2016

#### Minutes

##### Attendees

Jamie McNeil	Chair
Amanda Turner	Covering Secretary role (non voting)
Mark Lawton	Treasurer
Sean Grothier	Open Meet Manager
Matt Lawman	Communications Manager
Liz Metcalfe	Welfare Officer (non voting)
Rachel Ashworth	Membership
Loren Roberts	Swim 21
Suzanne Prichard	Workforce Co-Ordinator
Karen Bowen	Workforce Development

**Apologies:** Chrissie Lamb (Secretary)  
Dave Wordley (Coach Liaison)

##### 1. Introduction:

- Chair welcomed all to the meeting, and introduced Suzanne who has offered to take up a committee role (see item 3).

##### 2. Matters arising from previous meeting(s):

- The minutes from the last meeting were accepted.
- All actions complete

##### 3. Committee positions – Possible new roles:

- The draft Management and Administration Committees structures circulated prior to the meeting were discussed.
- Wendy Hood has volunteered to take over the role of Fundraising Manager. **VOTE:** Unanimously agreed
- Suzanne Prichard was proposed to take up a new workforce role with a HR focus working in conjunction with Karen Bowen. **VOTE:** Unanimously agreed.
- It was also suggested that there should also be parent rep for each squad, to ensure that all squads are fairly and equally represented and no one squads needs are dominant. This to be considered further.

**Action:** Karen to investigate whether any University Student may be interested in maintaining and developing the web site.

**Action:** Current vacant committee positions to be circulated to all.

##### 4. Chair meeting with Head Coach:

- John and Chair discussed various options for squad and coaching structure going forward and it was decided that input from Network clubs, Emily Taylor and Lyndsay Dunn was essential before any important decision made.
- Chair and John agreed that there was a need for improved communication to parents and swimmers and that transparency was important. Chair confirmed minutes of future meetings and documents discussed would be distributed to members.

**ACTION:** Minutes of this meeting, framework document and vacant committee role documents to be circulated.

5. **Chair Meeting with Dave Beament (KASC Secretary):**

- The Committee discussed the 4 options listed in Dave Beaments input to Network meeting under the heading 'What sort of club does ASPSC want to be'. A 5<sup>th</sup> was suggested which was merger with CoB. the Chair reported that this will not be an option for probably 2 years as CoB are restructuring.
- Committee members were requested to consider these options ahead of the Full network Committee meeting on 8<sup>th</sup> Feb who will be asked to consider the same question.
- The suggested change to the governance structure was discussed. The need for, but difficulty of getting, non parent members onto the committee, as well as the need for a completely independent chair.

6. **Network Club Meeting:**

- Potential Items for discussion; the club structure, future governance and entry and exit of swimmers.
- It was agreed that it was important to get feedback and input from the network clubs.
- It was agreed that the network committee would be informed that a Special General Meeting will be called for 21<sup>st</sup> April 2016 to provide the management committee with a mandate to act on behalf of the network going forward.

7. **AOB:**

- Suzi Bowen had issued a competition calendar for Junior Performance and Development Squads for the coming months. With her departure, the question was raised if this was still valid as parents were now unclear if they should enter.

**ACTION:** Suzi to be asked to advise, and parents informed.

8. **DONM**

Saturday 13<sup>th</sup> February 2016 (AM)

Amanda Turner  
(On behalf of mgt committee)

Summary of actions:

ACTION	LEAD	Due by/ Status
<ul style="list-style-type: none"><li>• Explore whether a university student would be interested in managing and developing web content.</li></ul>	Karen	Update next meeting
<ul style="list-style-type: none"><li>• Circulate Vacant committee positions.</li></ul>	Jamie/ Matt	ASAP
<ul style="list-style-type: none"><li>• Circulate Framework Development Document.</li></ul>	Jamie/ Matt	ASAP
<ul style="list-style-type: none"><li>• Circulate minutes from meeting.</li></ul>	Jamie/ Matt	
<ul style="list-style-type: none"><li>• Clarify competition calendar for Junior Performance and Development squads with Suzi. Parents to be advised.</li></ul>	Jamie	Mid Feb