

EASTLEIGH AND OAKLANDS SWIMMING CLUB



MINUTES OF COMMITTEE MEETING Held 1st February 2010 at 8.00 pm

Attended by Dave Summers
Stephen Gillespie
Elaine Bonnon
Debbie Laing
Keven Shepherd
Catherine Allsop

Apologies Karen Robinson
Lynda Nicholson
Dave Pragnell
Gary Abraham
Samantha Pragnell

- | 1.0 Minutes of Previous Meeting | Action |
|---|------------------------------|
| Minutes of previous meeting held on 13 th January 2010 were approved | |
| 2.0 Code of Conduct | |
| 2.1 Draft Code of Conduct was approved. Final version to be forwarded to Elaine for inclusion on the Website | Steve Gillespie / Elaine |
| 3.0 Accounts | |
| 3.1 It was agreed to re-instate Kev's wages with effect from 1 st January 2010. Debbie to advise Lyn. Lyn to re-instate monthly Standing Order with Bank | Debbie / Lyn |
| 3.2 It was agreed that there would be an overall increase in membership fees of 5% with effect from 1 st April 2010. How this will be broken down over the different squads to be agreed at next meeting. | Dave S |
| 3.3 It was agreed that up to date Membership numbers per squad should be communicated to the committee in advance of each meeting so the impact of any changes could quickly and easily be assessed in the Club accounts. | Lyn |
| 3.4 Employment Contracts have been drafted and sent through to Chris Brown for checking/approval. These will be issued to all employees and the committee will approve and renew all employment contracts on an annual basis. | Chris Brown/Debbie
Dave S |
| Not sure if it was agreed whether Contracts would run from 1 st January or 1 st April each year? | |
| 3.5 Rob Jarvis has agreed to examine/audit the 2009 Accounts – Dave S to make contact with Rob. Progress to be reported at next meeting. | Rob Jarvis /Dave S |
| 4.0 Committee/Volunteers | |
| Additional Volunteers required to help on Admin/Membership Desk on Mondays and/or Fridays. | Elaine to send out Email. |

	Assistance required with general admin tasks – Pool Bookings, Mailing Lists and Email Alerts, Minutes of Meetings etc.	All to speak to parents whenever possible
5.0	Club website	
5.1	Elaine reported that the website is progressing well and it is hoped to launch the new site shortly.	Paul Hooton / Elaine
	Please take time to look at the development site from time to time to monitor progress, check new documents/articles for accuracy and give some general feedback	All
	www.eastleigh-oaklands.com/dev	
6.0	Fundraising and Marketing	
	Next meeting of Fund raising sub-committee to be confirmed	Elaine
	Next event to be arranged	Fund Raising Sub Committee
7.0	Swim 21	
	Dave S to contact ASA to track down location of our Swim 21 Folder.	Dave S
	Swim 21 is an ongoing commitment and various forms and documents are due to be submitted for re-validation. Tracey will assist when she can	Elaine / Dave plus all to assist
8.0	Coaches Report	
	Dave S to meet with Gary and Kev mid February to devise a new training strategy and discuss attendance at future Open Meets and report back to committee.	Dave Gary and Kev
	Karen and Kev have sorted out a fun Gala and pool has been booked at Fleming Park on 8 th May 2010 between 6 and 9 pm. Need help with arrangements. It was suggested that we explore obtaining sponsorship for programme	All to assist
9.0	Learn 2 Swim	
	A separate meeting took place on Monday 18 th January at Fleming Park. Since then Flyers have been handed out offering incentives to those currently in the programme if they can introduce new members.	All to attend if possible
	Sam confirmed that she is currently working on the 2009 paperwork (income and receipts) which would handed to Debbie for inclusion in the Club's year end accounts	
	Check progress on following:	
	<ul style="list-style-type: none"> • Appointment of Peta Day • All teaching staff CRB checked by the Club • ASA membership and insurance • Full integration and identity as part of the Club • Support mechanism to assist Learn2Swim reach targets 	

10.0 **AGM**

It was agreed that the AGM will be held on Monday 22nd March 2010 7.30 pm at Fleming Park. Notices have been to be posted on notice boards and members/parents have been emailed

It was agreed by those present that the format of the AGM should be changed to make it a more enjoyable/social event. The customary reviews of the previous year should be as short as possible with much more focus on changes, improvements and events for the coming year.

The new format for the AGM will also include announcement of Club Captains and introduction of Swimmer Awards. Dave S to sort out with Gary and Kev

Dave S/Gary & Kev

11.0 **Any Other Business**

11.1 **Assets**

In order to complete stock takes at the end of the year, Debbie has asked for all Assets to be available for inspection. It was noted that John Winchester is still holding a lot of club items. It is thought he has Trophies, Photocopier, laptop, laminator, paperwork and possibly other items. It is thought that Lyn O'Brien also has some trophies

Dave P to chase up.

11.2 Inclusion Swimming – Steve to check Health and Safety issues. Details to be forwarded of Open Day Event at Fleming Park on Sunday 7th March 2010

Elaine/Gary/Steve

11.4 Elaine informed committee of a Swimathon at Kings School on Saturday 20th February

Unfortunately it was agreed that on this occasion we would have to decline due to time constraints.

11.5 **Safeguarding and Protecting Children** – A seminar to be held at Oaklands Pool on Saturday 13th Feb 2010 between 1 and 4 pm.

Unfortunately it was agreed that on this occasion we would have to decline due to time constraints.

12.0 **Next Meeting**

The next committee meeting will be held on Wednesday 3rd March 2010 – Oaklands at 6.15 pm.