

Aquae Sulis Management Committee Meeting
06.04.16
18.00 Lime tree Café, bath University

Minutes

Attendees: Jamie McNeil (JMcN)
Loren Roberts (LR)
Liz Metcalfe (LM)
Dave Wordley (DW)
Karen Bowen (KB)
Wendy Hood (WH)
Chrissie Lamb (CL)
Matt Lawman (ML)

1.0 Apologies

Apologies have been received from Suzanne Pritchard, Rachel Ashworth, Mark Lawton, Susie Hann, John Dougall, and Adrian Sharman.
No attendance from Sean Grothier

2.0 Matters Arising from the last meeting

Minutes from the last meeting accepted –CL confirmed that the section for minutes is now on the website and a communication has gone out to all users today. Discussion between committee members around obtaining previous minutes to put on the website and it was agreed that there was no value in this and no guarantee that we could obtain them.

ACTION: JMCN to send to Chris Hardick to put on the website.

Monday Pool time – the University have advised ASPSC that the half hour session on a Monday evening from 20.00 to 20.30 will no longer be available and that the club can have a full hour till 21.00 or reduce to 20.00. CL had sought confirmation from JD earlier today on the proposed new model and pool requirements and JD confirmed that it was intended to run the Monday session as short course from 17.30 to 19.30 with 4/5 lanes and therefore the extension would not be required.

ACTION: JMcN to liaise with the university to extend the current arrangements until 9pm until May when the new committee will be in an the new club structure and pool time is ratified following the SGM

Coaching cover/costs – JD has requested additional pool session cover on Wednesday evening for Junior Performance from Jamie Forrester from BOA. This was well received by the committee. Discussion around hourly rate and keeping coaching costs down it was agreed that JMcN would liaise with Jamie directly over this matter. Coaching cover for British Championships was also raised by JD and a proposal put forward, this was agreed in principle with some minor details to be ratified.

ACTION: JMcN to liaise with Jamie Forester directly and with JD to arrange.

3.0 SGM

Club Structure, Operating Model and Financial Model – Discussion around these items and it was agreed that this would be managed after the SGM by the elected committee.

Constitutional Changes – these have been circulated to all ASPSC members via Team Unify.

Committee nominations / vacancies – nominations have been received for the roles of Workforce Coordinator, Fundraising Manager, Treasurer, Chairman, Communications manager. JMcN confirmed that he has liaised with Alan Withers from ASA Southwest regarding the protocol for committee nominations and current post holders. AW confirmed that if no nominations were received and the current post holders did not resign from post that the current post holders could remain in post.

CI confirmed that the following process: A list of nominees alongside existing committee member names will be circulated to all 07.04.16 as per constitution. Where there is more than one nomination / person in post members of ASPSC will be invited to enter a ballot to elect their preferred member. The nominee/post holder with the most votes will be elected into post. Prior to the ballot nominees / post holders will have the opportunity to remove themselves from nomination or resign from post. In this instance a ballot will not be required. Where no nominations for roles have been received and the role is already filled, the current post holder will remain in post unless a resignation is received. For all vacant post, nominations will be sought at the SGM, where only one nomination is received and seconded, the post will be offered to them. Where two nominations are received, the membership will be invited to ballot on the evening.

UPDATE NOTE: Subsequent advice from John Bird received via Emily Taylor on 12th April 2016 “that every position should be voted in by a majority. If the majority are against the position should remain vacant”. Committee then voted by email to follow this advice.

LM confirmed that she would be resigning from her role as Welfare officer.

4.0 Governance

Raised by CL. This has been highlighted on many occasions to past and present committee members as being an issue. CL utilised the current situation regarding the revocation of the Open Meet Licence as an example. This was discussed amongst the committee and it was agreed that governance should be implemented and agreed by all committee members for the procedures to follow when representing / delegating ASPSC representation to another member to act on ASPSC behalf.

ACTION: CL will develop a governance model for circulation to all committee members for approval and implementation.

5.0 Membership Update

A full list of current members has been received by CL from RA. Discussions took place between committee members on the constitution of who can become a member and therefore have a vote, acknowledging that some people who may be entitled to be members may not be aware of this. JMcN confirmed that this was

discussed and minuted at the last parent meeting and parents were advised that if they wanted to become members of ASPSC they would need to undertake a volunteer role and apply for membership from the membership secretary. KB reminded the members that to be a member of ASPSC you also needed to have membership of a network club.

It was therefore agreed that everyone would be given a timeframe to apply for membership if they believed they should be a member accepting that they needed to be a member of a network club, have undertaken a volunteer role. It was acknowledged that it can take time to get membership processed but that once the application form was submitted to the ASA and or ASPSC and accepted then it was valid. All members of ASPSC would then be entitled to vote at the SGM. Proxy votes would also be allowed by agreement with the secretary in advance. NOTE that a subsequent review of the constitution confirmed only persons present were entitled to vote.

ACTION: ML to send out notification on membership stating the above on 07.04.16 for 7 days.

6.0 Open Meets

Discussion around the recent revocation of the licence for the April meet and subsequent decisions took place. The committee are still concerned that they are unaware as to why the licence was revoked. JMcN confirmed that he had given JD authority by email on 29th March 2016 to speak with the RLO but with guidance and limitations of authority. The RLO states by email that ASPSC have accepted liability, confirmed by email from Lesley Leffers RLO, we need to ascertain what the reasons were to decide if this was appropriate. Aspects of the terms and conditions of new licences were discussed and concerns raised on how the RLO could insist on ASPSC "employing" individuals needed clarification and ratification.

All agreed that SH and JD had achieved a very favourable outcome for the club in the circumstances and appreciation had been expressed to them for this.

CL confirmed that JD would now like to start promoting the July meet and could this be progressed. Agreed once clarification on licence etc. had been received from JD and SH.

ACTION: CL to request high level minutes of meeting with LJ for clarification on issues discussed, items agreed and licencing etc.

7.0 Treasurers Update

Received from Mark Lawton. On target to have a £4k deficit due to under occupancy and loss of income from camps and meets etc. Controls to minimise this and not increase it further needed to be put in place.

8.0 AOB

1. **Policies procedures and processes** – part of the framework document required ASPSC to revisit all of the above to bring them up to date in particular code of conducts and behaviour and disciplinary policies. These have now been ratified and updated by LM and DW and discussed with JD and circulated to the committee for comments. The final stage was agreed to circulate to Emily Taylor for her feedback and recommendations as there is still some difference of opinion on the behaviour and disciplinary policy.

ACTION: LM to forward to ET for feedback.

2. **Swim 21 Network** – confirmation received from LR and KB that we have been notified that we have successfully been reaccredited with the swim 21 network. Thanks expressed to KB and LR and all network clubs for their contribution.
3. **Somerset ASA funding** – confirmation received from KB that funding has been approved for the development plan from Somerset ASA. Thanks to KB for all her hard work over the last year in preparing and implementing the plan and thanks to Somerset ASA for their continued support

9.0 Date of next meeting
To be agreed
Meeting ended 20.00 hrs