**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. |
| **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. |
| **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 |
| **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 |
| 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? |
| **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 |
| **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 |

**Date and location of next meeting: Thursday 16th December 2021 @ 7.30pm via Zoom**