

**Minutes of Eastleigh and Oaklands Committee Meeting held at Fleming Park
on Monday, 7th June, 2010 at 8.00 p.m.**

Present

Dave Summers, Elaine Bonnon, Debbie Laing, Cath Allsop, Samantha Pragnell, Keven Shepherd, Nick Masters, Stephen Gillespie and Kat Brace

1.0 Apologies received from

Dave Pragnell and Lyn Nicholson

2.0 Minutes of last meeting

Minutes of previous meetings held on 5th and 10th May agreed.

3.0 Accounts

3.1 Update on Monthly Accounts

Still £1200 outstanding from Alan Wheelan. Need to have the money now.

Alan has received nothing in writing so if nothing is received by the next committee meeting it will be formalised in writing. Making a profit although not all annual fees have been received yet.

Action

Kev to contact Alan. Debbie to give Kev standing order form for Alan.

3.2 General Financial Procedures and Accounting Practice including Learn2Swim

Plan to open a separate L2S bank account. Parents will pay in by standing order and Sam will have bank account details and visibility rights. Each swimmer will be given a reference number. It is hoped this will save cheques and will enable Sam to see instantly whether people have paid or not. At the end of each month this money would then be transferred into the main bank account. It would also mean that paperwork and numbers should be able to be seen on a monthly basis.

Action

Debbie to check about whether to pay cheques into L2S account or main bank account and send an email to Lyn to get the account set up straight away.

3.3 Employment Contracts

Debbie has given letters to coaches and has asked them to state in writing whether they are self employed or not. She indicated that if anyone wanted to go on to PAYE that she had someone lined up to do that but that the rate of pay would need to be renegotiated in order to compensate for paying out national insurance contributions. It was agreed that Chief Coach would have to give 3 month's notice and all other teachers and coaches would be given one month's notice and that the contract would be renewable by the committee. It would run from January to December.

Action

Dave S to sort out contracts. Elaine to e mail Adam regarding decision of wages discussed previously.

4.0 Learn to Swim

4.1 Update on numbers and sessions

The Friday beginners class is now full and Vicki Mazzard has agreed to be the administrator for the L2S. Vicki has agreed to do a leaflet drop - just need to get the leaflets printed. Dave Pragnell has said he will print some. Elaine confirmed that the Sunday 6-7pm slot was available from September. See if can fill 7-8pm Sunday slot, if not can cancel. It was suggested that in order to promote the L2S further the Club find out information about parish councils magazines and the Advertiser Extra.

Action

Sam to let know numbers of leaflets printed and how many more needed.

Dave S to contact Chris Walker with regards to free swimming lessons for 11+.

Elaine to book 6-7pm Sunday slot.

Debbie/Cath/ Nick to find out info about advertising in local newspapers/magazines.

4.2 Communication with L2S parents

It was highlighted that over the holidays some parents turned up for swimming lessons as they were under the impression that our L2S was linked to Fleming Park. Parents indicated they had phoned up FP to check if swimming lessons were on, who told them they were, so children turned up expecting **our** L2S lessons to be on, which they were not. Sam to give them the correct number and information about L2S to avoid confusion in the future.

Action

Sam to let parents have correct contact details and information about L2S to avoid confusion in future and look at setting up a mail shot as another form of communication.

5.0 Update on Actions from Previous Meeting

5.1 Elaine to check if FP have given out leaflets about trials on 13th June as not heard anything back.

5.2 Kat to email volunteer coordinator and ask to come along to next committee meeting at 7pm.

6.0 Club Website

Club website is being kept up to date.

7.0 Marketing and Sponsorship Strategy/Fundraising

Need people to help in marketing, sponsorship and admin areas. Could use the volunteers to help with this. Still not received £400 from FP for helping at inclusion event. Gary sent form about potential funding available. Debbie indicated that the only area that would be suitable would be workforce development if could find volunteers interested in supporting inclusion and going on training. Need to ask Gary if happy to volunteer to do this.

Action

Cath to put in newsletter.

Kat to send out email to all committee asking areas where need help from volunteers.

Elaine to find out about £400 from FP for inclusion event.

8.0 Swim 21

Swim 21 passed regional panel and is going to national panel for approval.

9.0 Coaches' Report

It was agreed that bi-monthly meetings would be set up at Oaklands where a committee member and Gary would discuss issues. This would be on the alternate months to the committee meetings held there. It was also agreed that coaches meetings would be held on a quarterly basis at a minimum.

Action

Dave S to sort out.

10.0 Membership

96 members in the club, lost two from last month from masters. Monthly fees totally £3500. It was suggested that were at least six children who had come on trials but it was not sure if these were included in this figure.

Action

Debbie to get Lyn to email list of names, as at May, so Kev/Kat can advise who from trials was not paying.

11.0 Any Other Business

11.1 Update on links with Romsey and Totton Swim Club and Red Lodge

Kev had spoken to Steve and sent him pool hire cost. Awaiting a reply from him but there should be a meeting soon.

11.2 Early morning swimming sessions – review cost effectiveness.

11.3 Newsletter

Pictures of committee needed for newsletter.

11.4 Expenses

It was agreed that a review of payments was needed and that all expenses should be put to the committee in advance, providing a rough estimate. It was felt that guidelines were needed to be put in place to ensure that coaches were not claiming huge amounts for hotel expenses etc.

Action

Steve to draft some guidelines on this.

11.5 Monthly Payments

Request from a swimmer who has been at the club a long time whether it would be possible to reduce monthly fees as only able to attend two out of three session available to masters. If not they indicated they would have to leave. It

was agreed that a review of payments was needed in order to have consistency amongst all swimmers and not giving special preferences to certain people.

11.6 Hiring out of lanes

Dave wondered if on a Sunday night once a month it would be possible to hire a lane out for his football squad. He would charge each child £4 for the session which would result in £40 being made.

Action

Dave S to sort out to start as soon as possible.

12.0 Date of Next Committee Meeting, Sub-Committee Meetings

The next committee meeting will be held on Wednesday 7th July 2010, at Oaklands at 6.15pm.