



Newbury District Swimming Club

Affiliated to South East Region ASA

Minutes of Committee Meeting held on Monday 14th January 2019 at Northcroft Leisure Centre

Present: Janet Hopkins, Ian Crane, Martin Jezzard, Jo Harrison, Steph Holland, Angela Emberlin, Nick Shanahan, Annelise Fox-Jones, Brigid Humphreys, Paul Barlow, Sarah Bosley, Phil Harrison, Steve Oxley, Kathy Matthews **Apologies:** Tony Woodward

HEAD COACH REPORT

- Tony was unable to attend the meeting so no coach report was available.

APOLOGIES –see above

MINUTES OF THE 10th DECEMBER MEETING

- Subject to one name amendment in the list of members present, the committee agreed that the minutes were an accurate representation of the December meeting and were duly signed by the Chair.

MATTERS ARISING FROM THE MINUTES

Training

- Nick is now attending a Level 1 Coaching course on the 8-10th February so is not now attending the Team Manager Course.
- Tracy Apps is also attending the Level 1 Coaching course.
- Janet to apply to the county for assistance with the costs.
- Kathy Matthews may be able to attend the Team Manager course. Jo to forward details.

SQUAD MEETINGS/PARENT INFORMATION EVENING

- The new website offers a host of information for parents so it was agreed to remove Parent Information Evening from the agenda in future.
- Nick suggested that new members receive a welcome email which could be distributed by Sarah P. Jo to draft the email using information supplied by Nick.
- Janet to speak to Emma regarding goal setting for B squad.

CORRESPONDENCE

Club Rules/Constitution

- An updated version will be put forward for approval at the AGM.

Emails received from NDSC Parents following County Champs

- A confidential discussion took place.

CHILD PROTECTION / ROLE OF THE SAFEGUARDING & WELFARE OFFICER

- A confidential discussion took place regarding an incident with a lifeguard at Northcroft.
- A confidential discussion took place regarding the welfare issue.
- A confidential discussion took place regarding the incident on the Arena League bus.

MEMBERSHIP REPORT

- A Squad: 18, B Squad: 26, Challengers: 33, Sprinters: 35, Cruisers: 45, Youth: 22, Masters: 78

TREASURERS REPORT

Account Balances (as of 7.12.18)

£ 46,122

£ 1,007

Notable Debits/Credits

Wilkie Open Meet

- Updated summary below which now includes £2,350 NDSC entries and £170 Swim Shop commission.
- Revised profit of £2,305.00

Debits (additional to regular monthly fee and coaching payments)

- PAT Testing £11.00
- Judge/Timekeeper Expenses £775.00
- DBS Checks £336.30
- Presentation Evening expenses
 - Jo supplied Martin with a summary of the income and expenditure from the evening
 - Total expenses £628.44

Credits (additional to monthly fees)

- Presentation Evening ticket sales £635.00 (127 tickets @ £5 per person). The event broke even with a small profit of £6.56. Jo handed Martin the remaining cash to bank.
- Masters ASA Fees £240.00 (to date)

2018/2019 Projections

- Postponed to the February meeting.

ASA Swim England Update

- The annual submission is now live on the system. The value at present is £7.3k. Masters and Teaching programme swimmers need to be edited before submission.
- New members will not have an ASA number until the final submission is made but are covered for insurance once their details are added to the annual renewal.
- Any swimmers requiring SE membership urgently for competing purposes should let Martin know so he can contact SE.

Wilkie Open Meet Update

	2018	2017	2016	2015	2014	2013
Income from Entries / Door Money*	£5,952	£4,486	£5,240	£4,140	£2,407	£6,496
Pool Hire	-£2,562	-£1,756	-£1,590	-£1,533	£1,495.00	-£1,812
Timing	-£1,000	-£530	-£530	-£510	-£472	-£472
Raffle	£268	£203	£111	£101	-£150	-£155
Medals	-£440	-£404	-£287	-£426	-£393.00	-£817.00
Sponsorship & Shop Commission**	£300	£0	£270	£190	£0	£250
Expenses***	-£213	-£42	-£47	-£26	-£92	-£126
Total	£2,305	£1,957	£3,167	£1,936	-£195	£3,364

*** includes ASA race entry fee of £193

SWIMMARK

- Janet is gathering the necessary information from coaches.
- Angela offered her assistance with the risk assessment process.

TEAM UNIFY

- The issue regarding one parent not receiving emails via TU has been resolved with assistance from Angela and TU tech support.

PR & WEBSITE

- Sarah B will report on the County Championships after the final weekend.
- The committee thanked Sarah for the pre-Christmas coverage.

ANY OTHER BUSINESS

Presentation Evening

- Thatcham Football Club has been re-booked for Saturday 4th January.
- An additional bar person will be booked for the first hour.
- Jo recommends that a new disco be found.

Pool Secretary Vacancy

- Martin to contact Jill.

Dates of Club Champs

- Dates will be equivalent to the 2018 club champs, subject to pool availability.
- Ian to apply for the license.
- The suggestion of mixed races for the 800/1500 was approved.

Codes of Conduct

- The deadline was extended to the 14th January for those that have still not signed up. Failure to comply will result in termination of membership.
- New members will be required to sign up as part of the application process.

AGM

- Scheduled for 7.30pm on Sunday 10th February at Northcroft.
- Jo to send out an email with the agenda.
- Kathy volunteered to be the Volunteer Co-ordinator for the Club.
- The deadline for submission of AOB items passed on the 10th October and no additional items will be included.

DATE OF NEXT MEETING: Monday 11th February at 6.30pm in the Northcroft café.

Post meeting update: Meeting postponed to Monday 18th February at 6.30pm in the Northcroft café.