



Patron: Sharron Davies MBE



ASPSC Committee meeting Thursday 10/03/16

Lime Tree, Bath University 18:30-20:00

Attendees: Jamie McNeil (JM), Matt Lawman (MLM), Dave Wordley (DW), Karen Bowen (KB), Loren Roberts (LR), Suzanne Prichard (SP), Mark Lawton (ML), Wendy Hood (WH), Rachel Ashworth (RA), Liz Metcalfe (LM).

Guests: Jim Durant (JD) , Adrian Sharman (AS), Susie Hann (SH), Julia Barton (JB)

Apologies: Chrissie Lamb and Sean Grothier

Matters Arising

1. Management Committee Structure/Network Committee Structure Functions
2. Club Model Proposal(s) in advance of Network Club meeting Monday 14/03/16.
3. Special General Meeting proposed for 21/04/16.
4. Constitution.

Welcome by JM, Chairman. This meeting was called because Emily Taylor from ASA advised that the ASPSC management committee should have a preferred Club Model and Proposed Committee structure prepared for the forthcoming Network club committee meeting on Monday 14th March 2016.

Management and Network Club committees were discussed.

It was agreed there is a current imbalance with the network involvement in certain decision-making matters. Background and history was revisited and it was accepted that there has been a breakdown in engagement with network clubs over a period of time.

SH suggested a restructure. It was noted by MLM that SH structure was similar to the existing i.e. it consisted of a management committee and a network club committee. The management committee met once a month and the network club committee meeting less often. It was debated whether the current ASPSC committee roles actually needed to be altered. Challenges exist if it a committee is too small or too big. Would reducing the management committee size enable efficient day to day running of club to include budget, open meets, training and welfare? It was acknowledged that the current structure was pivotal in the ASA club of the year in 2015 and MLM asked if it was really that bad a structure and whether the current



Patron: Sharron Davies MBE

structure actually needed to change. Everyone was involved in discussion and everyone's opinion heard about the hierarchy of committee, the type of committee, how many committees (1 or 2), who should have voting rights, frequency of meetings and purpose/function and accountability.

Outcome:

With reference to the Aquae Sulis constitution dated 2nd February 2015 and with specific reference to the matters reserved for each of the committees under schedule 1 it was agreed the following proposition be put forward to the network clubs at the meeting on Monday 14th March 2016:

The existing Management Committee and Network Committee would remain in place. The make up of the Network Club Committee was still to be decided however it was agreed that it would be beneficial for the matters reserved for each to change with more say being given to the Network clubs as follows:

Matters reserved for Network Club Committee

- Entry Criteria
- Changes in Network Clubs' membership
- Swim 21 Network matters
- Signing off annual budget
- Employment matters regarding Head Coach.
- Squad sizes and structures

Matters reserved for Management Committee

- Annual and monthly membership fees and day-to-day management of budget.
- Training programme, pool bookings competition programme.
- Other staff and employment matters.
- Open meets, fundraising and sponsorship.
- Training needs of club.
- Welfare matters.

It was acknowledged that Network Club committee should be consulted via head coach re competition and open meet calendar but the final decisions on these matters should remain under the control of the management committee due to a potential conflict of interest and the financial implications on ASPSC.

It was agreed that the Chairman should be independent, i.e. not a parent, not a coach or committee member from a network club and acknowledged that while this has been the preferred option for some time it has not been achieved.

It was discussed whether the same criteria should apply to the two other executive positions Treasurer and Secretary. It was decided that while they should preferably be independent it was not realistically achievable.



It was agreed that the communications officer position would be fundamental in engaging and updating with all network clubs moving forward.

Patron: Sharron Davies MBE

Concern was raised about potential for lack of attendance at network club committee meetings and situations where numbers were low or a quorum did not exist. It was agreed that safeguards were required (specifics to be decided and agreed) such as minimum numbers for quorum and that matters pass to the management committee either immediately at the start of the meeting or say 15 minutes from the start of the meeting so that decisions could be made by the management committee.

Various discussions were held about non-voting and volunteer roles and the attendance of the Head coach at committee meetings with JD asking why HC did not attend. It was stated that CLO position was created because of breakdown in communication between HC and committee and in an ideal world the HC would attend even if for part of the meeting.

It was also discussed whether other roles could be cut from the existing structure and made non-committee roles Fundraising Manager, Swim 21, Workforce, Welfare and membership.

It was discussed whether the monthly management meetings and quarterly committee meetings frequency, should change based on the above with no firm decision being made.

Any changes to the structure would be subject to approved changes to the constitution.

Aquae Sulis Future Model Proposal(s)

JM circulated all proposed options he had received prior to meeting via email. Various options had been considered with squad structure, finances, fundraising, open meets.

Outcome- There was unanimous support for John Dougall's (JDL) model subject to fine-tuning and additional work to improve the numbers to ensure financial viability and compliance with agreed timescale and implementation agreed at last meeting between JDL, JM, MLM and Lyndsay Dunn. Fundraising, open meet income and fee charges to the regional squad to be reviewed alongside development camps and projection forecasts. The creation of an AS academy proposed by JDL was welcomed.

In the event that this model was to be adopted going forward it was agreed that the financial viability should be reviewed quarterly to ensure compliance and sustainability and to identify where funds needed to be generated or the model changed to ensure that it functioned.



Patron: Sharron Davies MBE

It was raised that SWIM 21 status for performance club training hours is 20 hours a week and this would not be met by JDL model but in the short term this would be a compromise.

Income generation from open meets projected in JDL model as being £40K. Realistic amount generated based on 3 licensed meets suggested as being £30K (if ASPSC can secure 4 open meets and find enough parents to organise). The additional £10K required would potentially have to be made up from sponsorship, fundraising or increased swimmer fees. It was agreed that increased support would be needed from the network clubs and parents to ensure functioning of the open meets due to decrease in parent/swimmer numbers going forward and that this should be raised as an important factor at the next network club committee meeting.

Special General Meeting

April 21st 2016 -date chosen due to competition dates and Easter holidays etc.

Clarified-Clause 7.5 of the constitution was identified by JM as being a permissible and valid process for existing committee members to appoint new committee members in an interim period which was challenged previously by two network clubs. This is different from clause 7.8 which relates to co-opting members to join the committee (coach liaison).

Question asked: Should the vote be a simple Yes/No vote of confidence on the existing committee or should nominations be opened up to all members and a vote be held on all future roles? An additional, valid, 3rd option was asked regarding a vote on the challenged, new roles that were appointed.

Outcome:

Quorum decision that all roles be put up for election and voted on by the current membership (subject to the question below about extending the vote).

Constitution

Amendments discussed and the need for a single change to the constitution, which would allow families that, did not currently have a vote to vote be explored. The committee in the past and present were criticised regarding adherence to the constitution, therefore they will continue to follow due process.

Discussion raised some valid points regarding the validity and fairness of voting rights. Many combinations were explored with no final decision reached.

Outcome- Jamie will contact ASA for advice from Alan Withers on whether changes to the constitution to extend voting rights could be realistically implemented before SGM proposed for 21st April 2016.



Close of meeting –Jamie McNeil 20.05hrs

Patron: Sharron Davies MBE