**Location: Zoom Date: 22nd April 2021**

**Present**: Emma May, Jon Wills, Donna Hussey, Emma Dodd, Sarah Taylor, Matt Chubb) Fiona

**Apologies:** Stuart & Alison

**Agenda items:**

1. Welcome, Updates & News – Sarah Taylor
2. Treasurer Update – Matt Chubb
3. Welfare Update – Stuart/Fiona
4. Swim 22 for Diabetes - Fiona
5. Head Coach Update – Jon Wills
6. LTS Update – Emma Dodd
7. Camp Update – Emma Dodd
8. AOB

**Actions from previous meetings**

1. **Recruitment of a new member who can take over the Hosting Role**
2. **Camp**
3. **Cupboard keys!!**

**Key Discussion Points from 22.04.21**

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| **Ref** | **Key Discussions** |
| **1.** | Sarah opened the meeting by welcoming everyone and thanking them for their attendance. * Sarah thanked everyone for all the hard work and effort in getting all the swimmers back in to the pool and ready to go for 12th April 2021. Thanking everyone for all the hard work behind the scenes liaising with pools and parents. A huge thanks to Emma Dodd for all her hard work with the letters to parents too.
* Return to competition:
1. Licences for meets can be submitted on 1st June onwards for any event scheduled after 21st June 2021
2. County & Regional are proposing dates in July
3. We are aiming to hold our club meet on the 1st weekend in December
4. We can start preparing a route to competition now
5. Junior League – May/June/July
6. Level X – Jon will update
7. We need to start thinking about making plans for our home meet, training up volunteers etc
8. Once GL1 paperwork is complete, we can also make bookings for our March & December 2022 dates so that they are in the diary
9. Once paperwork can be submitted on 1st June, Sarah thinks there will be lots of meets coming up from Sept-Dec
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| **2.** | Matt will circulate a Treasurer report to the committee at a later date – this will be the last report of this financial year.* There has been a lot of chasing for non-payment this month due to card expiry dates or missing card details etc
* There were lots of invoice queries raised this month, where parents expected more credit on their account or payment queries
* All credits are now clear on the accounts
* May should be full fees coming into the bank account
* We have received Kingswood’s invoice, we have 30 days to pay.
* There are no sports hall fees for April and only half pool fees so this will help with the bank balance
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| **3.** | Unfortunately, we lost Fiona at this point of the call, we moved on to other agenda items – but we did not manage to get Fiona back onto the call.Sarah advised that she was not aware of any ongoing welfare concerns at this time, |
| **4.** | Fiona was hoping to discuss the Swim 22 for Diabetes with us this evening.Sarah gave an overview:* Diabetes UK Swim challenge – Swim 22 Challenge
* Fiona was proposing the idea of putting a team together within the club
* This would be great for our club profile
* Fiona may be able to get an article written on the club
* The general census is that the swimmers could do this as part of their training time – the distance is recorded as sessions
* The committee would be happy to support this but would not be able to take on anymore paperwork that may be involved with it at this time
* Sarah will contact Fiona and ask her to circulate info to committee
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| **5.** | Jon gave an update on the current squad: Jon shared the new pool timetable via Excel* As of May there will be a new Squad ‘E Squad’ This will run alongside the sprint squad making their pool time more cost effective. E Squad will swim on a Tuesday and Sunday. This will also create more space within the LTS timetable. E squad will be an introduction to what club training is like without been thrown in to D squad
* This will also allow a space for a Bridging session for the top lanes of LTS on a Friday night. (Future plans)
* Children in the current stage 7 tonight were offered D or E squad places
* Come may all of our squad will be Full, with the exception of performance
* Level X Comp will be help last week of May (24th-28th) and last week of June
* Jon is in the process of finalising dates for the next networking session that will be led by himself. This session will be for Performance to B Squad

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| **6.** | Emma LTS swim update* All covid forms are now complete – however most were completed at pool side first session back.
* LTS is currently the busiest it has been and is currently full
* There are now plans in place for the return of stage 1. Following on from Active who have ran these sessions from poolside without an instructor in the pool we feel that this can be delivered by LTS.
1. Phoebe is keen to see stage 1 back in the pool
2. Stage 1 Wednesday 7-7.30pm – this time slot may be a sticking point for some parents
3. If it doesn’t work we can look at changing in September
4. Write to current stage 1 children/parents in the first instance (currently 10)
5. Stage 1 may work best with a teacher and an assistant on poolside
* We currently have 38 children on our waiting list and are keen to get these children in the pool where possible
* All over 18 year olds need to do their Safeguarding – Emma to speak to Pheobe regarding this
* Jon created an 8 week programme which we have started twice but never completed due to lock down. We will restart this in May for a June completion
* Badges – Swim England badges are £2.47 inc VAT plus an £8 delivery charge. A swim England account will need to be set up to purchase them.
1. They do stickers
2. Badges for stages distance and water skills
3. Active sell badges for £2.50 – we would need to sell ours competitively but could not make a loss
4. Matt will look at costs supplied by Emma
5. Chat to be arranged to sort the best way to move this forward
* Emma has all the hats, If these were distributed to all of LTS then we would not have any left. Becky was going to sort getting more but we have not heard anything back.
* Harry will be off to Uni in Sept so we will lose him as an instructor in the summer
* Phoebe will take Active paid hours if offered on a Thursday
* To train our Level 1 teachers to Level 2 Theory and Practical – this will cost approx £2000
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| **7.** | Camp Update Original camp date was October 2020 that unfortunately had to be moved to October 2021Emma has requested more information from Sports abroad and heavily pushed for a refund, but unfortunately with 7 months to go they would not consider this.Emma was given 3 options and circulated to parents: Keep place, move date / Notify of intention not to travel & possibly have space sold if we can / Cancel & lose depositThere were 33 travellers and 3 have since left the club.From all responses 20 are willing to travel, 10 spaces (2 adults/8 swimmers) would like their spaces resoldSports abroad can reduce the numbers but will keep the deposit if not resold.We now have 30 places booked for October 2022 – 20 places from original attendees and 10 to sell Deposit was £200. A second payment of £200 was due March/April 2020 – some paid and some did not Easyjet have finally refunded the flight money – therefore where a second payment was made, this can now be refunded. Emma will liaise with Matt to resolve.Advertise the 10 places – parents who want their spaces sold will receive a percentage dependant on the amount of seats we refill We will need to have sold these places and have exact numbers in time for when the flights are released by Easyjet |
| **8.** | AOB* IT Host role – No reply
* A letter needs to go out to all parents with regards to wearing masks while sitting in the balcony
* Emma raised the County Exc email – Sarah has replied
* Are we changing the kit? Consensus is that we will look at it again Sept 2021
* Swim mark – Barbara has been doing zoom sessions
* AGM – This will need to be held in July. We need to advertise that we require help/assistance with roles.
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**Date and location of next meeting: Thursday 20th May 2021 via zoom**