

Team Bath AS Management Committee Meeting Minutes

April 13th 2023

University of Bath STV Lecture Room

The Team Bath AS Committee	Apologies/Absent
Matt Eves (ME) - Chair	Sally Fowler (SF) – Competition Secretary
Nick Caller (NC) – Club Secretary	<i>Dave Jones (DJ) – Fundraising Secretary- Absent</i>
Gareth Strange (GS) – Treasurer	<i>Sai Chung Cheuk (SC) – SwimMark - Absent</i>
Jane Middleton (JM) – Training & Workforce (zoom)	<i>Jim Durrant (JD) – Welfare Officer - Absent</i>
Irene Bopp (IB) – Membership Secretary	<i>Mark Kelly (MK) – Interim Meet Promoter - Absent</i>
Rob McFarland (RM) – Performance Co-ordinator	
Cara Dowding (CD) – Academy Co-Ordinator	
Jen Squire (JS) – Communication Manager	
Liam Wilcox (LW) – Head of Swimming (part)	

(Items in bold refer to agenda topics)

NC opened the meeting @ 19:00

March minutes approved by all attendees and outstanding actions reviewed

Opening Remarks shared by ME from his discussion with LW

- ME/LW to meet fortnightly to ensure alignment forward
- Discussed retention, meet strategy & STV scheduling
- Liam will publish full swim program for new swim year beginning September'23
- Agreed that cancellation of future swim sessions to be communicated by JS

Action: JS to communicate future cancellation of swim sessions (where unavoidable)

Action: LW to publish swim program for September onwards

Action: ME to speak to a.n.other committee member concerning support for Meet Promoter

Financial Update shared by GS:

- GS shared updated P&L position for March re-iterating importance and need to execute meet strategy and both attract new and retain existing swimmers
- Outstanding balances to be collected or communicated to Swim England if remain unpaid following one further chase
- Agreement to grandfather legacy committee agreement for prior TBAS members now at Bath University as exception
- Agreed that members who have not paid ASA membership will not be able to swim in meets
- Agreed that members who have not paid meet fees will not be able to swim in meets

Action: GS to implement Direct Debit mandate process

Policy Update:

- NC/GS shared outcome of voting (previously shared via email) with acknowledgment by all that all new/revised policies have been approved
- Agreement to re-draft volunteer policy but maintain level of consistency with current which requires all parents to volunteer hours or make a financial contribution to club

Action: NC to organize parents evening in September to initiate new Swim Year and re-iterate the importance and expectation of all in regards to volunteering

Action: IB to include new volunteer policy as attachment to welcome email for all new swimmers
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Action: NC to liaise with Darren Fowler in regards publication of new policies on website

Action: GS to re-draft volunteer policy for discussion at May committee meeting

AOB:

- Recognising some committee members require assistance given their bandwidth, all agreed that where support roles were required, the relevant committee member would draft a high-level job description to be socialized with Exec Committee prior to publication.

Due to attendee's time constraints, NC closed the meeting at 20:50 with the following outstanding items that will be prioritised for the May committee meeting:

- **Welfare fund**
- **Fundraising**

Open Actions from March: Closed actions to be removed moving forward.

Action: ME to confirm if Sarah Eves is still willing to assist Liam with the administrative tasks on a voluntary basis. Karen Bowen identified to assist Liam – Action Closed
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Action: Liam to provide coaching schedule to Exec Committee to allow for more accurate budgeting and ensure optimal use of club funds: Open
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Action: NC to recommend approach for liaison with local schools/swim schools: Closed

Action: CD to socialize with committee agreed parameters for graduation from Pathway: Closed

Action: NC/ME/GS to meet with Liam and review squad design, aligning on optimal path forward and enabling addition of swimmers at Academy level and subsequent promotion of swimmers to Performance: Initial mtg held – Shift to BAU - Closed
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Action: NC to note on next committee agenda discussion on growing performance squad: Closed
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Action: MK to explore option for L4 evening Sprint meet to include 3 additional local clubs/schools

Action: Subsequent to above action, ME to explore possibility of holding at Monkton

Action: MK to memorialize meet strategy after ExCo meeting with Liam
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Action: ME to confirm contract with Millfield for 23/24 2 LVL2, 1 LVL1, 1 LVL3
Action: GS to identify possible pool for Club Champs: Open
Action: NC to identify options for awards/presentation night location: Open
Action: EXEC to get clarity from Liam concerning criteria for Academy swimmers to attend more meets hosted by external clubs and why they are not being encouraged to swim in L2/1 meets if they meet the entry criteria: Closed
Action: NC to look into 'Swim Teaching Coaches' affiliation which includes PL insurance: Closed
Action: JD to meet with all coaches and reiterate importance of them having PL insurance: Open
Action: ExCo to meet with Liam before end March to close his personal contract: Closed
Action: ME to do so asap in regards to March Millfield meet. Closed
Action: ME to call Sam @ Millfield and agree amount payable by TBAS: Closed
Action: ME to confirm completion or sign Natwest Banking mandate: Open
Action: NC to again socialise new policies and additional Meet Levy policy by email w/c 20 th March. Closed