



Minutes of GCSC Committee Meeting Held at The Pint Pot Wednesday 23 rd April 2014
Present: Marcus Lee, Tim Brown, Sue Malone, Claire Naylor, Flavia Jones, Ann Elliott, Andy Osborne
Apologies: Vic Blakelock, Bernice Michaels, Alison Munden, Ellen West

Issue	Summary & Agreed Action	Action Required	Date
Minutes of last meeting	<ul style="list-style-type: none"> Approved by the Committee. 		
Chair's report	<p><u>Combined March / April</u></p> <p>The last couple of months have been busy. This is reflected in the growth of the club and planning for the ongoing future that has its own challenges. Summary of activities. Meetings held with :</p> <ul style="list-style-type: none"> Welfare – Updates and progress on their workload. Executive Committee – Reference budget proposals and pre planning for AGM (Open Door) Head Coach – Future direction, challenges of growth and water time, S4S proposals. GL1 – Tentative talks with management about timing equipment. ASA & Lead Network Clubs for proposals Regional Performance structure. <p>Proposal of S4S – Information pulled together for GL1 pitch (date TBC).</p> <p>Outstanding actions from Minutes</p>		

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	<ul style="list-style-type: none"> • Closed Session Communication. • Behaviour – Target Swim skills. • Electronic Devices – Post feedback. <p>Open Meet for May/July and September Sprint.</p> <ul style="list-style-type: none"> • People need to understand the effort that goes in behind the scenes for these events to take place. • The Core team have put in excess of 60 hours over the last few weeks, not counting the previous prep work and the ongoing activities to take us up to and beyond the reports to ASA stage. So it is disappointing that calls are still going out for Volunteers! • The call may be made to cancel the July meet and then cut off a revenue stream, which will then impact growth! 		
Treasurer's report	<p>Background:</p> <ul style="list-style-type: none"> • The draft budget circulated in March reflected a number of cost pressures for the 2014/2015 financial year, notably the increased water time costs from GL1. This is a direct result of the national cuts being faced by local government an inability of Gloucester City Council to continue to provide the on-going subsidy to GL1 which has been enjoyed over the recent years. Over recent years, the club has absorbed a number of additional costs, which have not, in the main, been passes on to members. Increases in water time cost account for a significant portion of these costs, which have risen by over 10% in recent years. • As a result of this, it was agreed at the last meeting to explore the possibility of a modest increase in membership fees to enable a breakeven budget be set. <p>2014/2015 Draft Budget:</p> <ul style="list-style-type: none"> • Based on the previous patterns of income and expenditure, projected membership 		

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	<p>levels going forward and other known factors, a modest increase in membership fees of 3 % will be required to produce a balanced budget for the 2014/2015 financial year-resulting in a small yearend surplus.</p> <p>Risks:</p> <ul style="list-style-type: none"> • There are a number of risks and unknowns which the Committee need to take into account as part of its decision making in agreeing the draft budget for 2014/2015 increase in fees: <ul style="list-style-type: none"> A. Fundraising target for general club expenditure is set at £10k; B. Membership numbers will need to remain at current levels; C. It is likely that GCSC will need to become an employer in due course, with all the corresponding benefits and liabilities, to satisfy the legal requirements of the Inland Revenue; D. Further cost pressures from GL1 in an attempt to balance their own budget; E. Inability of GL1 to provide additional water time to allow the club expansion and reluctance to allow new projects which are perceived to be in competition with their own Swim School; F. All other factors remain equal and, <i>most importantly</i>, the number of Open Meets hosted by the club remain at the current level, without which the club could not exist. <p>Recommendation:</p> <p>The Committee agrees:</p> <ul style="list-style-type: none"> • 3% increase in membership fees from September 2014 against the backdrop of the 10% increase in water time costs experienced in years; AGREED • Further exploration for the club changing its legal status to a Company Limited by Guarantee or other arrangements, with a view to the coaches becoming employed members of staff to satisfy statutory obligations; AGREED • Purchase of land training equipment based on the previous proposal; AGREED • The proposed budget is adopted for 2014/2015; AGREED 		
Child Protection Feedback	<ul style="list-style-type: none"> • AE and VB continue to meet weekly. • AE and VB would like to meet with the Exec Committee to discuss Sanctions and 		

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	Disciplinary Actions.		
Swim 21 Report	<ul style="list-style-type: none"> • GCSC passed the assessment • ML to send out Business Plan ACTION 	ML	
Coach Report	<p>Andy began with highlighting the fact that it has been a very busy time and relationships often get stretched within the club and he feels coaches and the committee often take the brunt of much, unreasonable comment.</p> <p>Coaches Report Highlights:</p> <ul style="list-style-type: none"> • Squads movements have been implemented and all going well. • Meetings with Glos Uni personnel to agree scholarships for certain swimmers for 2014/2015 academic year. Next years programme to be developed over more weeks plus certain training specific weeks. • GCSC v Chelt Collge was a success. A good experience and good exposure for the younger swimmers. • Final day of Counties and Relay Sunday found GCSC at the top of the medal table with some new records set by our swimmers. • Derventio Open meet was a tough meet. Some excellent swims with many NQT's achieved. GCSC 5th in top visiting club; Matt Munden won 14 years BAGCATS. • British Gas Internationals – Glasgow; Congratulations to Sophie Hall and Ryan West for qualifying. Congratulations to Ryan on gaining his Commonwealth Games qualification time for Wales. • British Gas Para Internationals – Glasgow; Congratulations to Levana Hansen, Sallie Phillips, Gareth Picken, Ryan West and Daniel Bennett for qualifying and competing well at this prestigious event. • Potential/Proposal – need to think about our own facility. Pool plus LT facility. To explore with other clubs, who are in same situation in regards to pool time and cost 		

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	who have recently explored and researched the costs.		
Fundraising	<ul style="list-style-type: none"> • £600 Grant – County Grant to be applied for by ML ACTION 	ML	
Correspondence	<ul style="list-style-type: none"> • None 		
A o B	<ul style="list-style-type: none"> • May Open Meet – meet full and oversubscribed. Programs will be £3 per weekend program. 450 copies to be printed. • Honours Board – agree to have a separate section honouring not just winners of National Events. Example Daniel Bennett to be honoured for setting a new British Record for the 1500m Free MD 		
Volunteer of the month	<ul style="list-style-type: none"> • Ann Elliott 		
Date of Next Meeting	<ul style="list-style-type: none"> • Wednesday, 21 May 2014 		

Actions from Meeting & Ongoing Actions from Previous Meetings.

Meeting Section	Action	Owner	Open Date	Status	Closed date
From Chairs Report:	Swim 21 documents will be distributed for review and feedback in preparation for our 2014 submission. Update – Nothing received, progress will be made on additional information	ALL	7/11/13	Closed	8/01/14
From Swim21:	ML has distributed the Club Development Plan for 21/01/13 – 20/01/14 and has asked the committee to review and give feedback on items involved with. Update – Two responses received, progress will be made on this information	ALL	7/11/13	Closed	8/01/14
From Welfare	Welfare to draft a Club Policy for Photography, Filming, Phones and Electronic devices. Policy to be called Electronic Devices. Update – Soft copy needs to be circulated, all need to review. Final version bring reviewed for distribution w/c 28 April	VB/AE	7/11/13	Open	
From Welfare	Once Policy is produced, this will be distributed and reviewed by Committee.	ALL	7/11/13	Open	
From Fundraising	MM has drafted a GCSC Fundraising document for review by Committee. All comments/concerns and feedback to MM. Update – No feedback known.	ALL	7/11/13	Closed	
From AOB:	Who is who – produce a gallery of Committee along with Coach profiles & pictures for website. Update - Information started to be collected.	ES	7/11/13	Open	
From Minutes Review	Good idea to produce separate page for actions and circulate straight after meeting ie within a week This keeps things fresh in peoples mind. Minor amendment to be made to draft.	ML	8/01/14	Closed	12/02/14
From Chairs Report:	ML to speak to Flavia Jones about Workforce Coordinator Role;	ML	8/01/14	Closed	12/02/14
From Chairs Report:	CN to speak to Alison Johnson about Workforce Training Coordinator Role.	CN	8/01/14	Closed	12/02/14
From Chairs Report:	CN to split Workforce Coordinator job description - into Workforce Co-ord and Workforce Training.	CN	8/01/14	Ongoing	
From Chairs Report:	ML to produce communication relevant to Workforce & Behaviour	ML	8/01/14	Closed	12/02/14

From Chairs Report:	Approval of Communication prior to Distribution	ALL	8/01/14	Closed	12/02/14
From Coaches Report:	AO to look into a Day camp similar to the one that has Ex-swimmers lead (GB level). On hold and to be considered at a later date.	AO	8/01/14	Closed	12/02/14
From Coaches Rpt:	AO: to decide on level 1 meet: where and when	AO	8/01/14	Closed	12/02/14
From Swim21:	CN to do workforce element;	CN	8/01/14	Closed	12/02/14
From Swim21:	ML to copy details of requirements to committee.	ML	8/01/14	Closed	12/02/14
From Fundraising:	CN to email Jacky Dickson re committee approval of bag packing session before Easter and after Counties. Confirmed. Date to be determined. Update: AM to explore the possibility of another person(s) taking this on.	CN	8/01/14	Closed	23/04/14
From AOB:	AO register interest for Cotswold league. BM Awaiting reply.	AO	8/01/14	Open	
Feb 2014 Meeting					
From Chair's Report	Prepare communication to membership regarding overcrowding on poolside and decision to have some sessions closed.	ML/FJ	12/02/14	Closed	23/04/14
From Treasurer's Report	Fundraising Strategy to be developed.	MM/ML	12/02/14	Closed	23/04/14
From A o B	As of April 2014, GL1 needs visibility of the Clubs DBS certificates and numbers.	VB/AE	12/02/14	Closed	23/04/14
Mar 2014 Meeting					
From Treasurer's Report	TB will look at and prepare some projections for additional revenue to cover our forecasted deficit for this financial year.	TB	12/03/14	Closed	23/04/14
	SM to contact MM to organize a meeting with Committee to go over Fundraising Document	SM	12/03/14	Closed	23/04/14
From Correspondence	A concern was raised after an accident occurred at the County event on Saturday 8 th March. TB to bring to attention of GL1 and the possibility of having slip resistant tape or pads applied to the steps in the spectators area.	TB	12/03/14	Closed	23/04/14
From AOB	A reminder to be sent to all GCSC swimmers about getting their entries to our May Open Meet in by Saturday, 15 th March.	EW	12/03/14	Closed	23/04/14
	Identify if a Members Only Area can be created on our website.	SM	12/03/14	Closed	23/04/14
April 2014 Meeting					
Treasurer/Fundraising/Swim	New fundraising document/strategy to be included in the Business	ML	23/04/14		

21	Document for Swim 21				
Welfare	Storage of photo's on PC's?	AE/ML	23/04/14		
Fundraising	County Grant to be applied for	ML	23/04/14		