**Location: Zoom Date: 9th September 2021**

**Present**: Jon Wills, Emma May. Tara Simcock, Sarah Taylor, Louise Lowman, Matt Chubb, Emma Dodd, Lisanne, Alison Dodds, Laura Miles

**Apologies:** Stuart, Fiona, Racheal, Donna Hussey-yeo, Kate Andrews

**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. Open Meet – Sarah Taylor
7. Swim Mark – Sarah Taylor
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 09.09.2021**

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| **Ref** | **Key Discussions** |
| **1.** | Welcome back from Summer break – Sarah Taylor* First meeting back since AGM & Club champs. Both went well & it was good to see so many people back at the pool swimming and in the balcony supporting.
* Communication of all squad structures went out over the summer
* There have been no county or regional meets since the last committee meeting
* There has been an update to the website over the summer to now include PARENT ZONE – under this tab you will be able to find Membership packs, parent handbook, help & info
* Presentations to the new squads are save on the website
* Power point on how to enter a competition has been uploaded
* The policies & procedures have been separated out from the information
* There is a training tab which includes timetables and squad expectations
* Policies have been updated to come in line with Swim Mark
* Committee meeting minutes are now on the website for 2020-2021 (once July 2021 are approved this evening they will be uploaded)
* Jon has updated the competition Calendar and will continue to do so as dates become available for meets that we intend to target
* Swim 22 > Diabetes challenge is going well. Sarah has swam 11 miles and now that Harry is back to training he is catching up. The team has swam 35 miles and and raised £322 – we have 1 month to go
* Swim 22 has brought visibility to the club and we have been in receipt of a £100 donation from Renault cook & sons – Thank you to Fiona
* A big Highlight!! Emma Dodd our Vice Chair, LTS lead, Covid Lead, Fundraiser, Coach, Mum has made it to the finals in the Category Inspirational Volunteer. The Finals are this Sunday and the Swim England National award will be in October. Emma was nominated for 1 award but after the Judge had seen her entry, she was put forward for 2 awards. We all wish Emma all the best
* Sarah then asked everyone if they had read the minutes from the meeting in July that were circulated by email to the committee – All members agreed to the minutes & these will now be published on the website
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| **2.** | Treasurer Report - Matt Chubb* Matt shared an overview & bank reconciliation for the committee to view
* Recap – August Fees are squad only – No LTS
* There was no pool time/charge for August but we pay for Julys pool time in August so we do not currently see the benefit
* There will be no pool Fees in September
* We have received the invoice for Team Unify for our Licence, Approx £1100
* We are currently still looking for IT support, this would help us to also get the most out of Team Unify
* Swim Mark Process to create a Budget <Income & Expenditure budget shared on screen and worked as a worst-case scenario>
* We could possibly run more meets to increase income
* We could look at our fundraising options
* We are currently budgeting at a £10k Loss – this is what has been submitted to swim mark
* We are currently sitting at 214 swimmers but we could push to 285 swimmers – we need to work towards closing this gap
* Annual membership fees to be taken in October
* Sarah has no current update as to what the swim England fees will be
* Questions that followed this: Do we leave the fee at £48.50 or do we increase by £2 to help to cover the cost of the team unify increase
* Sarah will try and pin somebody down at Swim England to clarify – once we are aware of the swim England costs then we can made a decision on the Fee charges for October
* This will be followed up with a comms to parents – parents in a hardship situation to be given a time frame agreed to pay this with the treasurer.
* Louise Lowman – Feedback from parents is that they do not fully understand the breakdown in fees
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| **3.** | There are no new welfare updates to discuss |
| **4.** | * Head Coach Update – Jon
* Club champs were a huge success – great to see all the swimmer and parents/supporters
* Hopefully this is something we can now do every year
* Training is back in full swing and going well
* Moving towards endurance next week
* Coaches seem positive and going well within their squads
* All swimmers are in a 6 week probation period
* Any moves that are required will be done at the end of the 6 week period
* After that we will move to a 3 monthly cycle, swimmers will then move squads at this stage unless a swimmer is coming on in leaps and bounds and there is a space earlier
* We have 2 new swimmers and more trials pencilled in
* There has been a positive vibe with current swimmers helping on pool side with the LTS
* There are 2 level 2 meets coming up
* We are planning a level 3 in December with Bristol North – This is to help relieve some of the volunteer pressure
* Also looking to run a level 4 with Bristol North
* This will then cover all spectrum of swimmers
* We have had 5 swimmers selected for the National Pathway Swim England camp – this will run 2021 – 2022
* Arena League – Possibility of making a team with Bristol North, we would register our swimmers for both clubs
* This will help us to fill gaps that we have and vice versa
* We can then give our swimmers some opportunity to swim in the Bristol North Team where there may not have been an opportunity before
* We no longer have a B Team
* Lists will be out for the team from Jon shortly
* No details on venue etc
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| **5.** | Emma Dodd gave an update on LTS:* First full week complete
* There have been a couple of movements that Emma has left to the coaches
* Stages 3 and below are all ran in the learner pool, stages 4 and above are ran in the big pool
* We are trying to keep to a max of 6 swimmers per lesson, this helps for children to progress but also gives us an advantage on Active when recruiting new children to the pool
* We will go to 7 if necessary but are working hard to avoid this if we can
* Emma has a team of lovely volunteers who are all working well with the LTS swimmers
* We are really in need of another 2 volunteer teachers to help out – this would mean we could have more availability to maximise LTS by opening more lanes on a Sunday but would also help to cover holiday and sickness
* Louise asked if we have asked the question to parents whether they would train to coach. Emma advised not recently but yes in the past and something we need to do again
* Sarah said we can get another communication out: Encouraging not only parents, but those children who could use it for Gold DofE, skills for teenagers looking to get a job in future etc
* LTS follow a 8 week programme designed by Jon, 7 weeks of swimming followed by week 8 assessment
* Last term, week 8 was a water skills badge, this cycle Emma is looking at a distance badge
* There are also water safety badges we can do in the future cycles
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| 6. | Open Meet * Opens meets raise quite a lot of money
* We have missed 3 meets during covid lockdowns
* We booked 2021 dates with GL1 during 2020: since then there has been a complete change of staff , no record of our application, In August they lost our booking again.
* There is now a 60day turn around for licences
* Hutton Moore WSM are not available for the dates
* GL1 unable to help at this time due to lack of lifeguards
* If we do not have a venue we are unable to apply for a licence
* Not sure where else we can try
* We currently have no open meet organiser and not competition secretary, therefor all these roles are being done by the chair
* We also have no referee booked due to not having a venue
* Horfield fees are £1200 for 6 hours
* Sarah will contact Horfield
* Sarah can do the database competition work
* Sarah is unable to do the admin roles and workforce
* There needs to be a team of people to push everything forward with volunteers
* Jon/Sarah to look at a shortened programme
* Proposed dates 4/5th December
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| **7.** | Swim Mark* Thank you to Barbara
* Good News, as of tonight there are only 2 more sections to submit: 1 the agreed constitution changes from tonights meet 2 safeguarding details of training
* There would usually be a yearly health check that we were unaware of in 2020 This would help to keep on track of the DBS & training schedules
* Once this is all submitted and passed we will get our swim mark accreditation
* Every swim club in England is required to have a Swim Mark accreditation
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| **8.** | AOB* Louise Lowman – Communication. There has been parent discussions around having a WhatsApp group or similar for lift share/parent help/relationship building/support
* Suggestion of reopening the club desk – having parents on the club desk who have been there and done it who are able to help & support new parents
* Sarah is happy to shadow people who would be able to run this
* Reopen the sweet shop
* Organise a social evening to get people together (Barn dance)
* Briefings that people can attend (record them and upload to parent zone for future reference)
* Emma D mentioned the possibility of running a business raffle to help with some fundraising and to get a sponsor for the club
* Jon mentioned new Kit – the kit that was picked has been discontinued, new kit to be picked and brought to committee for voting
* There is an order in for hats
* Additional £300 in the shop bank account
* Look at getting a kit shop back up and running, this will help parents & help funds
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**Date and location of next meeting: Thursday 7th October 2021 @ 7.30pm via Zoom**