

Patrons: Sharron Davies MBE, Stephanie Millward MBE

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: James Burns (JB), Welfare Officer: Tess Gibson (TG), Open Meet Manager: Vacant, SwimMark Co-ordinator: Steve Williams (SW), Academy Co-ordinator: Ian Blacker (IB)

Committee Meeting 16.06.22 Minutes

	Pathway	Start	Turn	Finish	Transition	Potential	Performance
Athletes	12	22	21	20	19	21	30
Var Month (Feb) +/-	+12	+3	+1	+/-	-3	-1	+10
Capacity	?	24	24	24	24	24	24
Recruitment Opportunity		2	3	4	5	3	-6

- Membership needs to be clarified.

Apologies for Absence: Ian Blacker, Mark Kelly, Chris Alderton, Nikki Butcher

Minutes of Previous Meeting: Approved to redacted publication to membership area of website.

Matters Arising from Previous Meeting / Minutes:

Management accounts not published on 13th May.

Management accounts not published for meeting 16th June.

Section Reports:

- 1) Chair – Nothing to report
- 2) Treasurer

In lieu of financial report, the following overview taken directly from Xero... 18/06/22.

£41,352.94 cash on hand

£16,128.45 debtors, £6,917.25 overdue

£ 9,961.95 creditors, £0 overdue.

-£15,151.86 (loss) YTD 31st May 2022.

These numbers are draft at these stage as there are additional invoices, bills and reconciliations to complete to month end, these will amend the above position. Treasurer has confirmed the management accounts are ready for circulation and will be issued.

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HW has worked with MK to identify invoices that had not been issued by the end of April and recoding of some transactions within the accounts to improve visibility of financial health. MK has done a significant amount of work invoicing and reconciling the accounts.

The committee thanked HW for her support and acknowledge that HW and MK have brought in a significant amount of cash due to the club since the last meeting. HW confirmed that there may be more invoicing to come, which will boost the cash situation further.

JB to issue membership list to MK to reconcile the correct members are being charged the correct fees.

Questions for the next meeting.

1. Can we identify and quantify any external clubs or swimmers that owe the club funds that are more than 30 days overdue?
2. Can we confirm all external debtors been invoiced and recurring monthly statements are being issued to recover those debts?
3. Can we confirm all invoices have been raised for all club members for any services provided before 31st May 2022? (Including ASA fees, 3mt fees, meet fees, monthly membership fees)
4. Do any members due to leave this summer have outstanding debts to the club?
5. Do any members have outstanding invoices due, that are more than 30 days overdue?
6. Whilst maintaining confidentiality, can we agree an action plan to recover any debts owed to the club.

3) Head Coach

My notes for the committee meeting are below as I will be on poolside this evening. Please note the 2nd item is confidential and should not be shared with anyone outside of the committee (Liam and Kay are aware) due to other clubs and STV pool users not being aware of this at this point.

1. Carolyn Nicholls has been selected as a skills coach on the SE regional program for 2022/2023. I have shared this with the members as it is a great achievement for a volunteer at our club to have achieved.

2. STV Pool Opening Hours & Lifeguard situation (Will be redacted before publishing)
As you will have seen in my email about this, the STV are having staffing issues and we are having to some responsibility for this. Below are some key notes that you need to be aware of...

* From Monday 27th June the following is in place Mon-Fri 8am-7pm, Sat 8am-5pm, Sun 10-5pm (we will be able to operate out of hours)

Unrestricted

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* Myself and Liam are doing the course which is Monday 20th & Wednesday 22nd @ 11am-5pm and the exam Friday 10-12pm - we have 2 more spaces (I have asked Sarah Cozen & Jess Rogers who are unable) Steve Williams is going to complete the course as well. We have one more space to fill, shall I email the club to offer it?

* We can have current/ex athletes lifeguarding for us...if they do the STV will pay them as casual Lifeguards. The STV will NOT pay coaches who are lifeguarding.

* There will be no discount to pool time. The STV is liable for the lifeguarding when coaches are doing it.

4) Workforce

5) Swim Mark

Next submission is a "health check" not due until October.

6) Fundraising – NA

7) Membership

TG to send registers to JB

JB to check membership numbers with TG as numbers don't match with registers.
CA/TG to include JB/MK in confirmations of squad changes.

8) Academy

9) Open Meet Manager

Open meet manager – The committee thanked HW for her effort and commitment to organising the June L1. HW shared that she has been working almost full time on the L1 for the last two weeks!

HW to share a narrative to NS to support a recruitment campaign for the Open Meet Manager role. NS to write a comms profile and publish on all available social media, website and email.

Friday night licence changed from L1 to L3 for distance events, approved by licencing officer.

It was agreed to review the meet pack and order of events for future open meets. (including live streaming)

It was agreed to increase meet fees in the next meet pack to improve surplus for meets.

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The committee agreed to add a surcharge to all members entry fees to cover coach pay and expenses.

10) Competition Secretary

11) Communications

Nicky Slee was voted onto the committee unanimously by committee members present.

AOB:

Welfare – Tess Gibson

- SW offered to join the family support fund sub-committee, this was approved by committee members present.
- TG shared two reportable incidents from Salisbury meet, both handled very well by team managers on site. All relevant procedures followed as required.
- New committee members need to sign code of contact.
- Parent meeting required for Transition and Age Potential squad – CA to lead.
- TG confirmed SE comfortable for all entered swimmers to take part in June L1 event.

Secretary – Steve Williams

- HW to provide a new process for claiming new speed records for the club. SW to publish on website.

Next Meeting: 14th July 2022 6PM STV.