**Location: Zoom Date: 11th November 2021**

**Present**: Jon Wills, Emma May, Sarah Taylor, Matt Chubb, Emma Dodd, Donna Hussey-Yeo, Lisanne, Fi West, Christina Turner, Fiona Hartley, Lou, Paul Laughey, Claire

**Apologies:**

**Agenda items:**

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

**Actions from previous meetings**

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

**Key Discussion Points from 11.11.2021**

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| **Ref** | **Key Discussions** |
| **1.** | * Welcome from Sarah & Minutes agreed from previous meeting:
* Swim England National Award – sadly Emma was not the winner, but she is a winner to us! President of south west region came and presented Emma with her trophy – lots of pics that we are hoping to share with the local paper
* No County Regional or National meetings since our last committee meeting to report on
* Glos County Championships – meet details are all in > deadline 18th Dec
* Any meet we do before that date can be used for times. Check inboxes early next week for details
* Our open meet for 4th Dec: Received a tick in the box from Horfield this week. They are happy with our pool plan and covid guidelines
* Sarah has written to all entered clubs to confirm their bookings
* An email will be going out to all parents as volunteers will be needed to make this event possible
* We are hoping to allow spectators, Max 180. This will not be decided until a couple of days before the event. Once spectator wristbands are gone, we will be full and not able to allow any further entry. The advice will be 1 parent per swim family.
* Detailed guidance will be emailed to all parents nearer the time.
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| **2.** | Treasurer Report - Matt Chubb* Matt shared an overview & bank reconciliation for the committee to view
* Matt is pleased with how the financials are looking this month
* We have payments to make: Team Unify Circa £1k Medals circa £1k both to come out of the current balance
* A couple of bonus payments this month: £100 from SJ Cook £20 from Easy fundraising
* Email to go to all parents/carers to remind them to use easy fundraising with Christmas coming up
* Movements – we are 3 people up on last month giving us an overall extra income of £95/month
* Matt would like to meet with Sarah and discuss plans for the future so that projections can be made for the next 6/12 months with finances
* Passed swim mark so we should receive half our payments made to regional for the year back into our account
* Expenditure > Jon would like new equipment – Jon has been asked to supply a quote so that we can get this sorted
* Sarah would like to purchase a new club laptop – to be discussed in AOB
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| **3.** | * Welfare Update
* No new welfare concerns or issues
* Plenty of DBS checks going through the system for updates and new people coming on board
* Lou > Do volunteers on the 4th December require DBS? There are some roles that require DBS and some that do not. Lisanne is aware of which.
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| **4.** | * Head Coach Update – Jon
* There have been a few changes across the squads
* All squads looking strong
* Quiet on new trials this month – may possibly need to do another recruitment drive
* Attendance is better post school holidays, some concerns before.
* Coaches meeting set for next Thursday 18.11.21 – A highlight of this meeting will be attendance and who need speaking to with regards to improving this
* TYR Meet – Few national qualifying times but it was a very very long day
* Winter Regional – very good, several finals, Heather Gold!
* Arena League – Last round was good, very different with the restrictions in place, we were a bit unlucky with points. Next one this weekend.
* Massive thank you to Claire for her recruitment drive with getting new volunteers poolside – really needed especially in the younger squads

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| **5.** | Emma Dodd gave an update on LTS:* Last week children took part in a distance badge to end the 8 week cycle
* Will order certificates this week
* Learner pool has a few gaps, big pool is full
* All lessons just starting the next 7 week block
* Need to recruit coaches to help with lessons especially on a weds

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| 6. | Club Kit* Jon and Sarah took kit forward after the last meeting
* The contract did not reflect what was discussed during meetings
* Sarah and Jon amended the contract and returned it but have now not heard anything back
* There were rules we had not agreed to, such as no legacy kit
* A lot of the contract did not make sense and was written as if we were a football club
* There were penalties if you tried to leave which we were advised there would not be
* If no response from Kit King, Jon and Sarah will look into alternatives
* Is there a possibility of looking into a sponsorship option?
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| **7.** | Club Camp* There was a sign up sheet at the pool or the option to email Emma
* Managed to recruit 10 more swimmers
* Looking to get deposits from new swimmers next week
* Work out final numbers
* Sort out payment plan
* We will be taking approx. 28 children from club

Jons Camp!* For National Level swimmers
* This was booked March 2020 – pre covid plans!
* Air BnB is all booked and paid for
* This is a camp to take 11 children for a pre national qualifier camp
* Awaiting Swansea to come back with pool time
* Taking the 11 highest ranked swimmers
* Gives them an opportunity for long course and land training
* Extra boost before Nationals
* Costs to pay – van, pool time and food
* Jon and Claire will be attending
* 21st-24th Feb 2022
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| **8.** | AOB* The club laptop is very old and the screen flickers
* There is a concern that it will not cope with running the required software for our meet as it runs the scoring system
* Sarah has put a request to the committee to purchase a new laptop for a reasonable price of up to £400
* Suggestion to email out to all parents to see if someone is in the trade to help
* Plan is to purchase in the next week to 10 days to ensure it is ready to use at our meet
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**Date and location of next meeting: Thursday 16th December 2021 @ 7.30pm via Zoom**