



Minutes of GCSC Committee Meeting Held at The Pint Pot Wednesday 12 th March 2014
Present: Tim Brown, Sue Malone, Alison Munden, Claire Naylor, Flavia Jones, Ellen West, Ann Elliott, Bernice Michaels, Andy Osborne
Apologies: Marcus Lee, Ruth Hepburn, Mary Mayne, Vic Blakelock,

Issue	Summary & Agreed Action	Action Required	Date
Minutes of last meeting	<ul style="list-style-type: none"> Approved by the Committee. 		
Chair's report	ML unable to attend due to work commitments. Monthly report will be included in next month's.		
Treasurer's report	<ul style="list-style-type: none"> Overview: A deficit of just over £12,000 is expected to date and a deficit of £15,000 is forecasted for Year End. This is primarily due to back invoicing from GL1. TB meeting with Julie Barnes to get this charge to an acceptable figure. This figure can be covered but going forward ways of increasing revenue to the Club need to be explored. TB will run some projections based on increased membership fees, for September and look at increasing pool time, so membership can be increased. Our GL1 fees for pooltime will be increasing and our ASA fees have already increased this season. ACTION Fundraising – A break-even budget was agreed by the Committee for the 2013/2014 financial year. This was based on the premise that there would be £10k income from sponsorship/fundraising activities. To date, this target has fallen short. Therefore, it is recommended that a medium term fundraising strategy is developed which also includes scoping for any significant capital expenditure in the future. HELD OVER FROM LAST MONTH. IT HAS BEEN SUGGESTED THAT MM 	TB MM/ML SM	

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	<p>SCHEDULE A MEETING WITH COMMITTEE TO DISCUSS/CONFIRM ANY QUESTIONS ABOUT DOCUMENT AND GOING FORWARD. SM TO COMMUNICATE THIS WITH MM.</p>		
<p>Child Protection Feedback</p>	<ul style="list-style-type: none"> • AE and VB continue to meet weekly. • AE and VB have attended a “Time To Listen” course. Very helpful and would like to organize the viewing of a short video on child welfare that was presented and viewed on the course that they feel will benefit ALL members. • AE and VB would like to meet with the Exec Committee to discuss Sanctions and Disciplinary Actions. • Video and Filming policy is being reviewed. 	<p>ALL</p>	<p>Next meeting?</p>
<p>Swim 21 Report</p>	<ul style="list-style-type: none"> • Re-accreditation Approved. 		
<p>Coach Report</p>	<p>AO Coaches Report was circulated to Committee. Highlights include;</p> <ul style="list-style-type: none"> • AO has met with Ed Archer to discuss swimmer specific issues, timetabling going forward and equipment for Twyver Pool. • AO met with Andy Pitchford at Glos Uni re the developments of the Uni’s involvement with GCSC, also met with various students about filling roles within the club. • AO Met with Steve Fivash and Lyndsey Hollands regarding Disability, various swimmers and SW Disability squad. • AO met with Sharlene Urry, regarding development with Elver pool sessions with the junior end of the club. Document produced by Sharlene. Next step for Sharlene to present to Exec/Committee. • AO spoke with senior swimmers over certain behaviour issues. Since then these seem to have dissolved and all comments have been dealt with. • County Championships progressing. GCSC look like they are at the top of the medal point table again. An outstanding achievement. The depth shown within the club is deeper than ever. Many new County AGBT’s and County Records have been set, District and National times achieved. • Swimmer recognition continues with more swimmers being invited onto Senior British 		

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	<p>Swimming Programmes.</p> <ul style="list-style-type: none"> TJ and coaching team will be looking at SSK movements post counties. Time trials were well attended at 6:00am on Saturday, 8th March. Thank you to all who helped out on the morning. 		
Fundraising	<ul style="list-style-type: none"> SM has redistributed the GCSC Draft Fundraising Document, prepared by MM, to Committee. Committee would like MM to organize an agreed time to meet to discuss/brainstorm ideas. ACTION 	SM	
Correspondence	<ul style="list-style-type: none"> A concern was put forward by a member in regards to an incident that happened on Saturday, 8th March, at the County event. A swimmer, in the swimming section, fell down the stairs, as the steps were wet. This has been taken as a warning of the danger of the steps, when wet. TB to raise concern in his meeting with Julie Barnes about the possibility to have anti slip pads or tape be put down. ACTION 	TB	
A o B	<ul style="list-style-type: none"> May Open Meet – all going well. EW has received entries from 13 clubs. EW to send out reminder to all GCSC members to get their entries in by Saturday, 15th March. ACTION 2015 LEVEL 4 MEET - A L4 meet has been suggested to be held after our own L2 May meet in 2015, to accommodate our SSK swimmers without QT to our L2. This would be a closed meet and could be combined with our Club Champs. In the discussion stages. SWIM TRIALS – Will be held every 3 months. The next one is scheduled for the end of April. Members Only Area – Question has been asked if a Members Only Area can be included on website. SM to liaise with Nikki Webb. 	EW	
Volunteer of the month	<ul style="list-style-type: none"> Jane Rackam-Wood 		
Date of Next Meeting	<ul style="list-style-type: none"> Wednesday, 9th April 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	8/01/14
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	8/01/14
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.	ES	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	8/01/14	Closed	12/02/14
From Chairs Report:	ML to speak to Flavia Jones about Workforce Coordinator Role;	ML	8/01/14	Closed	12/02/14
From Chairs Report:	CN to speak to Alison Johnson about Workforce Training Coordinator Role.	CN	8/01/14	Closed	12/02/14
From Chairs Report:	CN to split Workforce Coordinator job description - into Workforce Co-ord and Workforce Training.	CN	8/01/14	Open	
From Chairs Report:	ML to produce communication relevant to Workforce & Behaviour	ML	8/01/14	Closed	12/02/14
From Chairs Report:	Approval of Communication prior to Distribution	ALL	8/01/14	Closed	12/02/14
From Coaches Report:	AO to look into a Day camp similar to the one that has Ex-swimmers lead (GB level). On hold and to be considered at a later date.	AO	8/01/14	Closed	12/02/14
From Coaches Rpt:	AO: to decide on level 1 meet: where and when	AO	8/01/14	Closed	12/02/14
From Swim21:	CN to do workforce element;	CN	8/01/14	Closed	12/02/14
From Swim21:	ML to copy details of requirements to committee.	ML	8/01/14	Closed	12/02/14
From Fundraising:	CN to email Jacky Dickson re committee approval of bag packing session before Easter and after Counties. Confirmed. Date to be determined.	CN	8/01/14	Open	

	Update: AM to explore the possibility of another person(s) taking this on.				
From AOB:	AO register interest for Cotswold league. BM Awaiting reply.	AO	8/01/14	Open	
Feb 2014 Meeting					
From Chair's Report	Prepare communication to membership regarding overcrowding on poolside and decision to have some sessions closed.	ML/FJ	12/02/14	Open	
From Treasurer's Report	Fundraising Strategy to be developed.	MM/ML	12/02/14	Open	
From A o B	As of April 2014, GL1 needs visibility of the Clubs DBS certificates and numbers.	VB/AE	12/02/14	Open	
Mar 2014 Meeting					
From Treasurer's Report	TB will look at and prepare some projections for additional revenue to cover our forecasted deficit for this financial year.	TB	12/03/14	Open	
	SM to contact MM to organize a meeting with Committee to go over Fundraising Document	SM	12/03/14	Open	
From Correspondence	A concern was raised after an accident occurred at the County event on Saturday 8 th March. TB to bring to attention of GL1 and the possibility of having slip resistant tape or pads applied to the steps in the spectators area.	TB	12/03/14	Open	
From AOB	A reminder to be sent to all GCSC swimmers about getting their entries to our May Open Meet in by Saturday, 15 th March.	EW	12/03/14	Open	
	Identify if a Members Only Area can be created on our website.	SM	12/03/14	Open	