



GCSC: COMMITTEE MEETING

Wednesday 26th November, 6pm GL1

Present: Committee

	Notes	Action
01.	<p>Meeting started at 18.00- Apologies V.Blakelock/Marcus Lee /Ann Elliott – Late arrival</p> <p><u>Chairman overview and previous minutes</u></p> <p>Changes made to previous minutes – approved by committee.</p> <p>Marcus Lee informed Exec (in writing) that he wished to step down WITH IMMEDIATE EFFECT due to personal reasons</p> <p>Committee asked to vote on and ratify the following changes : Tim Browne Interim Chair /Claire Naylor Treasurer supported by Amanda Perks/Gavin to become Exec member as Vice Chair/Emma Blakelock as Camp Team Lead to join committee with immediate effect</p> <p>Proposed :Jenny Perkins Seconded : Rod Bissett</p> <p>The above was unanimously agreed and approved by the committee with no objections or concerns raised</p> <p>Communication about ML to go to all club members after the end of the committee meeting</p> <p>Passwords to be changed and Nikki (website manager)to be informed of changes- update on website approved for new committee</p> <p>Tim asked committee to consider areas to handover from ML :</p> <p>Hytek system – Rod Bisset/ Mark Perkins Swim 21- Sarah – MEETING DECEMBER 10TH TO REVIEW PROGRESS Job Descriptions-Amanda and Tim Pool management –Amanda to set up meeting with Julie Barnes at GL1 Volunteer of the month – Amanda and Tim</p>	<p>ALL</p> <p>RB/TB</p>
02.	<p><u>Actions arising from Previous Meetings - identified additional actions</u></p> <p>CN raised concerns about Team Manager process – not enough new volunteers on booked on courses . Concerns raised by Exec over co-ordination. Amanda and Tim to meet with Rich Giles.</p> <p>Flavia and her husband to run both Workforce roles – Action to talk to Rich Giles to ensure volunteers identified to attend TM course</p> <p>Ask RG to run a Team Manager 2 course</p> <p>Camp review took place in October and camp for 2015 booked – TM and support volunteers</p>	<p>TB/AP</p> <p>FJ</p>

	<p>the same as 2014. Terms of reference to be written up by AP for camp overview meeting to be reported back to committee in JANUARY 2015 AND FINAL NUMBERS AGREE</p> <p>CN requested a Communication to be sent out for shop assistant – to speak to Mary Davies who has expressed an interest – Jenny to follow up</p> <p>Disability swimmers on camp to be discussed with Josh – agreed the disability swimmers must have their own chaperone with the required experience and skills to support them on camp- GAVIN to follow up on fundraising to cover chaperone</p> <p>To discuss independent para camp with Josh- ANDY</p> <p>Christmas Gala on track – no issues</p> <p>Coaches Kit –ANDY to discuss with his team – all coaches to wear GCSC kit on poolside to look more professional – CN has kit if required – this is to include volunteers</p> <p>Rod issued Comms Document to be discussed at the next committee meeting</p> <p>Officials co-ordinator stepped down – SM – require new volunteer to take over –GAVIN to follow up</p> <p>Sarah Fielder has agreed to co-ordinate Swim 21 inputs</p> <p>Agreed to order club towels and charge £15 – bottle green CN to organise through the shop</p> <p>Presentation evening to be organised by JENNY AND AMANDA – to make enquiry with Rugby Club AND to follow up with Walls Club. Agreed to be more formal TO BE HELD AT THE START OF THE SWIM SEASON report back to the committee in January</p>	<p>AP</p> <p>JB</p> <p>GP</p> <p>AO</p> <p>AO</p> <p>All</p> <p>GP</p> <p>CN</p> <p>JB/AP</p>
03.	<p><u>Financial Matters arising</u></p> <p><u>Treasurers Report :</u></p> <p>CN presented a P/L statement – excluding invoice from Aspire CN to chase</p> <p>Sage accounting system implemented and JH currently posting journals and opening cost centres – to be completed for next committee meeting. CN requested support report writing through Sage – to be assisted by AP</p> <p>Camp deposits to be refunded to all those not attending camp in 2015</p> <p>Cost controls to be implemented – CN raised concerns about controls over spending – AMANDA TO SEND A COMMS EMAIL</p> <p>Full cost review to take place in January CN/AP</p>	<p>AP</p> <p>CN/AP</p>

	<p><u>Memberships Report</u></p> <p>Agreed to stop chasing for updated personal details . ES agreed not viable to continue</p> <p>ROD to prepare pro-rated fee structure for swimmers who fall outside the standard fees (CLC/GU)</p> <p>Fees outstanding after being chased twice to be handed over to TB/AP to collect –stern measures to be implemented next term for non payment</p> <p>Review of membership fee structure is required in the New Year including how the club covers ASA membership fees/land training annually –ROD TIM AND AMANDA</p> <p>EMILY – to report on outstanding fees by member for the next committee meeting</p>	<p>RB</p> <p>RB/TB /AP</p> <p>ES</p>
04.	<p><u>Welfare</u></p> <p>Although welfare have been busy dealing with a number of cases they are confidential and not discussed at committee level</p> <p>Ann Elliott and Vic Blakelock to report to the committee at the next meeting on workshop to be run next term – Positive Behaviour</p>	
05.	<p><u>Head Coach Report</u></p> <p>See attached report- committee fully supportive of changes recommended by the head Coach – these changes will be implemented gradually over the next two terms. The effect this will have on the club finances must be reviewed. Many swimmers will have reduced pool time- the number of groups will be reduced and smaller numbers will be in the top end</p> <p>Andy identified the need to focus on individual needs of swimmers rather than pool time-the competition calendar was also discussed in light of changes to the swimming cycle SC season to LC season</p> <p>Andy very pleased with the progress the TTC swimmers are making at this stage in the cycle and many of the swimmers are performing significantly better than they would normally do at this time of year</p> <p>ANDY - to set up Swimskills parent meeting In January</p> <p>ANDY -to send out comms to explain competition calendar AND to hold meeting for TTC squads to discuss next years competition targets</p>	<p>AO</p> <p>AO</p>
06.	<p><u>Fundraising</u></p>	

	<p>Fundraising – JP stated that local companies are focusing on Rugby sponsorship JP to follow up with Waitrose /Sport England and look at other means of funding before the next committee meeting –Budget for the year of 8k this needs to be addressed in the New Year and a team identified to support JP.Bag Packing to be discussed with TM</p>	JP
07.	<p><u>Workforce</u></p> <p>David to join Flavia to support Workforce role – to report back on actions at next committee meeting</p> <p>Identify requirements for April Level 2</p> <p>To recruit Officials Co-ordinator - parent already identified</p>	FJ/DJ
08.	<p><u>Any Other Business</u></p> <p><u>Camp</u> – concerns over lack of Seniors supporting the camp – follow up TIM /AMANDA</p> <p>Land training equipment – Amanda to follow up with Marcus</p> <p><u>Volunteer of the month :</u></p> <p>October –Paul Carter</p> <p>November – Charlotte Hepburn</p> <p>Ian Darlow put forward for next meeting as a possible candidate .</p> <p>Comms document – to be reviewed at next committee meeting- ROD to take us through detail</p> <p>NEXT MEETING WEDNESDAY JANUARY 28TH 2015</p>	