



Minutes of GCSC Committee Meeting Held at The Pint Pot Wednesday 12 th February 2014
Present: Marcus Lee, Tim Brown, Sue Malone, Alison Munden, Claire Naylor, Flavia Jones
Apologies: Bernice Michaels, Ann Elliott, Ruth Hepburn, Mary Mayne, Vic Blakelock, Ellen West, Andy Osborne

Issue	Summary & Agreed Action	Action Required	Date
Minutes of last meeting	<ul style="list-style-type: none"> Approved by the Committee. AM proposed, CN second the motion. 		
Chair's report	<ul style="list-style-type: none"> ML CIRCULATED A REPORT TO COMMITTEE. Highlights included. County Workforce Co-ordination – whilst ML did the interface into the support clubs at each of the sessions and the County Meet Manager, congratulations goes to Jon and Rich for mustering up GCSC volunteers. Good to see some new parents stepping forward. Thank you to all but a special mention to Rod Bisset and Sue Parker who supported the bubble manually inputting some 2-3,000 times into the system. Also thank you to Ally Johnson and Julie Tandy who were asked at the last moment and came down from the stands to help out. Workforce & Behaviour – the communication was approved by committee and distributed to a target audience of SSK9 – TTC20. A slightly reduced version went/will out to SSK5. This is based on some ongoing challenges in this area of the club. Twyver Pool – Concerns have been raised by some members, coaches and GL1 staff, in relation to H&S. Some sessions are very busy poolside with parents and siblings and the change over of squads. This is causing distraction and “coaching from poolside”. A recommendation is that the more busy sessions will be “closed”, for only swimmers and coaches. ACTION – A communication will be sent out confirming which sessions will be effected. Meeting with GL1 Executive Managements Team – ML, TB and AO met with Steve Elway (GL1) and his team. Meeting was positive and GL1 are open to ideas and suggestions for ongoing improvements. The links will and should progress. 	ML/FJ	

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	<ul style="list-style-type: none"> • SWIM 21 DEADLINE – see below for details. 		
Treasurer's report	<ul style="list-style-type: none"> • Highlights include: • Purchase Orders – As there is significant expenditure taking place by a wide range of individuals with responsibility for specific areas of the Club, it is recommended that no expenditure is made without advance agreement and purchase order number allocated by treasurer/assistant treasurer. This will provide more control and managements of our expenses. Agreed by Committee. • Reserves – Currently, GCSC has reserves of £30k. Given the growth of the Club and the level of monthly expenditure, which can be as much as £20k, this is insufficient to cater for any unexpected event (e.g. cancellation of an open meet upon which the club finances depend). The committee have therefore, agreed, over the medium term, (minimum 5 years) to increase the financial reserves to approx. 6 months expenditure i.e. £90K • Account packages – with the growth of the Club and the size of the operating budget, increasing the financial complexities considerably, the Committee have agreed to purchase an accounting package, Sage 50 Financial, at a cost of £600 + VAT. • Fundraising – A break-even budget was agreed by the Committee for the 2013/2014 financial year. This was based on the premise that there would be £10k income from sponsorship/fundraising activities. To date, this target has fallen short. Therefore, it is recommended that a medium term fundraising strategy is developed which also includes scoping for any significant capital expenditure in the future. • Financial Forecast – the outturn figure for the year end is currently projected at £8k deficit based on known commitments and 2012/2013 income and expenditure. However, the financial position is more positive than it suggests because of exceptional items/accounting adjustments to take into consideration: i.e. Open meet income for the year is approx £7k down on the budget due to receipts for the May meet banked in the 2012/2013 financial year; Funding for new club shirt was agreed following the finalisation of the original 2013/2014 budget, resulting in additional expenditure in the region of £4k for the shop and the 2013 Camp subsidy was 	MM/ML	

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	<p>agreed following the finalization of the budget. Taking these item into account, the adjusted year end figure would reflect a surplus of £7k. With this in mind, provision will need to be made from the reserves to fund the actual end of year deficit for 2013/14 (currently projected at £8k)</p> <ul style="list-style-type: none"> • 2014/2015 – a draft budget was distributed for consideration and review. 		
<p>Child Protection Feedback</p>	<ul style="list-style-type: none"> • Nothing reported from Welfare. 		
<p>Swim 21 Report</p>	<ul style="list-style-type: none"> • ML reported that we have been granted a short extension until 15th February. SUBMITTED AND APPROVED. CLOSED (12MAR14) • Positive news on what has already been submitted; 14/21 items are approved. Thanks to CN for her excellent work and tremendous support. Between ML and CN a management system has been enhanced which will be the basis of building further improvements. There are some recommendations and these will be tracked over the coming months for completion prior to the AGM. Jenny Perkins will be our new Swim 21 Coordinator. 	<p>Action</p>	
<p>Coach Report</p>	<p>AO Coaches Report was circulated to Committee. Highlights include;</p> <ul style="list-style-type: none"> • The first weekend of the County Blocks will be 8th 9th Feb. This will be the first year that the Blocks will include Disability. AO would like to acknowledge Josh's passion and determination in making this happen. • GCSC took part in the recent Ropewalk gala, producing an outstanding third place finish. Congratulations to all and thank you to the Coaches and Workforce for their help. • There continues to be much work done in developing the North Regional programme. Meetings with the associate clubs and the ASA have been successful and are now ready to start driving this initiative forward. • Tom Howells has taken over the TTC6 squad from Pete Robinson and has settled in well. • Congratulations to Lucy Robinson who has been appointed to the full time position of Swim Development officer for Stroud. This continues our success in developing young swimmers 		

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	<p>and helping them into employment through Swimming.</p> <ul style="list-style-type: none"> • A warm Weather Camp was held by Ruth Hepburn, which was well attended. 		
Fundraising	<ul style="list-style-type: none"> • ML has had talks with a member about the potential of funding of a priority capital project, LT equipment for the Twyver Pool. The meeting was positive and he will be looking for recommendations and support from Committee. 		
Correspondence	<ul style="list-style-type: none"> • Off the back of the Welfare and Behaviour letter that went out, a letter was received by ML which led to an early morning discussion with the writer. Hopefully, the positives will be shared. 		
A o B	<ul style="list-style-type: none"> • Twyver Pool; see Chair's report above • GCASA Draft Grant Proposal; The County wishes to provide member clubs with the opportunity to apply for a development grant. The amount of grant available will be determined by contributing members based on size of membership. Draft was discussed with Committee and all agreeing with proposal. This will be reported back to GCASA at the next County meeting. • As of April, GL1 needs to have sight of our DBS certificates. They need to know our process and list of numbers certified. • YV shirts; CN to get cost before proceeding. 	AE/VB	
Volunteer of the month	<ul style="list-style-type: none"> • Claire Naylor 		
Date of Next Meeting	<ul style="list-style-type: none"> • Wednesday, 12th March 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.	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	Open	
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	Open	
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.	CN	8/01/14	Open	
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	Open	
From Treasurer's Report	Fundraising Strategy to be developed.	MM/ML	12/02/14	Open	
From A o B	As of April 2014, GL1 needs visibility of the Clubs DBS certificates and numbers.	VB/AE	12/02/14	Open	