



GCSC: COMMITTEE MEETING

Wednesday 28th January, 6pm GL1

Present: Committee

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| 01. | <p>Meeting started at 18.00- Apologies V.Blakelock /Emma Blakelock/ Ann Elliott – Late arrival – Flavia left early.</p> <p><u>Previous minutes approved – proposed by Jenny Burton- seconded by Rod Bisset</u></p> <p><u>Chairman overview -actions arising from previous minutes</u></p> <p>Tim thanked Sarah Fielder for her tremendous efforts, successfully completing the Swim 21 accreditation for GCSC.</p> <p>Exec introduced Operational Guidance to coaches –to improve swimmer behaviour and ensure parents aware of any issues as they arise. Chairman asked if the committee were in agreement with the new policy – committee unanimous in it’s support. Rod offered positive feedback from some swimmers.</p> <p>A club restructure was underway and Andy would present it to the committee, for their approval in February.</p> <p>As part of the restructure, land training with Ed Archer would be reviewed across all squads along with the use of the land training equipment on poolside.</p> <p>The club finances were being reviewed in detail as part of both the restructure and the budget process. The club was experiencing challenges in order to cover its monthly outgoings and has used reserves in the last month to cover shortfalls. Over a period of a couple of years costs have significantly risen but have not been fully incorporated across the fee structure. This year there was a reliance to fundraise which has not been successful,</p> <p>Action needs to be taken to protect the clubs financial position.</p> <p>Key risks:</p> <p>The fundraising amount in the budget has not been achieved and as a result the club are short for this financial year by approximately 15k.</p> <p>No provision was made in the budget for loss of fees – swimmers leaving; fee income is down on budget for the year. The balance between SSK’s numbers and Seniors needs to be addressed.</p> <p>Land training expense of £25k not financially sustainable going forward. Andy has been asked to cut the land training programme.</p> <p>ASA fees have not been covered sufficiently year on year through the fees.</p> |
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| | <p>WIP:</p> <p>A new fee structure, in line with the current cost of training exclusively at GL1, to more closely reflect hours of training across the squads and reduce LT.</p> <p>Introduction of an annual membership fee from September 2015 to cover the ASA fees.</p> <p>Land training reviewed across squads and a LT programme and training review based around equipment on poolside</p> <p>The committee were in agreement with the strategy and a committee meeting would be held in 2 weeks time to review restructure and discuss fees.</p> <p>No changes would be made without the consent of the committee and it was agreed the committee would do their utmost to keep fee increases to a minimum.</p> <p>A new expenses policy for coaches has been drafted by the Exec – this will be presented to the committee in March for their comments. It is hoped that the club can reduced its annual expenditure on travel hotels and subsistence whilst still offering the coaches a fair policy.</p> <p><i>Agreed committee meeting to review restructure- last week of February.</i></p> |
| 02. | <p><u>Actions Arising from Previous Meetings - Additional actions from review of minutes</u></p> <ul style="list-style-type: none"> • James not wearing GCSC kit on poolside – Andy to speak to James • Andy to speak to Jackie Hilliard re Team Manager courses • Team Manager for meets to be followed up by Gavin • Jenny to update fundraising events on the web via Nikki • Camp reconciliation and final numbers and deposits refunded – Tim • Gavin to follow up re candidate for pool co-ordinator • Gavin to follow up Para funding options for camp |
| 03. | <p><u>Financial Matters Arising</u></p> <p><u>Treasurers Report:</u></p> <p>Claire and Emily presented a revised fee structure for:</p> <ul style="list-style-type: none"> • Boarding school swimmers- with immediate effect - £25 per month rather than pay by swim • University swimmers training during the holidays- with immediate effect • Annual fee of £45.00 – to cover ASA fees -effective September 1st 2015 • Open meet entry fee of £3 for external meets to cover coach pass/relay teams <p>The committee were in agreement with the proposal and these will be implemented as proposed.</p> |

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| | <p>Claire has now completed update of financials on Sage and this has given improved analysis on the club's financial position.</p> <p>The treasurer confirmed the financial position and a need to keep a firm control over expenditure -to continue with the sign off policy now in place for all spend including coaches expenses.</p> <p>Clare raised her concerns about the LT equipment not being used. (See above action)</p> <p>Clare told the committee that reserves were drawn on this month to cover costs.</p> <p>Tim thanked Claire for all her hard work and commitment over the last few months.</p> <p><u>Memberships Report</u></p> <p>Emily reported that the membership process was much improved and that no fees were outstanding.</p> <p>Emily would look at the fee structure with Amanda in line with the restructure.</p> <p>Andy thanked Emily and her husband for their help in the first cut of the restructure.</p> <p>Emily keen to make the membership fee system simple and easy to manage- to look at sibling discounts and present at the next committee meeting.</p> |
| 04. | <p><u>Welfare</u></p> <p>Ann raised concerns about the use of social media – it was agreed it is difficult to police but we should act on any inappropriate swimming related instances.</p> <p>CRB's to be updated and clarification re fees.</p> <p>Tim raised issue of shared e-mail addresses for confidential matters and it was agreed Ann would follow up in light of ASA requirements and DPA. Tim had received a complaint from a parent but it was not specific to any individual.</p> <p>Welfare and Exec agreed to meet before the next committee meeting.</p> |
| 05. | <p><u>Head Coach Report</u></p> <p>See attached report.</p> <p>Andy focused on the restructure and the competition calendar. He raised concerns about swimmers not attending and supporting target meets. Andy explained why he had changed the target meets on the calendar to suit the swimmers needs better during the competition window.</p> |
| 06. | <p><u>Fundraising</u></p> |

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| | <p>Jenny to focus on more strategic fundraising options – Lottery funding/Sport England /Active Gloucester /South West Region. To look at forming a fundraising sub committee.</p> <p>Jenny to produce a timetable for camp fundraising and hold a fundraising meeting with Emma Blakelock. To update the web page.</p> |
| 07. | <p><u>Workforce</u></p> <p>Flavia was not able to stay but Tim will meet with Flavia and her husband to review the club questionnaire to be sent out before the end of March.</p> <p>Flavia and Gavin met to discuss workforce roles still to be recruited – Gavin has prepared Job descriptions.</p> <p>Adrian Crofts has officially taken on role of Officials co-ordinator.</p> <p>Follow up required on disability qualifications and safeguarding/team manager certificates.</p> <p><u>Competition Secretary</u></p> <p>Bernice agreed to send out a comms to explain the rationale behind the Open Meet entry fee set at £3.00 to a maximum of 2 swimmers per family.</p> <p>It was agreed after debate that this would not be charged for GCSC meets.</p> <p>This admin fee is to ensure that the cost of coach passes and relay teams are covered. The County Relay teams are approx. £350 per annum.</p> <p><u>GCSC Level 2 –April</u></p> <p>update required at next committee meeting .</p> |
| 08. | <p><u>Communications</u></p> <p>Rod presented his comms policy that was agreed and ratified by the committee. See document to be published on the website.</p> <p>Rod requested a more workable approach to comms – the club is sending out significant numbers of comms – could we ensure that the following procedure is followed</p> <ul style="list-style-type: none"> • Approved by Exec before they are sent to comms • Completed and ready to be sent – no amendments required. • To ensure it is made clear what comms we require to be published on the website and ensure both are in sync • Calendar needs to be updated – Gavin has produced an updated calendar ready to be published. <p>Rod raised the need to build a relationship with the local newspapers and also find a volunteer to write meet reports- we need to identify a willing parent.</p> |

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| | Rod /Andy will invite Laura to Level 2 |
| 09. | <u>Camp</u> Emma will give an update at the next committee meeting. The first camp meeting was a success. |
| 10. | <u>AOB</u> Volunteer of the month Sarah Fielder –Swim 21 Honours board AGM PLANNING MEETING TO BE SET UP First cut of budget to be presented at next meeting City of Bristol meet <u>NEXT MEETING WEDNESDAY 4TH MARCH 201</u> <u>Restructuring committee meeting TBA February.</u> |