



Minutes of GCSC Committee Meeting Held at GL1 October 14 th 2014 6-8.00pm
Present: Amanda Perks/Claire Naylor/Ann Elliott/Bernice Michaels/Gavin/ Emily Starkey/Jenny Burton/Marcus Lee
Apologies: Andy Osborne/Tim Brown/Flavia Jones/Vic Blakelock

Issue	Summary & Agreed Action	Action Required	Date
Minutes of last meeting	<ul style="list-style-type: none"> • Approved • Nationals – staffing numbers- still under query by Claire • Poolside equipment – Marcus to follow up – change minutes 	Amanda	
Chair’s report and recruitment of volunteers	<ul style="list-style-type: none"> • Marcus chaired the meeting – no report provided -to be forwarded to the committee by Marcus this week • Marcus to ensure land training equipment is ordered • Feedback from Sprint Meet was excellent and clubs will attend again next year in larger numbers- agreed this needs to be a fixture part fundraiser /part club • Gavin issued a Comms to recruit volunteers • Rod Bissett stepped forward for Comms role -voted by committee to go ahead with immediate effect – Marcus to perform handover • ASA Registrations volunteer identified with previous experience –Gavin to follow up and ensure this role is handed over with immediate effect • Identified key roles to join the main committee that currently sit as sub committee members -key roles within the club –Rich Giles Team Manager – Claire Naylor Assistant Treasurer-Agreed this should be actioned at the next committee meeting • Continue to encourage swim skills to take on committee roles 	Exec and Gavin	

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	<ul style="list-style-type: none"> • Emily to take on membership assistant - Lisa Thomas • Fees reconciliation role to be offered to a volunteer with accounting background and to also assist Claire if required –Gavin to follow up • Urgently required workforce co-ordinator/Swim 21 -Gavin to follow up any volunteers that apply- URGENT • Four Seasons taken on by Beatrice Hatton and Amanda to follow up with a support volunteer Ann Marie to work along side Beatrice • Team Stats – Mark Perkins – Gavin to follow up handover • Sue Hall – Open Meets- require confirmation that she is happy to continue for this year with full support of the committee • The committee to oversee Presentation Evening and a new venue to be identified – Amanda to ask Vic about his Golf Club re a function room – we require a social secretary to co-ordinate more social events-Gavin to follow up • Agreed 1st weekend in September for PE evening 		
Treasurer’s report and responses from the committee	<ul style="list-style-type: none"> • Clare produced top level P/L does not include accruals and there are a number of outstanding payments • Tim raised concerns about coach travel costs – committee agreed only one coach to be ordered for any event and collection of monies needs to be discussed with Team managers. Volunteers and coaches do not pay for the coach- every attempt to be made to fill the coach • Agreed membership fee increase to £30 effective Nov 1st • Up to date financial report to be produced at the next committee meeting including bank reconciliation 	Tim/Claire	

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Child Protection Feedback/Club Welfare	<ul style="list-style-type: none"> Welfare are involved with a number of issues which remain confidential No photographs of swimmers can be held on personal computers unless taken at an event and the photo book signed. Further information to be shared and a comms to go out. Those that hold photos need to hand them over to the club to be held on a disk Welfare would like all volunteers to have CRB checks 	Exec Welfare	
Swim 21 Report	<ul style="list-style-type: none"> The committee to recruit a volunteer for this role – all committee asked to assist 	Gavin	
Coach Report and responses from committee	See attached document		
Fundraising	<ul style="list-style-type: none"> Sprint Meet a huge success and committee agreed that is will be fixture next year not entirely for fund raising Jenny has a number of potential sponsorship deals-to report on these at the next meeting once they have progressed Awaiting confirmation from Bristol Street Motors Waitrose have offered their community box but require a reg number – Claire N 	JB	
Correspondence	<ul style="list-style-type: none"> N/A 		
A o B	<ul style="list-style-type: none"> Implement Squad reps – Marcus/Gavin to follow up with coaching team and each member of the committee to identify a parent in their squad that may be interested- to be on next committee meeting agenda as urgent action 	Committee	

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	<ul style="list-style-type: none"> • Membership forms need to be completed –Emily requires support from the committee to do this – Comms to go out –Emily to send to Rod • Christmas Gala December 14th – Young Volunteers to support • Concerns raised over lack of support from some senior swimmers at NASL – Will Carter mentioned for his excellent support to the younger swimmers Exec to hold meeting with Captains and Vice Captains to discuss their role –Marcus/Amanda/Tim • Comms to go out to thank Alison - discussed ways the club will show its appreciation • Concerns raised about negative comments filtering down to Swims Skills – confidentiality, professionalism and support for the club and coaches reiterated- any member of the committee who breaks the code of conduct will be asked to leave the committee 		
Volunteer of the month	<ul style="list-style-type: none"> • PLEASE SEND ME YOUR NOMINATIONS BY NEXT MONDAY 21ST OCT 	ML	
Date of Next Meeting	<ul style="list-style-type: none"> • THURSDAY NOVEMBER 20th 2014 6pm -7.30pm – GL1 	AP	

Actions from Meeting October 14th 2014

Description	Action	Owner	Open Date	Status	Closed date
Land Training Equipment	Land training equipment to be ordered	ML		Open	
ASA Registrations Role	Individual identified	Gavin	14/10/14	Open	
Comms Role	Handover to Rod Bissett	ML	14/10/14	Open	
Membership Assistant	Emily to discuss the role and how best to split responsibilities with Emily Thomas	ES	14/10/14	Open	
Membership Reconciliation	Volunteer identified by Gavin – handover from P.Munden required	Gavin	14/10/14	Open	
Team Stats	Mark Perkins – handover required	Mark/Gavin	14/10/14	Open	
Swim21 Role	Volunteer required –URGENT	Gavin/ALL	14/10/14	Open	
Workforce Co-ordinator Role	Volunteer required - URGENT	Gavin/ALL	14/10/14	Open	
Sub Committee roles	Team manager and Assistant Treasurer- committee roles	ALL	14/10/14	Open	20/11/12
Four Seasons	Introduce Ann Marie to Beatrice as a support	Amanda	14/10/14	Closed	16/10/14
Presentation Evening	Change venue- and recruit a Social Secretary	Amanda/ALL	14/10/14	Open	
Squad Reps	Identify parents across squads – send out Comms	ALL	14/10/14	Open	
Membership forms	Send out Comms – all committee to support Emily	Emily/Rod	14/10/14	Open	
Club Captain meeting	Meet Captains /Vice captains –URGENT	ML /EXEC	14/10/14	Open	
AM	To organise Comms and thank you gift for AM	ML	14/10/14	Open	
Welfare	Comms re photography to be issued	AE	14/10/14	Open	
Fundraising:	Jenny to follow up ALL sponsorships and report back to committee at the next meeting including Sports England and lottery funding	JB	14/10/14	Open	
Coaches	Andy to report back on all his actions at the next committee meeting	AO	14/10/14	Open	
Coaches	Tom's contract review is outstanding	ML/AP	14/10/14	Open	
Treasurer Reports	Up to date accounts required- including all invoices paid and accrued	TB/CN	14/10/14	Open	