**Location: Zoom Date: 15th December 2020**

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

**Apologies:** Stuart (Welfare) Fiona (Welfare)

**Agenda items:**

1. Welcome, Updates & News – Sarah Taylor
2. Update from the County & Regional Meeting – Sarah Taylor (Documentation circulated)
3. Treasurer Update– Matt Chubb
4. Welfare Update – Stuart/Fiona
5. Head Coach Update – Jon Wills
6. LTS Update – Emma Dodd
7. Fundraising – Emma Dodd
8. AOB

**Actions from previous meetings**

1. **Constitution to be amended**
2. **Email was sent to inform parents of Refunds**
3. **Recruitment of a new member who can take over the Hosting Role**
4. **Update all LTS parents of their Instructor & class**
5. **Medals to be collected from Jenny**
6. **Cupboard keys!!**

**Key Discussion Points from 15.12.2020**

|  |  |
| --- | --- |
| **Ref** | **Key Discussions** |
| **1.** | Sarah opened the meeting by welcoming everyone and thanking them for their attendance.  Bath pool will not allow us to use pool time, we are in discussions with Kingswood with regards to making up pool time for swimmers. |
| **2.** | Sarah gave an overview of the areas discussed at County  Next County meeting 11th January 2021 |
| **3.** | Matt provided a screen share of our current account situation   * We are making a £10,000 loss every 3 months approximately and we need to get to Dec 2021 on fundraising and reserves * October fees were set with the anticipation that we would lose our allocated slot at Winterbourne, but we are now able to keep that time slot until March 2021 and will therefore have to swallow the cost. * The actual cost of performance pool time is £220/month * Kingswood - we are now covering the cost of the Lifeguard/staff time * ASA Fee – currently £4800 in the pot but the anticipated amount is £6000 going by last year’s fee * Sarah Taylor may have found another grant we can apply for to cover the cost of training * We need to fill all empty spaces across LTS and squad to maximise income * Shop – to sell all sweets pre-bagged to try and recoup cost of purchase * Matt will attempt to create a forecast * Matt has provided a job role for Maintenance/Hosting to a possible new recruit – awaiting outcome |
| **4.** | Fiona & Stuart did not have anything to discuss with regards to welfare.  Alison advised that when collecting from Winterbourne, collection time should be 5.50pm – however swimmers did not come out until 6pm and yet parents were not there to collect. We had swimmers stood outside in the dark/cold without supervision. We need to remind parents of the importance of being on time to collect children especially now that they will be leaving wet/cold.  Message need to be sent with regards to filming, there is a Wayepower document that can be used for training/coaching  Parents were filming at the Level X competitions and we do not have permission to do this. This will need to be highlighted. |
| **5** | Jon has updated that club squad are going well & all are fit and healthy.   * Jon is pushing for attendance to be better * Sprint squad need to improve attendance * We have 2 18 year olds that are unable to swim due to covid restrictions * Kingswood are trying to charge £300 for 2 hour sessions over Xmas * D & C Squad have availability and a recruitment push is required * Emma is doing her assistant coach course * Level X Comp is due to take place 26th Jan -2nd April * Junior League after Xmas * We discussed being part of the City of Bristol Network and have decided to withdraw the Club |
| **6.** | Emma gave an update on the current LTS position   * We were following an 8 week programme designed by Jon – we were only able to do 3-4 weeks out of the cycle * Restart cycle again in Jan ready for assessments at the end of Feb * Introduce badges to be awarded from the end of Feb * Introduce swim hats for all swimmers * LTS finishes before Xmas and due to return 5th Jan |
| **7** | Emma Updated:   * We met the target of £10,000 – amazing achievement * We have received £5800 * Match funding of £5000 not received – Emma & Matt to look into getting this paid into our bank account * Emma will look at the business raffle in 2021 * Our Lotto licence was awarded Dec 2020 but expires 31st Dec 2020 so will need to be reapplied for in 2021 |
| **8.** | AOB  Donna: Christmas dates to be updated on the website  Double morning training is not always possible with school commitments. Jon has advised he will be flexible for those who discuss with him |

**Date and location of next meeting: Thursday 14th Jan 2021**