

## Team Bath AS Management Committee Meeting Minutes

March 17th 2023

University of Bath STV Lecture Room

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

**(Items in bold refer to agenda topics)**

*NC (acting Chair) opened the meeting @ 19:00*

- Introductions by all

**Opening Remarks** shared on behalf of ME who had previously sent his apologies

**February minutes** approved by all attendees

**Financial Update** shared by GS:

- GS shared 2 slides detailing both the cashflow position at end of February and summary P&L position for each squad

[REDACTED]

- NC shared his perception from recent discussions with Swim England and also anecdotal feedback he had received from potential TBAS swim candidates. [REDACTED]

[REDACTED]

[REDACTED]

*Action: ME to confirm is Sarah Eves is still willing to assist Liam with the administrative tasks on a voluntary basis*

*Action: Liam to provide coaching schedule to Exec Committee to allow for more accurate budgeting and ensure optimal use of club funds*

- Acknowledgment by all that on aggregate, the club does not have sufficient swimmers in each squad – specific effort to be taken to increase swim numbers *to a minimum of 24 per squad*

- General agreement that new club members can in principle come from two sources:
  - Those who currently swim for no club, likely through school contacts, swim school contacts. We should create better contacts with these institutions to enhance chances of feeding bottom end of club.
  - Those who currently swim at other clubs where there is no performance programme.

<i>Action: NC to recommend approach for liaison with local schools/swim schools.</i>
<i>Action: CD to socialize with committee agreed parameters for graduation from Pathway</i>
<i>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</i>
<i>Action: NC to note on next committee agenda discussion on growing performance squad</i>

- NC suggested Income Growth be a standing agenda item for April and all future committee meetings. All agreed.

### Meet Strategy

- GS shared that ME had almost reached agreement with Millfield to renew agreement for 2024 and hold L1 meets in March & June, L2 meet in October and L3 meet in November. GS also raised the possibility of additional meets including one similar to the upcoming L4 meet with Monkton to give those swimmers who have not raced before a low key opportunity, one L4 meet with either 3 additional local clubs or schools (with the potential to also attract new members) and a club championships.

<i>Action: MK to explore option for L4 evening Sprint meet to include 3 additional local clubs/schools</i>
<i>Action: Subsequent to above action, ME to explore possibility of holding at Monkton</i>
<i>Action: MK to memorialize meet strategy after ExCo meeting with Liam</i>
<i>Action: ME to confirm contract with Millfield for 23/24 2 LVL2, 1 LVL1, 1 LVL3</i>

- NC raised topic of holding an internal Club Championships aka to his experience at BOA. General agreement to explore further.

<i>Action: GS to identify possible pool for Club Champs</i>
<i>Action: NC to identify options for awards/presentation night location</i>

- Acknowledgment by all that additional L3/4 meets would help with attracting additional swimmers to TBAS
- NC tabled his confusion as to why all academy squad swimmers cannot swim in any meet if they meet the entry criteria? NC proffered that his daughter (Evie-Start) retained her membership at BOA so she can swim in more meets as it both enables her to gain County qualifying times and she enjoys it.

<i>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.</i>
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- MK raised the possibility of appointing a club captain to be a 'go-to' for other swimmers and help nurture the Academy swimmers. All agreed to discuss at a future committee meeting.
- MK to liaise with Lesley (Licensing) to seek support to move June entry criteria to County qualifying times. All agreed that if Lesley approved, we would move forward on that basis.

### Coaching Contracts

- JM reiterated recommendation for ALL coaches to have their own personal liability insurance to mitigate risk for both the club and importantly, the coach. Where the coaches are volunteer coaches the club will pay for this insurance. All agreed.

Action: NC to look into 'Swim Teaching Coaches' affiliation which includes PL insurance

Action: JD to meet with all coaches and reiterate importance of them having PL insurance

Action: ExCo to meet with [REDACTED]

### AOB

- Agreed that ME should send an email of 'thanks' to all volunteers after each TBAS hosted meet.

Action: ME to do so asap in regards to March Millfield meet.

- MK raised concerns regarding the quantity of food available at the March Millfield meet.

Action: ME to call Sam @ Millfield and agree amount payable by TBAS

- MK asked for status on the NatWest mandate. Both GS & NC confirmed they had signed and would seek an update from ME.

Action: ME to confirm completion or sign Natwest Banking mandate

Due to attendee's time constraints, NC closed the meeting at 20:45 with the following outstanding items:

- **Policy Approval**
- **Welfare fund**
- **Review of previous actions**

*Post meeting, several committee members remained and openly discussed the requirement for expedient approval of the new policies and alignment on an additional 'Meet Levy' policy. Given they are important to protect the club, those present suggested we vote on them by email.*

Action: NC to again socialise new policies and additional Meet Levy policy by email w/c 20<sup>th</sup> March.