



Minutes of GCSC Committee Meeting Held at The Pint Pot Thursday 8 th January 2014
Present: Marcus Lee, Alison Munden, Claire Naylor, Ellen West, Andy Osborne,
Apologies: Bernice Michaels, Ann Elliott, Ruth Hepburn, Mary Mayne, Beatrice Hatton, Sue Malone, Tim Browne, Vic Blakelock

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. • No meeting held in December. 		
Chair's report	<ul style="list-style-type: none"> • ML CIRCULATED A REPORT TO COMMITTEE. Highlights included. • Over the festive break, I have taken time out to review the progress of Gloucester City through the first 3 months • A new timetable, more hours, greater emphasis with the LT programme and new coaching team including additional squad meetings the season has kicked off very well. • A few concerns that needs to have some focus on – • Workforce Coordinator – Not in place,(Beatrice has stepped down and will focus on YV) with our Gala in May and the County support required as a host club, it's an important role. I have covered for the County LD events, we also host in early Feb. Thanks must go out to Jon and Rich in support of progressing Jan with me. It is not sustainable when there are other roles they already undertake. • Behaviour – There is an increasing number of complaints and concerns from GL1, parents, swimmers and coaches. • Swim 21 – We are a long way from being ready. We need to crash through many items to get us ready. • County Meeting - I attended the GCASA on behalf of GCSC along with Josh back in Nov, meeting went well and I have supported the progress for change around the County Championships with close working with new Meet Manager. • Good feedback for the Christmas fun gala, four seasons and Bag packing all went well albeit the same familiar faces turning up at Bag packing. Thanks to Jackie and 	Action	

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	Brian for organising.		
Treasurer's report	<ul style="list-style-type: none"> • TB CIRCULATED IN ADVANCE A REPORT TO COMMITTEE. • ML gave a brief overview of budget position that all line items are on track with no significant shortfalls. • However there is a potential risk that we will fall short of our Sponsorship and Grant budget of £10K by the end of March. This is a disappointing. • Work has started on the 2014/2015 Budget, which will include some additional line items for capital projects. 		
Child Protection Feedback	<ul style="list-style-type: none"> • Nothing reported from Welfare. 		
Swim 21 Report	<ul style="list-style-type: none"> • ML REPORTED - Work has started on the Swim 21 evidence, slowly as there are many things that have had to be reviewed or had to be revised. • There will be a post review report produced for in the form of an action plan and this will be owned by new Swim 21 co-ordinator. 	Action	
Coach Report	<p>AO in attendance. A Coaches Report was circulated to the Committee. Highlights included :</p> <ul style="list-style-type: none"> • Competitions; Hereford, Taunton Deane and Cardiff produced some excellent results. Swimskills swimmers shone at Hereford, and Tom was able to make further assessments of his squad. The number of county qualifiers from swimskills is massively up on last year. • Cardiff itself produced some excellent swims. We swam faster at this meet than ever before, achieving many new National Qualifying times and District times, some massive PB's. • High number of GCSC swimmers now swimming sub 60 for 100 free, probably more than in many years at the club. • Sophie Hall gained QT for Commonwealth Trails in 800m. • DSE short course Nationals also produced some outstanding results for Disability. 		

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	<p>Congratulations to all those who competed excellently, won medals, swam Pb's, and to those who hit times for new Para-swimming recognition.</p> <ul style="list-style-type: none"> • All squads have had their squad meetings. Excellent attendance throughout all meetings. All coaches reported positive feedback from their meetings. • The Uni squad continues well. Great to see them buying into GCSC and wanting to integrate more. Some will compete at Counties. • Meetings have been held with Ed over developing land training. 		
Fundraising	<ul style="list-style-type: none"> • Barnwood Trust donation received £750. • Bag packing sessions produced in circa of £1100. 		
Correspondence	<ul style="list-style-type: none"> • Thanks from Luke Jeffery Trust for donation. The offer of talking at a future event if needed. 		
A o B	<ul style="list-style-type: none"> • No details yet circulated for the April Level 1. • There was a discussion about the alternative league competition for the coming year now that the middle of the club has increased. • Thanks to Pete Robinson (coaching T2C6) . Pete has stood down and will be doing a handover to Tom Howells. • Special mention to Bernice Michaels for Counties entries. Which have been in excess of 100. Highest number of entries for GCSC. 		
Volunteer of the month	<ul style="list-style-type: none"> • October: Emily Starkey confirmed from November meeting. • November: Jackie Dickson • December: Flavia Jones & Jenny Perkins • 		
Date of Next Meeting	<ul style="list-style-type: none"> • Wednesday, 12TH February 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	8/02/14
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	8/02/14
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.	EW	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	8/02/14		
From Chairs Report:	ML to speak to Flavia Jones about Workforce Coordinator Role;	ML	8/02/14		
From Chairs Report:	CN to speak to Alison Johnson about Workforce Training Coordinator Role.	CN	8/02/14		
From Chairs Report:	CN to split Workforce Coordinator job description - into Workforce Co-ord and Workforce Training.	CN	8/02/14		
From Chairs Report:	ML to produce communication relevant to Workforce & Behaviour	ML	8/02/14		
From Chairs Report:	Approval of Communication prior to Distribution	ALL	8/02/14		
From Coaches Report:	AO to look into a Day camp similar to the one that has Ex-swimmers lead (GB level).	AO	8/02/14		
From Coaches Rptt:	AO: to decide on level 1 meet: where and when	AO	8/02/14		
From Swim21:	CN to do workforce element;	CN	8/02/14		
From Swim21:	ML to copy details of requirements to committee.	ML	8/02/14		
From Fundraising:	CN to email Jacky Dickson re committee approval of bag packing session before Easter and after Counties.	CN	8/02/14		
From AOB:	AO register interest for Cotswold league.	AO	8/02/14		