

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 Pritchard (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 Standing Agenda

Apologies for Absence: Suzanne Pritchard

Minutes of Previous Meeting: Approved.

Matters Arising from Previous Meeting / Minutes:

CA to reach out to SS regarding fundraising co-ord role.

SW and CA to review Job Description before publishing new role, need to include meet activities for fundraising.

DC to pen an article for Chron celebrating the fundraising efforts by the team.

Committee asked to reflect on Masters section and be ready to discuss at next meeting.

Section Reports:

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

- 1) Chair
- 2) Treasurer

Please find attached my reports. My only question is around have the fund raising team thought on how their fund will be distributed and if not can we ask them? I am keeping a running amount so we know how much they have raised. Is there anything that region or swim England do that we can nominate them for their hard work? Also about promoting the club I saw Bristol Penguins put on twitter how well their Level X went and how one of their swimmers was 6th in the country, do we know are any of our swimmers up there and maybe we could promote them and the club?

It was agreed that we should write off the remaining bad debts, except for the swimmer who attended a freestyle workshop. A record should be kept on their Xero account noting the bad debt.

- 3) Head Coach
CA confirmed the next timetable will likely follow the previous timetable, however cannot confirm until Uni confirm bookings.

CA would like to propose a "Blues" award for outstanding character, commitment to the culture or supportive team behaviours. More detail to follow, the committee were in broad agreement of the idea.

Unrestricted

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4) Workforce

NB and CA to agree training needs analysis for the upcoming swim mark accreditation

NB to obtain log in details for Magic Little Grants

NB and SW to pen a new grant application.

Discuss actions for recruiting/retaining key non committee roles.

5) Swim Mark

Stephen has submitted the updated "Network Health Check" which was given to me by Chris. Just waiting for the Accreditation or for Swim mark to come back to us about it.

All, please review your emails, Stephen has sent a note outlining the requirements for the next swim mark accreditation submission. Please be prepared to share next steps or actions required at the next meeting...

6) Fundraising

The committee discussed how impressive the athlete led fundraising efforts have been, CA was very energised and excited that the Girls have really excelled. The committee would like to acknowledge the fantastic efforts, we support the principle of the girls taking the lead. It has been a highlight of the lockdown... Thank you to Imogen, Niamh, Emily and Lydia for an inspiring effort. We hope to support similar initiatives in the future...

7) Membership

8) Open Meet Manager

9) Competition Secretary

10) Communications

AOB:

Welfare – Tess Gibson

1 x committee member outstanding to complete DBS

- Completed the updated Clean Sports Advisor trainer.

- Can we have the 100% Me app on the club page please?

Committee agreed to publish the app on the website, TG to share what specifically needs to be added with SW, SW to load onto website.

- Would the coaches be interested in doing the Coach Clean course?

CA to share link with all level 2 and above coaches to attend the Coach Clean course.

- RA

- Code of Ethics

- has our annual accident form been submitted & if so what was recorded? I've ordered a new book

- Coches review

- Welfare Forum - booked on for April 19th @ 7pm

- payments & facemasks (return to pool)

- club website

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- Constitution review

TG – Committee agreed to amend constitution to allow nominations for committee roles in Oct

SW to reach out to TG before revised constitution submitted to region/county.

Secretary – Steve Williams

- SW Region amending constitution to become Ltd company.
- Head Coach fee proposal now approved, thank you to Ian for thoughtful challenge on various points.
- Head Coach Contract has been reviewed/revisions being proposed...
 - o Key difference to explicitly acknowledge HC has the right to secure paid work away from TBAS so long as there is no conflict of interest.

AOB:

SW to write to members sharing principle that fees will need to go back to “normal” as soon as water time commences, yet the fees invoice can only be raised once we have re-entered the water so there may be a delay in issuing the revised invoices.

SW to write to members outlining facemask policy

SW to review/remove incorrect details on website contact lists

HW/MK/SW to form a sub working group to explore charitable status and HMRC status in general.

Next Meeting:

Scheduled Tuesday 6th April 8pm start.