

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** **18<sup>th</sup> January 2021 7pm - Zoom**

**Apologies for Absence:** Stephen Amor

**Minutes of Previous Meeting:** Minutes were agreed...

**Matters Arising from Previous Meeting / Minutes:**

**Action:** Carry forward, CA to reach out to parents to fulfil Officials Co-ordinator, Volunteer Co-or and Fundraising Group...

### **Section Reports:**

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

- 1) Chair – Nothing to report, contributed to CA's review discussed later.
- 2) Treasurer – Report provided and reviewed.

### **Actions**

- Issue pro-rata invoices for visiting swimmers. MK
- Investigate "Direct Debits" to automate collections MK/SW
- Agreed to move to "late payment charge" rather than 1% fee, MK/SW to liaise with SP to agree amount and update membership paperwork and issue updated T+C's to members.

### 3) Head Coach

- CA requested Arena League application form be completed, committee agreed. MK asked for payment by bank transfer (and required bank details) rather than payment by cheque.

### **Action: HW/DC? To action.**

- CA planning a session to communicate North American college applications.
- Committee agreed to proposed summer closure between 26<sup>th</sup> July and 16<sup>th</sup> Aug, with possible extension of one week if STV overrun on planned works.

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- 4) Workforce – No Actions
- 5) Swim Mark – No Report available
- 6) Fundraising – Vacant, No report available.
- 7) Membership  
2 New swimmers, whilst one is delayed due to lockdown.  
2 leavers.  
SP - organising ASA renewals, needs to be informed if anyone on Team Unify has left the club, so we don't raise ASA invoices.

**Action: SP to Liaise with MK to confirm active membership.**

- 8) Open Meet Manager
- 9) Competition Secretary - **County QT's have been published!!**
- 10) Communications - SW to reach out to KM about Communications role. SP confirmed happy to write interim press releases, whilst position is vacant.

**Action: Committee to share anything newsworthy.**

#### **AOB:**

#### **Welfare – Tess Gibson**

- \* Health & Safety policy: I've made 2 small amendments to the last one I sent out to the committee: Added in the activities covered: Team Bath AS clinics- for the duration of the clinic and in the illness/injuries section these are sent to Chris first. Are the committee happy to approve this please?

**Action: Committee agreed to publish policy, TG/SW**

- \* Register: has been updated and starting to match the squads. Can we please sort out somewhere safe & accessible to store it so we can just tap into the one register as opposed to coaches having one each. I couldn't gain access to the drive you sent me.
- \* Club page: Recommendation from regional and S.E legal team we now have a welfare tab. Thanks to SW we've also put the policies and procedures in a clearer format making it easier to find important documents. I'm still working through the remaining policies that need updating.
- \* Visiting swimmers policy: Are we still using this?

**Action: SP to review and confirm with MK, TG.**

- \* Parent letter: Approved in last meeting. I've now put this on headed paper, please could SP send this out in her new joiners pack going forward please.
- \* Membership fees: What month are we asking members to pay this? SP has also agreed to send an email asking members to update their contact & medical information. (I require 2 contact numbers)
- \* 1 family suspended club fees until we return to the pool, approved by SG, MK informed and stopped any chase letters. I've added this to my list to double check all is reinstated upon our return.

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- We've been going through the team unify email addresses and removing some names as there no longer in the club or active. Still work in progress, should anybody see any names on there that shouldn't be please could they report it straight to myself/ SW to get it amended asap

### Secretary – Steve Williams

- Head Coach Review, SG/SW shared a brief overview of review with CA, and will share more content at next meeting.

SG/SW confirmed they were excited about CA's vision for the club, and the potential of being able to measure our future success as an organisation. CA confirmed we was happy with the progress made so far, and that he is delighted he's been given the opportunity to contribute to the future planning and share his personal objectives.

- Financial Metrics Review - MK/SW to share new reporting metrics for ongoing health of club from next meeting.
- Recruitment – Capacity by Squad – SW shared the principle of how we plan to report capacity of each squad and the implications on our fees and cash reserves each month, detail to be presented at next meeting.
- Extra Water Time – Potential partner cancelled meeting due to covid lockdown.

**Action: CA to reorganise potential partner meeting date.**

Meeting was closed at 8:05pm

**Next meeting – 8<sup>th</sup> February 7pm Zoom**