

Team Bath AS Management Committee Meeting Minutes

Monday November 20th

University of Bath STV

The Team Bath AS Committee	Apologies
Rob McFarland (RM) - Chair	Cara Dowding (CD) –Academy Co-Ordinator
Gareth Strange (GS) –Treasurer	Nick Caller (NC) – Fundraising Officer
Sarah Eves (SE) –Secretary	Irene Bopp (IB)– Membership Secretary
Nicky Slee (NS)– Communications Officer	Vacant – Open Meet Promoter
Victoria Naudi (VN)– Workforce and Training Co-Ordinator	Vacant – Swim Mark Co-Ordinator
Emma Lewis & Jill Wildish (JW) – Welfare Officers (Training)	
Gina Fox-McFarland (GM)– Meet Co-Ordinator	
Jim Durrant (JD) – Interim Welfare Officer	

Agenda

- 1) Chair -Welcome and apologies
 - Introductions
 - Kit sign off
- 2) Treasurer update
 - Visitor fee policy
 - Exam Policy
 - Individuals with unpaid invoices
- 3) Secretary
 - AGM minutes approved and on website
 - TU/ Registers
 - Head of Swimming update
- 4) Membership update
 - Renewals date and process
 - Renewals subcommittee
- 5) Welfare update
- 6) Coms plan
 - Christmas party
- 7) Competitions update
 - Meet packs
 - Meet promotion
- 8) Workforce update
 - Committee vote to Co-opt member to share Workforce/ Volunteer Co-ordinator role
- 9) AOB
- 10) Date and time of next meeting

Meeting Minutes

- AGM minutes approved and uploaded onto the Club website.
- RM welcomed everyone and reiterated the huge progress that the club has made in the last year he wants to make it a 'family' club and is looking for everyone to step up and support the club so we can all get the best out of it and stated his aim to have an open and friendly club that keep all parents informed at any stage in the clubs development. He is looking at getting support for all committee roles to aid succession planning and make being a volunteer as fun as possible.
- A vote was taken to co-opt Leah Clarke (LC) into the shared role of Workforce Officer with VN. They would share the roles of Workforce and Volunteer Co-Ordinator. They will have one vote between them to reflect the single role that they are both covering.
 - It was voted on and carried unanimously.
- VN and LC and EL and JW need password resets for volunteers and welfare.
 - **SE to email Webmaster to get password resets sent out.**
 - **Current closed welfare files will be uploaded and stored as archived files on secure G-Drive. Open or Ongoing files to remain on Welfare drive.**
 - **VN to set up G-Drive to store workforce certification securely on file.**
- Kit sign off – K2 Corporate Mobility has sponsored the club for this season using its support foundation fund. To be on T-shirts, hoodies and tracksuit tops, possibly with a t-shirts with a collar for adult supporters/ volunteers.
 - **RM to circulate designs for committee approval and sign off by Friday November 24th 2023**
- GS discussed the visiting swimmer policy, previously visitors paid £25 per week for the weeks they swam which seemed unfair for those who swim particularly in performance and were paying a significantly higher rate per week. Feedback from leavers was that current proposals were really extortionate; GS was directed by one parent to the Gloucester SC visiting swimmer policy which could be recreated for TBAS
 - For those returning in the holidays a suggestion of flat fee of £5 per month with an additional 25% of squad fee for each week of training that they attend. Weeks should be booked in advance they cant just turn up. There has been historically space. If they aren't booked in in advance, they will be unable to swim as the club would be in breach of our insurance and our welfare policies.
 - To be consistent those who have reduced fees for part time squad swimming where they predominantly swim for another club a proposal of 40% of squad fees be applied for 6 months where they are swimming part time as a visiting swimmer.
 - It was felt that both fees were appropriate for the 2 categories of visiting swimmer.
 - Voted and carried unanimously.
 - **GS to implement Visitor Fee structure by 1 December 2023**
- Exam policy allows reduced rate fees for swimming for a significant exam

which was for the 3 months of actual exams not currently for mocks. The purpose was for retention to save people stopping for exams and never coming back.

- A unanimous vote was taken to retain the current policy as it was felt that changes were too ambiguous and would make it difficult to draw the line for other end of year exams.
- Unpaid fees currently a few members who are a couple of months in arrears, GS has been working with members to get fees paid. RM suggested where appropriate they should be referred to welfare and can access the foundation support funding if necessary. JD offered that they can be referred to Welfare who can offer support through the welfare support fund. This may need to be a forced meeting in order for the swimmer to be able to stay in the club. A suggestion was made that they would need to be moved to being a Club Train as part of membership renewals and therefore not be able to compete until payment was made.
 - The Committee unanimously felt that this option was fairer than following the guidance given by Swim England and laid out in the constitution as it provided options for the club to offer support before having to take more lasting measures.
- Second member who has constantly not paid updated fees and is leaving a chunk of historic debt was discussed it was suggested that they also be stopped from entering any further meets until monies were paid.
- Third has paid.
 - **GS suggested that outstanding monies for a 4th and 5th set of unpaid fees be chased next month and feedback at next meeting.**
- Budget in line for the first 2 months of the year Liam's expenses for nationals had not been budgeted for. Need to make sure were making more than 10K at our meet as was budgeted.
 - **GS to review budget and cost to date in January.**
- GS discussed a need to move swimmers up to performance to fill the gaps left by leavers.
- GS still doesn't have a card for the club account and so is unable to set up go cardless until he is able to work out how to get one!
- Registers are ready to run need to get coaches using them.
 - SE to check how to access them and speak to LW about getting them working.
- The Committee voted unanimously for to progress with online renewals using Team Unify.
- Members agreed to setting up a renewals subcommittee composed of Secretary, Membership, Workforce, Coms and Welfare to ensure that the correct data is collected and the system works properly before launching it to the membership.
- JW needs to renew her DBS; this should be processed within 10 days.
- The Millfield contract for the L4 meet has additional free pool times for meets in the Prep pool which the club is not fully utilising. Suggestion that it could be possible to use this to do a L4 long distance meet to allow kids a chance to get long distance times.
- Dates from Millfield meets for 2025 have been suggested GS will approve these

Patrons: Sharron Davies MBE, Stephanie Millward MBE

and work out with Millfield off line if any amendments need to be made.

- Easy Fundraising account set up for the club. The aim is that families can shop on line with the affiliated brands and Easy Fundraising will donate a percentage of spend to the club. Families need to download and app on their phone which allows money to be donated to the club.
 - **NC to send out details to families as soon as possible.**
- Christmas party - 44 swimmers and 35 adults have signed up. Ticket costs will be billed by GS with payment being required by the venue by 27th Nov.
 - **NS needs to confirm with the venue details of the event and final numbers.**
- Club newsletter to be resurrected call for content training kit info, news form swimmers I the club,
 - **NS requires newsletter content by the end of the month.**
- NS has approached Prior, Kingswood and dragonfly for pool time, nothing is available, trying to see if there are ways to optimise current pool usage.
- Christmas freestyle clinic up on the website tomorrow. Breaks even if there are 9 swimmers and more is profit.
- Awaiting confirmed entries for Yeovil, winter champs entries close in a couple of days. COB only had a few entries. Counties entries close January. Late entries are not able to be accepted going forward as GM is doing all meets on her own.
- Counties need to be with the club 60 days before the event to swim with us.
- Swimmers need to inform asap if not swimming as it can impact the number of TM and coaches required and therefore cause additional costs.
 - VN to work with NS to put a piece highlighting this in the newsletter.
- Competition coms. What to take how to do a meet etc. piece to go on website for winter nationals
- March meet has been revised and will be sent to Lesley tonight. License has been granted.
- When does Callum's contract expire? NS thinks that he was contracted for 2 years need to confirm what the status of that is.
 - **RM to speak to Liam and confirm his commitments to British Swimming.**
- VN to check what the status is in the lower end of the club to make sure we can cover meets going forward, there are lots of time keepers but not many Team Managers.
- Swim England ratios are difficult 20 children plus need 2 TM over 30 need 2 coaches.
- Meeting finished 7:41pm

Actions:

Action	Comments	Status
SE to email Webmaster to get password resets sent out.		
Current closed welfare files will be uploaded and stored as archived files on		

Patrons: Sharron Davies MBE, Stephanie Millward MBE

secure G-Drive. Open or Ongoing files to remain on Welfare drive.		
VN to set up G-Drive to store workforce certification securely on file.		
RM to circulate designs for committee approval and sign off by Friday November 24 th 2023		
GS to implement Visitor Fee structure by 1 December 2023		
GS suggested that outstanding monies for a 4 th and 5 th set of unpaid fees be chased next month and feedback at next meeting.		
GS to review budget and cost to date in January		
NC to send out details to families as soon as possible		
NS needs to confirm with the Christmas party venue details of the event and final numbers.		
NS requires newsletter content by the end of the month.		
NS requires newsletter content by the end of the month.		
RM to speak to Liam and confirm his commitments to British Swimming.		

Date of next meeting Thursday 7th 6:30 to 8pm STV meeting room