

Patrons: Sharron Davies MBE, Stephanie Millward MBE
Director of Coaching: Graeme Antwhistle

Committee Members:

Chair: Sarah Gillet (SG), Secretary: Steve Williams (SW), Treasurer: Mark Kelly (MK), Head Coach: Chris Alderton (CA), Workforce: Nicola Butcher (NB), Fundraising: Vacant, Communications: Vacant, Competition Secretary: Helen Ward (HW), Membership: Suzanne Prichard (SP), Welfare Officer: Tess Gibson (TG), Open Meet Manager: Dave Crawford (DC), SwimMark Co-ordinator: Stephen Amor (SA), Academy Co-ordinator: Ian Blacker (IB)

Committee Meeting Minutes 8th February 2021

Apologies for Absence: Sara Gillet

Minutes of Previous Meeting: Approved as correct.

Matters Arising from Previous Meeting / Minutes:

Items carried over from last meeting...

Action DC - To seek confirmation that Arena League application has been acknowledged.

MK - To liaise with SP to update joining docs to show a £25 late payment fee for invoices over 60 days due.

HW - Entry Procedure for Open Meets to be updated, no swimmer can swim without having paid their entry fees before the event.

CA - To reach out to potential fundraising volunteers.

Section Reports:

To be written and submitted for circulation at least 24 hours prior to meeting

- 1) Chair – No Report
- 2) Treasurer – Report circulated and acknowledged
- 3) Head Coach
 - Fund Raising Committee confirmed support for squad led fundraising LEJOG proposal, prize sponsorship from Funkita.
 - Extra Water Time – CA confirmed he has requested an extra 15mins of water time when Covid restrictions allow.
- 4) Workforce

Action

NB to seek guidance from SE regarding number of officials required for lower level events post covid.

Unrestricted

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- 5) Swim Mark
- Network Submission

Action CA to circulate the Network development plan to Network Head coaches to encourage support or amendment proposals

CA to confirm to SA when agreement obtained from each next work club

SA to upload Network Development Plan onto swim mark site once confirmed by CA

- 6) Fundraising
7) Membership
8) Open Meet Manager
9) Competition Secretary

Action HW To publish entries for British Champs, with strong caveat that the event may not go ahead.

CA To publish a note to all members sharing the list of TBAS qualifiers

- 10) Communications

AOB:

Welfare – Tess Gibson

- DBS Checks

Action Two committee members to complete their DBS documentation

- Magic Little Grants

Action NB agreed to reach out to KB to take over the liaison role for Magic Little Grants.

- Data Protection Officer

Action SW to investigate who is getting Data Protection emails and confirm incumbent.

- Risk Assesments

Action TG to reach out to Carolyn to seek support to develop RA's for...

Open Meets
Taster Days

DC to Reach out to Euan for emergency procedures and possible RA's for Millfield Pool.

SW to remove attendance procedure from website.

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Secretary – Steve Williams

- Masters - **Carried over to next meeting**
- Head Coach Contract Review and Renumeration

Action SW To issue the principles for Head Coach Fee Structure Review

SP proposed and the committee unanimously agreed that CA has done an outstanding job throughout lock down and that we should organise a thank you... His energy, professionalism, support and leadership has been fantastic!

Action SW To discuss with CA how we could say “thank you” to him and Tilly once we are back in the water.
SW To investigate SE club nominations for 2021 awards.

The Meeting was Closed at 20:15

Next Meeting 8th March 7pm Zoom