

Team Bath AS Management Committee Meeting Minutes

June Committee Mtg – July 3rd 2023

University of Bath STV Lecture Room

The Team Bath AS Committee	Apologies
Matt Eves (ME) - Chair	Sally Fowler (SF) – Competition Secretary
Nick Caller (NC) – Club Secretary	Dave Jones (DJ) – Fundraising Secretary- Absent
Gareth Strange (GS) – Treasurer	Sai Chung Cheuk (SC) – SwimMark - Absent
Mark Kelly (MK) – Interim Meet Promoter - Absent	Jim Durrant (JD) – Welfare Officer - Absent
Irene Bopp (IB) – Membership Secretary	Liam Wilcox (LW) – Head of Swimming
Rob McFarland (RM) – Performance Co-ordinator	
Cara Dowding (CD) – Academy Co-Ordinator	
Jen Squire (JS) – Communication Manager	

(Items in bold refer to agenda topics)

NC opened the meeting @ 19:09

May minutes approved by all attendees and outstanding actions reviewed

Opening Remarks & Welfare update provided by ME

- Audit of club Welfare procedures to be undertaken. Acknowledged this was a positive step and will ensure we always have robust procedures in place.
- Committee to appoint someone independent from committee to oversee audit

Action: ME to ask Nicky Slee to lead engagement on behalf of club

Action: Committee to urgently find replacement for JD who volunteered on a temporary basis

- Agreement that June meet ran well but limited numbers made it not as rewarding for club financially
- Millfield 2024 proposed meet schedule and contract tabled with discussions ongoing
- Claire Williams to step down as meet coordinator

Action: Committee replacement for meet coordinator as part of wider volunteer recruitment

Action: GS to socialise indicative dates for 2024 season meets

Action: MK to speak to Lesley and ensure licensing in place for Oct meet

Club Vision

- NC provided overview of new club strategy outlining a shared vision for success underpinned by equality and inclusivity
- Club vision unanimously agreed with minor edits to ordering of points

Action: ME to share New Club Vision at upcoming Parents Evening in NC absence

Squad Structure

- GS/ME shared proposed squad structure with committee
- Overwhelming alignment on need for change to ensure club remains financially viable
- Acknowledgment from all that current setup not sustainable
- Concerns raised in regards timing of several sessions

Action: GS/ME to liaise further with LW in regards timings, squad numbers etc

Action: GS/ME to share draft schedule at upcoming Parents Meeting

Action: Agreement that final squad structure must be socialized by end July

Action: NC to socialise slides post Parents Evening

Volunteer Base:

- Acknowledgement that need for additional volunteers is now critical

Action: Requirement for volunteers to be presented in upcoming Parents Evening
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Sponsored Swim

- NC provided update on upcoming Sponsored Swim planned for August 5th
- NC shared arrangements progressing well to include provision of medals for all and BBQ/Social event post swim
- NC highlighted sponsorship contributions and engagement overwhelmingly coming from Academy squads, notable lack of engagement from higher-level squads
- NC shared that club were unlikely to achieve target of £10,000 sponsorship which currently stood at ~£3,000, largely due to donation from NC's own business

AOB

- Proposed date of Thursday 5th October for AGM to be moved to November in alignment with club constitution
- All agreed that committee members should ensure an 'out-of-office' message is included on their club email during Summer shutdown
- IB shared that she will be absent from 12th July with Cara appointed as delegate for any membership related queries

NC closed the meeting at 20:50

Open Actions from previous committee meetings: Closed actions to be removed moving forward.

<i>Action: Liam to provide coaching schedule to Exec Committee to allow for more accurate budgeting and ensure optimal use of club funds: Open</i>
<i>Action: MK to explore option for L4 evening Sprint meet to include 3 additional local clubs/schools</i>
<i>Action: Subsequent to above action, ME to explore possibility of holding at Monkton</i>
<i>Action: MK to memorialize meet strategy after ExCo meeting with Liam</i>
<i>Action: ME to confirm contract with Millfield for 23/24 2 LVL2, 1 LVL1, 1 LVL3</i>
<i>Action: GS to identify possible pool for Club Champs: Open</i>
<i>Action: NC to identify options for awards/presentation night location: Open</i>
<i>Action: JD to meet with all coaches and reiterate importance of them having PL insurance: Open</i>
<i>Action: ME to confirm completion or sign Natwest Banking mandate: Open</i>