**Location: Zoom Date: 1st October 2020**

**Present**: Emma May, Jon Wills, Alison, Donna Hussey, Emma Dodd, Sarah Taylor, Jake Turner, Stuart Mason, Clare Brewer, Matt Chubb

**Apologies:**

**Agenda items:**

1. AGM
2. Fees – Sarah Taylor
3. Fundraising – Emma Dodd
4. Learn to Swim - Clare
5. Head Coach Update - Jon
6. Covid Update – Emma Dodd
7. Code of Conducts - Donna
8. Website – Donna
9. AOB

**Actions from previous meetings**

I have deleted the actions from previous meetings at this point as none of the items were dated before 12.01.20

**Key Discussion Points from 09/01/2020**

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| **Ref** | **Key Discussions** |
| **1.** | Sarah opened the meeting by welcoming everyone and thanking them for their attendance.  The changes to committee from the AGM were mentioned. |
| **2.** | No Finance Update was available as Matt Chubb did not have access to the bank accounts at this time. The figures from July that were provided at the AGM were used to discuss Fees.   * The reasons that Fees will need to be increased: Before lockdown we did not cover the costs for pool time and Fees were less than outgoings, 2 Open meets would cover this loss. * During lockdown as a club we did not charge * All pool costs have increased, especially at Kingswood where we now cover all of the lifeguard costs during our pool time * Sprint & D squad have more pool time * Limited to 6 per lane and 36 in the pool * If we do nothing we will incur a loss of approximately £11,860 by Christmas * Proposed Fee increase: LTS £25/month D Squad £55.50/month C squad no change B squad No change A squad £103.50 Performance £110 Proposed increase from 01.11.20 – Emails to be sent to all swimmers * From research this would bring us inline with what other clubs charge * Membership fee was included in Octobers Fees but not circulated to parents – Email to be sent to inform parents |
| **3.** | Crowd Funding was discussed by Emma Dodd – if we manage to raise £5000 by crowd funding, we could be in receipt of match funding by Swim England bringing our total to £10,000.  This will be done by giving incentives – we have water bottles, swim hats, wine, chance to win money off fees, training kit & free 1:1 lesson  This will require parent support – Emma will create information to send to all parents  Sponsor the club – business of 2021. This would be £50 per entry and 1 company would win.  Grants were also discussed and are going to be looked into by Emma & Sarah |
| **4.** | Learn to swim return to the pool saw a 34% loss in swimmers – however Clare has managed to fill all of the spaces except 6 in stage 4.  There are 34 children on the waiting list for group 1 swimmers. Group 1 is currently not running.  Clare is struggling with instructors. Pheobe has been offered paid work at Active, we have agreed to reinburse or pay for course fees to encourage her to stay.  Teachers are on the hunt for uniform within LTS – please shout if there is any going spare. Or new kit required.  All agreed to make it compulsory for children within LTS to wear a swim hat. |
| **5** | Jon has updated that all swimmers are back and coaching is going well, training is now everyday.  There are 8 spaces – 2 in pod 1, 3 in pod 2, 5 in pod 3  This week saw the first week back to land training in the sports hall – whole of sports hall is used and markers have been set by Active.  Pool training is skills and drills. Discussion around Level X comp and increasing speed work  2 officials will be needed for Level X comp & times can be uploaded every 2 weeks  There are pool side helpers that could do with their coaching qualification. |
| **6.** | Emma has updated that all new procedures are going well following the Covid update and reminder emails. Coaches, Children and parents have all adapted well to the changes.  Circadian Trust Manager are very pleased with the way things have been ran and organised within Kingswood.  Swimmers need to be reminded to social distance around poolside.  Land Training Covid RA has been signed off and will be emailed to relevant recipients. The hall has a covid capacity of 40 |
| **7** | Donna will be stepping down as welfare and Fiona will be taking over this position once she has completed her time to listen course.  In the summer (2020) all new code of conducts were written and should now be uploaded to the website.  This needs the following action:  Send to all coaches for reading/signature  Volunteers – possibly through workforce?  Officials – Sarah Taylor  Swimmers and Parents need advising of this but we do not need to get them to sign  This is updated every 3 years and should now be up to date until January 2023 |
| **8.** | Swim Mark has now been signed off  Possibility of using Grant applications to pay for swim instructor course fees |

**Date and location of next meeting: Thursday 12th November @ 7.30pm Zoom**