

**Minutes of Eastleigh and Oaklands Committee Meeting held at Fleming Park  
Leisure Centre on Monday, 12th April, 2010 at 8.00 p.m.**

**Present**

Dave Pragnell, Sam Pragnell, Elaine Bonnon, Karen Robinson, Debbie Laing, Cath Allsop, Steve Gillespie, Keven Shepherd and Kat Brace

**1.0 Apologies received from**

Dave Summers and Nick Masters

**2.0 Minutes of last meeting**

All present agreed the minutes of the last meeting.

**3.0 Accounts**

**3.1 Update on Monthly Accounts**

DL indicated there was a deficit of £583 over the month of February but that this was normal for this time of year. Sorts itself out by end of the term. SG highlighted that the payment of annual fees in April would balance the books back out. DP also indicated that he had a bill for the trophies that needed to be paid. It was indicated that the club had lost about 10 swimmers but that the figures did not account for those swimmers currently on 2 week trials as they had not joined yet.

**3.2 General Financial Procedures and Accounting Practice including Learn2Swim**

DL suggested that a different system was needed in order to make collecting payments for the L2S easier. She suggested the possibility of internet banking, but SP explained that she could not email the paperwork to the parents and needed to have details of who had paid in order to write out the names for the registers. The possibility of using PayPal was also discussed as this would give a transaction number.

**3.3 Employment Contracts – ongoing with DS.**

**4.0 AGM**

**4.1 Minutes to be approved**

Minutes of the AGM cannot be approved until the next AGM.

**4.2 Feedback on how to improve future AGM, Swimmer Awards and Presentation of Trophies**

It was agreed that the AGM went well but that it goes on too long. EB suggested that there be a time limit put on the coaches report as it was felt that it should not be removed altogether. DL suggested this would make the AGM more about the swimmers. KS said that he could write out a coaches report with the information on it to give to the parents. CA also suggested looking at the target audience and the people who aren't there and how we could get them to come along. EB also suggested that there

be an announcement of the Swimmer Awards, not an actual presentation at the meeting, as there was not enough time to do it and because the swimmers were not at the meeting to receive their awards. DL suggested that we had a separate Awards Evening or present them at the Fun Gala in future. KR highlighted that Adam has still not actually received his award and that it would be courteous if someone from the committee apologised to Adam on behalf of GA.

## **5.0 Update on Actions from Previous Meeting**

Tokens for Masters is still ongoing

Disability swimming is still ongoing. KS recommended that a separate meeting was needed with GA to discuss. DL suggested that there needed to be a committee approach to the meeting with a set agenda of what needed to be discussed. CA also felt it was important to think about liability, the parents of the competitive swimmers and the impact this would have on the club, as well as that they would need to commit to the club. It was agreed that a separate agenda was needed and that Oliver Simmonds mum should be invited as she had expressed expertise in this area.

## **6.0 Club Website**

EB indicated that she had updated the information about pool closures. KS said that the results of Portsmouth and Bournemouth were to go on there. CA also indicated that the links to the ASA website had been broken due to changes in the web addresses. EB to email Paul Hooton to let him know. SG wondered if there was a possibility of getting cash off the website for every time someone visited. CA suggested that in the future another future evolution could be the introduction of a members zone whereby swimmers could log in and see information about individual goals and targets. EB to sort out with Paul Hooton about setting up biathle/biathlon page on website to report on results of events. KB to advise on what could be put on page.

## **7.0 Marketing and Sponsorship Strategy/Fundraising**

### **7.1 Next fundraising event Fun Gala to be held on Saturday 8<sup>th</sup> May**

KR spoke of how she had been overwhelmed by the response of parents who had offered to help and had managed to include everyone by ensuring the more experienced parents had been placed with new parents to help mentor. She also spoke how Kev Ratcliffe had managed to get sponsorship for the event. A total of £225 had been made as local businesses were invited to pay £25 to advertise in the programme. KR said that she had given £50 of this to Kev R to buy a raffle prize. KR and KS to sort out teams for Fun Gala (25 people per team). EB to email thanks to Kev R for sorting sponsorship.

## 7.2 Fun Gala Raffle/ Easter Egg raffle

KR spoke of how they had two tickets for an event at the Southampton Guildhall as part of the raffle prizes for the Fun Gala. Easter Egg raffle made £88.

## 7.3 Fleming Park Notice board

EB said that she had a meeting with Fleming Park and they agreed to let the club have a notice board space and that the one by the pool entrance should have different things on it. They agreed to let the club have a presence in the foyer where they could have someone to sell the club and suggested targeting early morning lane swimmers. She suggested contacting local triathlon clubs to bring in runners and increase overall club numbers.

## 7.4 Fleming Park L2S club links

FP also asked for club literature so that they can include this in their information/induction packs for their L2S programme. SP suggested that we should be targeting stage 5/6 (6/7 year olds) of their swim programme. SG also spoke of how he was going to invite Mimi Donald to a meeting with KS and KB to discuss links into club structure. EB to arrange a meeting with Mimi to discuss who the club wanted to target for Fri 26<sup>th</sup> April.

## 7.5 Posters in changing areas

DP suggested placing adverts in the changing rooms and on the back of the toilet doors as these would be a permanent advertisement and may help to attract more people to the club.

## **8.0 Swim 21**

EB advised that the Swim 21 folder had been returned and a new deadline of 20<sup>th</sup> April had been given as missed the February one. She explained that she just needed to fill in a disability accessibility form which was an online application form and reconfirm details. She also spoke about the need for an improvement plan which she had done by reviewing the previous year and had updated targets where necessary. EB sorting out. EB indicated that the new clauses agreed at the AGM for the constitution were not needed in Swim 21 folder. CA to send off.

## **9.0 Coaches Report**

KS reported that he was buzzing about the five children who have made regional times. He also highlighted that he planned to help GA on poolside more at Oaklands to help motivate the children and ensure they are training to the best of their ability. KS also spoke of how he and KB had some plans in the pipeline with regards to squad progression and links and that a meeting between KB/KS/GA was being arranged to discuss these.

## **10.0 Learn to Swim**

SP reported that they were half way through the term and received all payments of fees within the first two weeks. Reenrolments happened each term but she needed someone to help take the money when she was on poolside. Need for an administrator, particularly on a Friday. SG suggested asking the parents of L2S swimmers. EB to send out an email. She indicated that last term she had operated a policy whereby the children were not allowed on the poolside if they had not paid and that places were allocated on a first come first serve basis. She indicated that parents have her address and phone number so can post payments or ring regarding any queries. SP indicated that they were looking to implement a book to explain the levels and record achievements of swimmers which would start in September.

## **11.0 Any Other Business**

### **11.1 (a) Payment of Peta and Adam's Level 1 Course fees**

DL said that the club had to be careful as it did not want to be in a position where it had money issues. EB suggested that the club should encourage people to take courses but that they would not necessarily be reimbursed. KR stated that Peta and Adam had written last April to the committee but had received no response as to whether the £370 cost of the course would be reimbursed. SP said that she had been asked to produce a form that people who wanted to go on a course could fill in as an application to the committee to ask for reimbursement which stated that the committee would make a decision on whether to pay them or not. SG agreed that they both be paid for the course. DL stated she was not sure if the club had enough money to pay the whole cost at the present moment and suggested paying 50% with the rest to be paid after a year, subject to a review.

### **(b) Payment for Adam's Coaching**

It was highlighted that the hourly rate for a Level 1 was £8 and for Level 2 was £11.25. Peta was already getting paid as she replaced someone who had left in the L2S. SG suggested that the hourly payment should be discussed at the next meeting. It was agreed that a structured payment system was needed as currently L2S operated on a different system than the big pool and that the issue of some people getting paid and others not had been highlighted before. It was agreed that a separate meeting was needed to discuss this. A review of payments would be taken and published guidelines needed to be produced on this.

11.2 Solent Raiders still ongoing. KS/ GA/ Steve Harrison had meeting with DS and Chairman from RATS. KS indicated that RATS were very excited about the idea and that GA was going to arrange another meeting with Steve for further discussions. SG indicated that he was under the impression that DS was waiting for an email from the RATS chairman. KS and EB felt that as nothing had been heard back from them yet and in order to keep the momentum going and be proactive someone from the Club should approach them. All agreed for GA to arrange a date for

another meeting with Steve. **KS/GA/SG/DS to arrange.** KS also indicated that the club now had links with Red Lodge Swim School.

11.3 Early Morning swimming sessions: commencing from Wednesday 21<sup>st</sup> April 5-45-7.00am

11.4 Public Liability insurance is still ongoing. Valid Certificate for 2010/2011 now in possession. Copies to be laminated and displayed on notice boards.

11.5 EB has added clause 11.2.3 and amended the wording and added clause 15 – which was voted for at the AGM. EB said that she had put the club logo at the top of each page to make the format look different and SG suggested changing the font size of the document. EB asked what everyone thought she should put in the covering email, whether to put amending constitution or just send an email with the constitution attached. It was agreed to just send an email.

11.6 External Timekeepers

KR highlighted that she was only organising the Fun Gala not other external fun galas that the club takes part in. She also indicated that she is only organising external ASA timekeepers not anything else as indicated in previous minutes. CA said that at external galas, such as at Shirley, they charge £5 to help out. Only need to be ASA timekeepers if more than a certain amount of teams and the invite is from an ASA registered club.

11.7 Registers

CA suggested that the club utilised CRB checked parents as KS and KB indicated that they did not have time to take the registers alongside handing out gala slips and starting off the training sessions. KS said that he would talk to the parents to see if anyone would be willing in helping out. EB to send an email out as well.

11.8 L2S Committee Representation

SP indicated that she wanted to stand down from the committee as she had lots of other commitments and didn't feel that some areas of the meeting were relevant to her. It was agreed that L2S would be put at the top of the agenda so that SP could go after this if she wanted. It was however highlighted that everyone was in the same position with regard to some areas not being relevant to them and that they felt it was important to have L2S representation at the committee level and that she was the only person at present that could do this. From the next meeting L2S is to become item 3 on the agenda.

## **12.0 Date of Next Committee Meeting**

The next committee meeting will be held on Wednesday 5<sup>th</sup> May 2010 at Oaklands  
6.15pm