



Aquae Sulis Performance Swimming Club (ASPSC)

Management Committee Meeting – 28th January 2016

Minutes

Attendees

Mark Lawton	Chair (outgoing)
Amanda Turner	Secretary
Anne Lawton	Treasurer
Matt Lawman	Communications Manager
Liz Metcalfe	Welfare Officer
Rachel Ashworth	Membership
Jamie McNeil	Chair (incoming)
Loren Roberts	Swim 21
Dave Wordley	Coach Liaison
Karen Bowen	Workforce Development

Apologies: Sean Grothier (Open Meet manager)

1. New Committee Members:

- The committee welcomed Loren Roberts as new Swim 21 co-ordinator, and Dave Wordley who will be the new Coach Liaison Officer, operating as part of a Coach Liaison team .

2. Resignations:

- The committee has received resignations from committee roles as follows;
 - Amanda Turner from Secretary.- Has agreed to cover secretary duties until new secretary takes over.
 - Anne Lawton from Treasurer
 - Mark Lawton from Chair.
- Karen Bowen has agreed to continue to cover workforce development matters for the short term.
- A resignation statement from Suzi Bowen (Deputy Head Coach) has been received, and was read out. Her last day will be Sunday 28th February 16, at the AS Grand Prix meet. Swimmers would be informed following evening training.

Action: Matt to draft statement, to be issued to parents from committee immediately following Suzi's announcement.

3. New Committee Members:

- Jamie McNeil offered to stand as interim Chair. **Vote:** Unanimously agreed.
- Chrissie Lamb has offered her services as Secretary **Vote:** Unanimously agreed
- Mark Lawton will stay on to cover Treasurer role until end of the FY, and complete end of year accounts, before handing over to Julia Barton who has offered to take over. **Vote :** Unanimously agreed
- Suzanne Pritchard has offered her services to take on any role needed. Her experience lies in Human Resources and Public Relations. After discussion it was agreed she would be asked to consider taking on a HR & Recruitment role, possibly as part of the Coach Liaison team.

Action: Suzanne to offered HR& recruitment role

4. **Immediate Coaching requirements:**

- With imminent loss of Suzi, both a Deputy Head Coach, and Assistant Coach (part/time) position – already vacant - will need formal recruitment action. Suzanne will be asked to co-ordinate these actions if she accepts HR & recruitment role.
- After discussion, it was agreed that volunteer coaches would continue to be used, to cover sessions in the short term. This position may need to be reviewed once Suzi has left, if sufficient cover is not available through these means.

Action: Mark to review coaching budget, and advise funding available in support of recruitment action.

5. **Framework Development Plan:**

- Matt took the committee through the 'Framework Development' document (circulated to all committee members) raised as a result of issues raised between ASPSC & BSCA/ Head Coach. This captures a significant number of actions to be followed up.

6. **Coach Liaison Officer/Team:**

- The scope of this role is to be developed. Initial discussion to develop started between Liz and Dave.

7. **Announcements to Parents and Network clubs:**

- A statement advising of committee changes will need to be issued once all position holders are confirmed. This will need to be completed as soon as possible.

Action : Matt to draft

8. **AOB**

- Jamie as the interim Chair wanted to record the thanks to the outgoing committee members for all their hard work on the committee over the years, and particularly over recent weeks when they had been subjected to extreme stress and pressure from some members of the network, whilst still trying to carry out duties on behalf of the club.

9. **DONM**

Thursday 4th February 16 .
6:30pm- 8:00pm
(Lime Tree café. Bath University)

Amanda Turner

Summary of actions:

ACTION	LEAD	Due by/ Status
1. Statement to be issued following resignation of Suzi Bowen.	Matt	Completed 28/1/16
2. Suzanne to be asked to take on HR /Recruitment role	Jamie	4 th Feb
3. Review of available budget for coaching salaries /expenses	Mark	4 th Feb
4. Statement to be issued communicating committee changes.	Matt	4th Feb