

Team Bath AS Management Committee Meeting Minutes

Monday December 7th

University of Bath STV

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

Agenda

- 1) Chair -Welcome and apologies
 - Kit update
- 2) Treasurer update
 - Budget Update
- 3) Academy update
- 4) Workforce update
- 5) Fundraising Update
- 6) Communications Update
 - Christmas party!!
 - Meet promotion.
- 7) Secretary
 - Previous meeting minutes approval
 - TU/ Registers update
 - Head of Swimming update
 - Swim Mark Co-ordinator vote
- 8) Welfare Update
 - Nut allergy policy and statement approval
 - Asthma Policy, Concussion Policy
 - Wave power holding statement approval.
- 9) Membership Update
 - Swim England Renewal Fee
- 10) Date, time and location of next meeting

Meeting Minutes

- Yeovil meet – great teamwork – pulled together, sense of urgency. First Committee test.

- Thank you for Christmas social, £220 profit. Good fun, nice to get everyone together. Would be nice to plan something else – pull together community.
 - **NS Suggest last Friday of the month parental social – January. No profit making but good to get people together In the Lime Tree. Need to find someone within the club to drive this after first event!**
- New club kit approved by Team Bath marketing. Early in the New Year. Looking for outlets to produce the kit. Use Swim Path for interim while we continue our search for correct provider.
 - **NS to reveal new designs in the next Club newsletter (due early January).**
 - **SE to send printing details for Gould's.**
- K2 foundation social tweets re reaching Everest base camp.
 - **K2 Foundation Marketing Director to send content for us to use on our channels.**
- GS discussed that we are currently slightly worse than our budget due to increased coach coast and a lower rate of cancelled lanes than was budgeted for. There are empty spaces on a Saturday due to the restructure of the groups. The club needs to look at ways to recoup this.
- Cash flow is looking fine but the financial position is still looking tight. If we do everything that is planned, we should be fine for the year.
- Coaches weren't sent to nationals last year, however this year we are sending them so the coaching coast are now in the budget. GS stated that we need to review expenses policy for larger events to ensure we can support them.
- GS suggested that we don't charge Yeovil for coaching passes and TMs for our meet for this year to support the club as we can't make their revised meet.
 - **GS to aim to get Go Cardless ready to go for the renewals in January.**
- GS is Assuming that there will be some leavers in the new year and we would need to review the squads and pool time to ensure space is being maximised.
- New Aspire 1 swimmers to start in January 2024, they are to be offered a Saturday session because this is where the spaces are, plus one additional space.
- Next Aspire trails to be held after counties, CD will work out where the spaces lie for the next trial.
- CD asked if we could create a junior as well as a senior performance squad for swimmers in order to be able to progress some of the competition swimmers, GS discussed that this was a great idea however we are currently limited by pool time and coaching costs.
- Martin Edmundson is leaving on the 19th of December Kerry Haines arranging for a card and present.
- Need to ensure that the coaches for the older swimmers are the right caliber as part of our succession plan.
- Discussed the revenue associated with becoming a para-swimming center.
 - **SE to discuss with Kay next steps.**
- Need more TMs for a course in February for Aspire squads to get parents involved.
- Need clarity on the Workforce role.
 - **SE to provide additional information from her short time in the role.**
- NC discussed the immediate fundraising,

- **NC to check date of sponsor swim with KB to ensure it fits with the training plan for the older swimmers.**
- Car wash planned for the new year approved by the Uni. Needs adult supervision for the event. £10 per car.
- Easy fundraising raised £77 so far keep promoting.
- Club Sprints evening sprint on a Friday night LC with the aim of raising money and improving the community of the club.
 - **Committee to agree dates with a social afterwards, suggest February and possibly a Club Champs for December next year.**
- Looking at other funding options as well.
 - **NC to send an invite to get ideas to gain funding.**
- Discussed internal club Facebook page set up to improve internal communications.
- Can we get some of the older swimmers to do a training session for the younger swimmers?
- Coms newsletter early January NS needs any content details in ASAP. To be published early January.
- NS informed the club that our newsletter is also posted on Somerset ASA website which aids publicity.
- NS wanted to look at presenting certificates and trophies to swimmers who broke long standing club records and a trophy for Rue to recognise her achievements.
- National Winter Championships, the club has 6 swimmers who have qualified 5 are going. NS is planning a big social campaign to promote and publish what they are doing and where they are at. As well as others going to Irish and Welsh nationals.
- NS informed the committee that she now has access to X and Instagram, struggling to get access to pass admin rights for Facebook to allow proper publicity.
 - **RM agreed to contact current administrator to ask for access to be granted.**
- NS informed the committee that 3 new swimmers for aspire 1 came from Kingswood swimmers looking see if we can refer younger swimmers to them, at links with Angelfish swimming. Committee to add £20 to cover Christmas present for the coaches etc.
- SE updated the committee on the status of TU registers, they beware operational but not able to collate all the data at this stage that the club might wish, for example late arrival time and early leaving.
 - **Committee requested that SE speaks to LW to get the current system working then we can work out how to adapt it.**
- Committee to contribute towards Coaches Christmas present.
 - **RM to present it to them and thank them for their hard work.**
- *Jim Hordon approved as SwimMark Coordinator by unanimous Committee vote.*
- **Previous meeting minutes approved and uploaded onto the Club website.**

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2024 MEMBERSHIP FEES

2024 Membership Fees Dear Membership Secretary, The Swim England, County and Region membership fees have now been agreed for 2024 and are as follows: Swim England 2024 Fees Category 1 (Club Train) - £10.35 Category 2 (Club Compete) - £32.70 Category 3 (Club Support) - £6.00 South West Region 2024 Fees Category 1 (Club Train) - £4.00 Category 2 (Club Compete) - £5.00 Category 3 (Club Support) - £2.50 Region Per Club Fee - £100.00 Somerset County 2024 Fees Category 1 (Club Train) - £1.25 Category 2 (Club Compete) - £1.25 Category 3 (Club Support) - £1.25 County Per Club Fee - £0.00 Kind regards Swim England Membership Services Office: 01509 640727 Email: renewals@swimming.org

General

Actions approved from last meeting.

Action	Comments	Status
SE to email Webmaster to get password resets sent out.		Complete
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.	To be confirmed with in coming Welfare officers once training is complete	On going
VN to set up G-Drive to store workforce certification securely on file.		On going
RM to circulate designs for committee approval and sign off by Friday November 24 th 2023		Complete
GS to implement Visitor Fee structure by 1st December 2023	Full finance document being developed to be published ASAP	On going
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.		Complete
GS to review budget and cost to date in January	To present details at January Committee meeting	On going
NC to send out details to families as soon as possible		Complete
NS needs to confirm with		Complete

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the Christmas party venue details of the event and final numbers.		
NS requires newsletter content by the end of the month.		Complete
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RM to speak to Liam and confirm his commitments to British Swimming.		Complete

Actions arising:

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NS Suggest last Friday of the month parental social – January. No profit making but good to get people together In the Lime Tree. Need to find someone within the club to drive this after first event!		
NS to reveal new designs in the next Club newsletter (due early January).		
SE to send printing details		

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for Gould's.		
K2 Foundation Marketing Director to send content for us to use on our channels.		
GS to aim to get Go Cardless ready to go for the renewals in January.		
SE to discuss with Kay next steps to explore whether we can expand to become a para-swimming center		
SE to provide additional information from her short time in the Workforce role.		
NC to check date of sponsor swim with KB to ensure it fits with the training plan for the older swimmers		
Committee to agree dates with a social afterwards, suggest February and possibly a Club Champs for December next year.		
NC to send an invite to get ideas to gain funding.		
RM agreed to contact current administrator to ask for access to be granted to the clubs Facebook account.		
Committee requested that SE speaks to LW to get the current system working then we can work out how to adapt it.		
NS to email the committee for donations RM to present it to them and thank them for their hard work.		

Date of next Meeting: 18th January 6.30pm Lime Tree next meeting.