

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

Committee Members:

Chair: Chris Chudleigh (CC), **Vice-Chair:** Sarah Gillet (SG) - Minutes, **Secretary:** Kate Watts (KW), **Treasurer:** Mark Kelly (MK), **Head Coach:** Chris Alderton (CA), **Workforce:** Nicola Butcher (NB), **Fundraising:** Vacant, **Communications:** Vacant, **Competition Secretary:** Vacant, **Deputy Competition Secretary:** Helen Ward (HW) **Membership:** Suzanne Prichard (SP), **Welfare Officer:** Jim Durrant (JD), **Open Meet Manager:** Dave Crawford (DC), **SwimMark Co-ordinator:** Steve Jackson (SJ), **Academy Co-ordinator:** Vacant

Committee meeting minutes

5th October 2020 at 8:30pm – online call

Apologies for absence: Chris Alderton, Kate Watts and Jim Durrant. It is noted that Tess Gibson (TG) attended the meeting as Deputy Welfare Officer.

Review of minutes from previous meeting: - The minutes from the committee meeting on 20th September 2020 were approved as correct.

Section reports: - The Treasurer's report was issued to committee members after the committee meeting.

Other items:

- MK provided an update to the committee members, including: -
 - Clarification requested regarding the working capital required for TBAS in future – 1 month or 3 months in bank?
 - Details required to make decision with regards to notice periods and pool notice time [**Action:** KW to provide MK with coaches and pool notice period]. Further discussion to be made at next meeting.
 - Fee structure. Understanding that while all swimmers are not having same level of pool time that fees needs to be maintained in order to ensure that club can continue to be funded adequately. Also understanding from all that fees should be fair and that swimmers in the same group who attend the same sessions should pay the same fee and that not all swimmers pay the same per hour as performance end of club will pay proportionally less per hour. The following fee structure was agreed: -
 - Performance - £145
 - Age - £120
 - Transition - £90
 - Academy – Starts £40, Turns £55 and Finish £65
 - Masters not agreed – needs clarification at next meeting.

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[**Action:** SG to draft letter to parents to explain fees and structure – will review ongoing depending on COVID situation]

- SJ provided a SwimMark update to the committee members in attendance. He will be attending the regional meeting on 21st October 2020.
- SP provided a verbal update to the committee members in attendance which included: -
 - Number of offers made following the recent taster sessions

AOB:

- AGM. The date for the AGM has been set as 9th November 2020 at 8:30pm. The papers were approved by the committee members in attendance at the meeting. [**Action:** All committee members to advise KW of intention to stand or not by 12th October] [**Action:** Agree how the voting will work at the virtual AGM at the next meeting]
- DC provided a verbal update to the committee members in attendance. Level X - TBA
- Retaining swimmers going to university. This was raised by HW - pay per swim discussion for swimmers at uni – already plan with membership on case by case basis.
- **Next meeting:** Monday 2nd November 2020

Remaining meeting dates for 2020: -

- 7th December 2020

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Treasurer's Report - Committee Meeting September 2020

I have attached the Profit & Loss Report and Balance Sheet as of 30.9.20.

The accounts show a profit for the month of September 2020 of £19000.61 this is mainly due to no pool fees and a couple of coach fees not being paid yet and there is some expenditure from the Millfield open meet still to be paid to Millfield which will be placed in the last financial year.

The attached Balance Sheet shows as of the 30.9.2020 we had a slightly higher figure than the £50,009.74 in the bank mainly due to unreconciled entries.

This month has been back to normal fees but no costs have been paid due to current terms.

No fee increases have been allocated as we are reviewing the whole fee structure once the committee agrees I will amend the recent squad moves.

Moving forward I would like the committee to agree on a minimum balance we must keep in the bank and would like this discussed during the fee review.

Mark Kelly
05.10.2020