

EASTLEIGH AND OAKLANDS SWIMMING CLUB



MINUTES OF COMMITTEE MEETING Held 13th January 2010 at 6.15 pm

Attended by Dave Summers
Elaine Bonnon
Karen Robinson
Keven Shepherd
Lynda Nicholson
Catherine Allsop

Apologies Stephen Gillespie
Dave Pragnell
Debbie Laing
Gary Abraham
Samantha Pragnell

Prior to official commencement, Kevin Ratcliffe joined the meeting to outline a proposed itinerary for a Gala and weekend away in Jersey.

The cost of the trip would include the following:

- Coach Travel from Fleming Park to Poole or Weymouth and Ferry crossing to Jersey on Friday
- 2 Nights Hotel Accommodation with Evening Meal and Full Breakfast – (Friday and Saturday)
- Coach Travel to/from Gala on Saturday
- Coach Travel to Ferry port for crossing to Poole or Weymouth on Sunday
- Coach Travel from Poole or Weymouth to Fleming Park on Sunday

Costs based on 40 Children and 8 Adults were estimated at between £140 and £180 per person based on dates in April. Costs do not include Lunch on any day or snacks for the Gala day.

Those present at the meeting were all in support of the plans but decided that it would be best to postpone the trip until mid/end September to allow more time for arrangements and also to allow sufficient time for payments to be made in instalments. It was also thought that it may be a good idea if fund raising events between now and then could be used to offset and reduce costs.

Kev S reported that the estimated number of 40 children was based on the need for teams of 4 boys and 4 girls from each age group to compete in the Gala. Whilst the total number of children could increase it would still be necessary to have a mix of ages.

Kevin Ratcliffe will research costs for revised date and report back to next committee meeting.

Kevin Ratcliffe

A flyer needs to be prepared and distributed to swimmers to gauge interest and ask for a Deposit from those interested in participating.

Kev S / Elaine or other

Minutes of previous meeting held on 7th & 14th December are subject to minor amendment and will then be circulated for approval. If no response is received within 7 days (by 20th January) the Minutes will be deemed to be approved. Elaine

2.0 Code of Conduct

2.1 Stephen Gillespie phoned in to the meeting to confirm that he had prepared a Draft Code of Conduct and would circulate to members by email for discussion/approval Steve Gillespie

2.2 Kev reported that there had been no further incidents.

2.3 Elaine confirmed that she had been in contact with those who had lodged the original complaints and having heard nothing further, taken that to mean that they were satisfied with the committee's actions.

3.0 Accounts

It was agreed that a separate meeting should be held to discuss the following: Elaine / Debbie to arrange.

- Financial position of the Club as illustrated by Year End Accounts All to attend if possible
- Budgets for 2010
- Re-instatement of Kev's wages
- Payment of wages to Adam Robinson
- Membership Fees
- Process for preparation and payment of time sheets and expense claims
- Employment Contracts
- Reimbursement of Level 1 Training Fees to Peta Day and Adam Robinson
- Letter to Coaches/Teaching Staff seeking confirmation of appropriate insurances and that CRB checked for the Club
- Costs and Fees relating to Inclusion Swimming

4.0 Committee/Volunteers

Cath Allsop attended the meeting to report on her role as ASA Liaison Officer. An amount of £96 was reported as outstanding to the ASA and it was agreed that this will be held over until March and any necessary adjustment/payment can be made once the Annual Return has been reconciled.

Cath to source information on ASA Insurance in respect of Public Liability, Swim Schools and Volunteers Cath

Cath was Co-Opted to the committee having been proposed by Lyn and seconded by Karen.

Cath has also volunteered to take over Open Meets from March assisted by Lisa Ratcliffe.

Additional Volunteers required to help on Admin/Membership Desk on Mondays and/or Fridays. Elaine

Elaine needs assistance with Admin and is looking for someone to take over pool bookings and some other general tasks. Elaine

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	
5.2	Input is now required from others as itemised in previous minutes.	All
6.0	Fundraising and Marketing	
	It was agreed that the money raised by the Christmas Raffle would be used towards the cost of trophies and the implementation of an awards system in recognition of swimmer achievements.	
	Next meeting of Fund raising sub-committee to be confirmed	Elaine
	Next event to be arranged	Fund Raising Sub Committee
7.0	Swim 21	
	Elaine to forward contact details to Dave S so he can track down location of our Swim 21 Folder.	Elaine / Dave
	Swim 21 is an ongoing commitment and various forms and documents are due to be submitted for revalidation by 5 th February 2010.	Elaine / Dave plus all to assist
	Tracey will assist when she can	
8.0	Coaches Report	
	Dave S is to arrange a further meeting with Gary and Kev 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	All to assist
9.0	Learn 2 Swim	
	An separate meeting has been arranged for Monday 18 th January 7.30 pm at Fleming Park to discuss the following:	All to attend if possible
	<ul style="list-style-type: none"> • How to improve financial performance • Marketing strategy to increase capacity which is currently running at approx 50% • Accounting procedures • 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.

Notice to be posted on notice boards week commencing 18th January, website as soon as possible and also email to members/parents.

Elaine

The Notice will include a proposal for those currently eligible to do so, to vote on a proposed minor amendment to the wording of Clause 11.2.3 of the Club Constitution. If approved this will allow more flexibility for parents to vote on behalf of members under the age of 16. Furthermore, if approved the new clause will come into effect immediately and will therefore be available for use at the AGM if required.

Elaine

It was agreed by those present that the format of the AGM should be changed to make it a more enjoyable event for parents and that it should also include something for the children.

Input requested from All

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.

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 It was noted that Easter Monday has been quoted as a committee meeting date in 2010. Elaine to amend/re-book

Elaine

11.3 Inclusion Swimming – Costs/Fees to be discussed further and agreed. Steve to check Health and Safety issues.

Elaine/Gary/Steve

11.4 Elaine informed committee of a Swimathon at Kings School on Saturday 20th February that we have been invited to take part in. Others competing would be Wessex Swim School and Winchester City Penguins. Elaine to source more information on programme of events and timing. Also to confirm which charity it is in aid of.

Elaine

Coaches to pass details to swimmers with entry form.

Gary/Kev etc

11.5 **Safeguarding and Protecting Children** – A seminar to be held at Oaklands Pool on Saturday 13th Feb 2010 between 1.00 and 4.00 pm. This is intended for anyone working poolside with children who has not attended such a course within the last 3 years and is a requirement of Swim21.

Details to be displayed on notice Board
Check who has previously completed this course

Elaine

12.0 **Next Meeting**

The next committee meeting will be held on Monday 1st February Fleming Park at 8.00 pm.

Learn2 Swim Meeting – 18th January 7.30 pm at Fleming Park
Accounts Meeting – to be arranged for end Jan/early Feb
Fund Raising Meeting – to be arranged asap