



<b>Minutes of GCSC Committee Meeting</b> Held at GL1 September 17 <sup>th</sup> 2014 6-7.30pm
Present: Amanda Perks/Claire Naylor/Flavia Jones/Alison Munden/Vic Blakelock/Ann Elliott/Tim Browne/Bernice Michaels/Gavin Emily Starkey/Jenny Burton
Apologies: Marcus Lee /Andy Osborne

Issue	Summary & Agreed Action	Action Required	Date
<b>Minutes of last meeting</b>	<ul style="list-style-type: none"> <li>• Currently under review by Marcus and Tim</li> </ul>	Review last term Action plan	Next Meeting
<b>Chair's report and responses from committee</b>	<ul style="list-style-type: none"> <li>• Tim chaired the meeting</li> <li>• See attached document – going forward the report will not be circulated prior to the committee meeting</li> <li>• Tim thanked Marcus for all his work over the summer on welfare issues</li> <li>• It was agreed the committee are expected to be in full support of the coaching team and that any committee member with concerns should raise these with the Exec</li> <li>• Confidentially amongst the committee was non negotiable</li> <li>• See welfare section</li> </ul>		

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<b>Treasurer's report and responses from the committee</b>	<ul style="list-style-type: none"> <li>• Sage system has been updated</li> <li>• P/L is ahead of budget but a number of outstanding payments to be processed</li> <li>• Camp payments not up to date -Tim working with parents</li> <li>• Tim and Amanda to review financial controls and service contracts</li> <li>• More detailed reports to be presented at the next meeting</li> </ul>		
<b>Child Protection Feedback/Club Welfare</b>	<ul style="list-style-type: none"> <li>• Tim shared concerns about the alarming number of abusive and aggressive emails/exchanges from/with a small group of parents</li> <li>• The club to involve the police if the Exec feel it's necessary and expel members where appropriate</li> <li>• Inappropriate behaviour not to be tolerated, and all members are expected to respect the code of conduct</li> <li>• The committee was asked if they supported this stance -the committee was unanimous in it's support</li> <li>• Ann and Vic raised their concerns in dealing with the increasing numbers of welfare issues .Vic had to leave the meeting twice to take calls from the ASA</li> <li>• Welfare and the Exec are now working together to share the workload and offer support – there is a monthly meeting between Exec and welfare</li> <li>• Welfare are investigating allegations of drinking at the Presentation Evening – this will be reported back to the committee at the next meeting</li> <li>• Comms sent out re early morning swimming safe guarding</li> </ul>	Exec Welfare	
<b>Swim 21 Report</b>	<ul style="list-style-type: none"> <li>• The committee to recruit a volunteer for this role – all committee asked to assist</li> </ul>	All committee	

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<b>Coach Report and responses from committee</b>	<p>See attached document – in future it will not be circulated prior to the committee meeting</p> <ul style="list-style-type: none"> <li>• Alison Munden queried Andy’s report on coaching support at Nationals -Amanda confirmed Andy was alone for Age Groups. Andy will clarify at the next meeting</li> <li>• It was agreed a formalised approach to the role of Team Manager and there should be a team manager present at all events – training for new Team Managers</li> <li>• Coaches service contracts outstanding from last term- Amanda and Marcus to ensure these are completed</li> <li>• Land training equipment needs to be ordered –Sponsor to be contacted – this is an action for Marcus</li> <li>• Squad meetings to take place to communicate the changes to the swimming calendar- Andy to report to the committee at the next meeting</li> <li>• Well done from the committee to the following swimmers selected for Inter-counties Seymour/CMunden/Tebbs/Shall/MHall/Maddocks/Malone/Perks/MMunden</li> </ul>	AP/AO/ML	
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>• Jenny to update the committee at the next meeting</li> <li>• Camp fundraising successful and the final refunds will be calculated after the Sprint Meet on 28<sup>th</sup>. Parents have raised concerns about allocation of the funds and AM agreed to send minutes of a camp meeting held by Ruth for clarification .The Exec will make a final decision and report back to the committee.</li> </ul>	JB	
<b>Correspondence</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>		

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<b>A o B</b>	<ul style="list-style-type: none"> <li>• Camp- this was picked up at short notice by the Exec. Emma Blakelock has taken on the role of Team Manager. Emma Rich and Beatrice have done an incredible job of taking this on at short notice and ensuring it is managed professionally. All swimmers have confirmed they are attending although a number are behind with their payments -others have paid up to date. Camp meetings are being held to communicate all information to the parents and swimmers. The Exec has agreed more governance is required for the next camp and that terms of reference will be in place. Due to the failure of the club to cancel 5 places last term there will be a loss</li> <li>• There are a number of roles to be recruited – Workforce Development Co-ordinator to support Falvia/Swim 21 and ASA Registrations – the Exec were not informed that Ellen had handed over to a committee member. These roles are now urgent and Gavin has offered to help co-ordinate the recruitment of volunteers.</li> <li>• A number of names were put forward by the committee</li> <li>• Job specs to be sent to Amanda</li> <li>• Shop representative to be present at Tommies- Claire agreed to kick this off</li> <li>• Land Training kit – Marcus to discuss with Sponsor</li> <li>• Fees - comms to be sent out by Emily – non payments of fees and incorrect amounts paid</li> <li>• Christmas Gala –Flavia? Agreed £1</li> <li>• Volunteer to run Presentation Evening – changes need to be made to the format.</li> <li>• October level 3 requires more volunteers - comms to be sent out –announcer/control room</li> </ul>	Committee	
<b>Volunteer of the month</b>	<ul style="list-style-type: none"> <li>• Emma Blakelock, Rich Giles and Beatrice Hatton – what a fabulous job they have all done –thank you!</li> </ul>	ML	
<b>Date of Next Meeting</b>	<ul style="list-style-type: none"> <li>• Tuesday October 14<sup>th</sup> 2014 6pm -7.30pm – GL1</li> </ul>	AP	