



Gloucester City Committee Minutes

GL1 Leisure Centre 13th July 2017

Present: Richard Davies (Chair) Kelly Longdon (Secretary) Gavin Philips (Promoter) Andrea Lloyd (Membership Secretary) Brian Dickson (Officials/Welfare)

Apologies: Andy Osborne (Head Coach) Sue Osborne (Welfare) Clair Bulpin (Workforce Co-ordinator) Flavia Jones (Treasurer) 10 minutes at the end of the meeting.

Agenda items:

1. Coaches Report
2. Chairman's Summary
3. Financial Summary
4. Swim 21
5. Open Meets/Workforce
6. Competitions
7. Welfare
8. Team Managers
9. Communications
10. Fundraising/Sponsorship
11. Member of the Month
12. A.O.B

Actions from the meeting:

	Action	Owner	Target completion Date	update
	Welfare incidents to be resolved	RD	No set date	
	Website – Follow up	RD	No set date	
	Member of the Month	RD	New season	
	GCSC attendance at County meetings	RD	ongoing	
	Long Course training programme; what is required for the next season – to check with AO	KL	23.7.17	AO confirmed the relevant bookings have been made for long course training for the beginning of the new season
	Vice Chair role – confirmation of appointment – Communications to members	RD	End of the season	

Key Discussion Points

Agenda item	Key Discussion
1	Coaches Report No report update given at this meeting
2	Chairman's Summary No Summary given at this meeting
3	Financial Summary No Financial Summary presented at this meeting
4	Swim 21 Nothing to discuss at this meeting
5	Open Meets/Workforce GP advised that the October meet was now licenced and communications are to go out as soon as possible.
6	Competitions

	<p>It was raised that there has been a real issue around officials for the July open meet and that this needs to be addressed for future events.</p> <p>With the new Hytek system it will be a requirement for all members to opt into roles to help the club. The workforce can then liaise with them to ensure that the correct training is given.</p>
7	<p>Membership</p> <p>AL advised that the club is now full</p>
8	<p>Welfare</p> <p>There has been alleged welfare issues, that has been brought to the coaches' attention, that continue to be ongoing. These issues must be resolved. The new welfare officers require training before they can fully take on the role, so it may be that Marion Britton will need to continue to provide the support with these situations. RD to consider this.</p>
9	<p>Team Managers</p> <p>No update given</p>
10	<p>Communications</p> <p>The website needs revamping – a parent has come forward to offer their assistance. RD to follow up</p>
11	<p>Fundraising/Sponsorship</p> <p>GP – Active vouchers have now ended. It was agreed to buy stop watches with the vouchers.</p> <p>It was recognised that this needs to be promoted to members better in the future.</p>
12	<p>Member of the Month</p> <p>RD advised that this is something that needs to be addressed as it is not currently working. Committee to have further discussions on how to make this work better in the future.</p> <p>Volunteer of the year was agreed by the committee and will be announced on presentation evening with a gift voucher as a gesture of appreciation.</p>
13	<p>AOB</p> <p>County input at meetings; is required by G.C.S.C; RD to contact Sarah Part for information.</p> <p>Long course programme – what is required & bookings confirmed. KL to speak to AO</p> <p>AL raised that she would like a fee structure for boarding members. RD confirmed what had been agreed at the Exec committee and that the member would be required to give 1 months' notice to the membership secretary and fees paid in advance of training.</p> <p>FJ to update on Hytek system as this needs to be completed for the new season and in time for the parents to register their entries for the October meet. FJ Confirmed that it was currently being set up by Flavia and Andrea; volunteers will test the system to highlight any technical issues prior to rolling out to members.</p> <p>Vice Chair Role – an application was made to the committee by Steve Lloyd to step in as Vice Chair. Under the rule 8.4 of the club constitution, the committee agreed to appoint Steve Lloyd as the new Vice Chairman.</p> <p>Communications to be put out to members at the end of the season.</p>

Next Meeting TBC

