**Location: Zoom Date: 12th November 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. Amendment to Constitution requested by ASA – Sarah Taylor (Documentation circulated)
3. Treasurer Update to Inc updating of policies – Matt Chubb
4. Welfare Update – Donna Hussey
5. Head Coach Update – Jon Wills
6. LTS Update – Emma Dodd
7. Fundraising – Emma Dodd
8. Medal Storage
9. AOB

**Actions from previous meetings**

1. **Emails were sent to all parents with regards to a Fee increase and this has now been applied to squad & LTS swimmers accounts**
2. **Email was sent to inform parents of the Membership Fee taken in October**
3. **Crowd funding was set up by Emma Dodd and has been circulated within the club**
4. **Coaching qualifications has been sorted for poolside helpers**
5. **Updated Code of Conduct has now been circulated**

**Key Discussion Points from 12.11.2020**

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| **Ref** | **Key Discussions** |
| **1.** | Sarah opened the meeting by welcoming everyone and thanking them for their attendance.  No news to be discussed |
| **2.** | Sarah explained the changes that needed to be made to the Constitution following guidance from the ASA. Prior to the meeting all attendees were provided with a copy of the changes that were requested.  Sarah ran through them, there was a change to include county that had not been included and is required.  Remove a paragraph that was not required to be included  14 Days was missing from a paragraph.  All Attendees agreed to the changes being made & sent back to the ASA. |
| **3.** | Matt explained that the Fee increase email was sent out to parents and that we had not had an influx of negative feedback, so we felt that the increase has been accepted by parents.  We have proposed that due to the November lockdown we would Refund 75% off fees to squads, £20 to Wed/Sun LTS and £25 to Thurs students  Matt is currently processing the refund to the accounts.  Matt has advised that the Payments policy has not been updated since 2016 and he will work to update this will a policy to chasing payment when invoices are not paid on time, including that all payments should be made through team unify – this will be circulated once complete  Suggestion around a refunds/leavers policy – Donna was able to find a copy for Matt to look through before he writes a new policy. Updated version will be circulated  This followed on to a conversation around updating the parent hand book – Sarah Taylor is unable to currently update as only a PDF version is available. Shelley Robinson created the original document and Sarah will contact her to try and obtain the original word document that could be updated. Will follow up.  Darren Stone has advised that he would like to step down from Hosting – Matt will speak to a parent that maybe able to take over this role – If this is not the case we will circulate this position to parents.  Matt is in the process on reconciling the accounts and will also be looking at how we stand as a club moving forward with future closures or unforeseeable circumstances that may occur. Await the spreadsheets!  A covid Policy needs to be created that informs parents of our policy when a child is unable to swim due to covid – this could be linked into our updates with other policies.  Donna has advised from herself and on behalf of other parents that it would be useful if figures could be shared before a meeting rather than on the fly – this would give time for the information to be digested before it is discussed. Agreed that this would happen moving forward. |
| **4.** | Donna has now handed over all of the welfare documentation/accounts etc to Fiona who has almost completed her time to talk.  Fiona needs to be made a verifier, Donna will discuss with Stuart and may need Sarah to assist  Updated code of conduct sent – this does not need to be signed and returned – receipt of email is your clarification of receipt  We must ensure that everyone who is poolside has a up to date DBS and anyone over 18 has also completed their safeguarding |
| **5** | Jon has updated that club squad are going well & all are fit and healthy.  Zoom land training is now up and running – 2 sessions for split squads (younger/older) Everyone seems to be getting involved and enjoying the sessions  Next week zoom session is baking – making protein balls, this will teach the children to make a snack that can be used to take to swim sessions/comps in the future.  Jon thanked all officials and Sarah for their hard work and commitment to Competition X  Times have now been updated and are live – Jon advised that there are some good rankings.  Jon has made an enquiry and is starting to discuss the options of some LTS pool time at winterbourne |
| **6.** | Emma has now taken over the admin role of LTS and gave an update on how things are going.  Thurs is are only big pool LTS time and is currently full – discussion as to whether we can communicate with Kingswood and possibly look at picking up some more pool time for these stages as there are fears that we could produce a bottle neck with swimmers moving up and no space to accommodate.  Spaces in Learner pool sessions  Still unable to run Stage 1 classes  Emma plans to update team unify and send updates to all parents including child’s current stage and teacher before we get back to the pool  Jon has written an 8 week LTS programme that the instructors are to follow, this will then work towards an assessment at the end of the 8 weeks for each LTS child.  Introduction of Badges and possibly roll this out into Pod3 of squad  Swim hats for all LTS swimmers – to be sold at £7 per hat and added to their team unify account by Matt  Emma will supply Matt with a list of LTS swimmers  All new joining forms and paperwork/process requires an update. Alison will sort out all of the old paperwork and then meet with Emma to create a process we can all follow moving forward  Donna suggested that we could possibly move forward to looking at digital signatures which would help with the paperwork storage.  Matt will also speak to our Team Unify account manager as to whether we can store any of this information on the parents account.  Fees need updating on the Academy tab that Jon will update  Sarah went on to advise the committee that Clare Brewer had stood down and that Emma Dodd had picked up all of the LTS admin – she thanked Emma for all her hard work over the last month. Sarah advised the committee that LTS is a profit that the club needs to stay sustainable and we need to get the communication and process correct so that parents want to join us.  We will set up a meeting that will discuss all the changes to LTS |
| **7** | Fundraising – Emma updated that we have raised over £2700 but we still need to raise a further £2300 to meet our match funding requirements. We have met all the other criteria.  We will make a committed effort to share, shout and email over the next week as we only have 8 daysto meet our target.  Easy fundraising is paid quarterly into our bank account and Sarah thinks we received £44 from the last payment  Emma has applied for a lottery licence through South Glocs but will chase this application. We are unable to promote the business raffle until we have this so we will set this as a fundraising opportunity for 2021  There is an opportunity to do some first aid courses with our swimmers and siblings for a minimum donation – this has not happened due to the current lockdown but Emma is hopeful we can do this in 2021  Big Bike Ride 2021 – Watch this space |
| **8.** | Box of medals that Jenny is currently storing can be passed to Jon. Emma May to communicate with Jenny |
| **9.** | Keys to Cabinet – Lost and we will possibly require a lock smith to open – something to discuss at the next meeting!  Possibility of making sweet cones to sell so that the shop sweets do not go to waste and possibly as a way of raising some more money |

**Date and location of next meeting: Tuesday 8th December @ 7.30pm Zoom**