



## Minutes of Committee Meeting

**Venue:** Wellsprings

**Date:** 19 January 2016

**Time:** 18:30 – 20:30 hrs

**Attendees:** Paul Shergold, Richard Brown, Stephen Redman, Max Sauter, Nick Smith, James Paull, Cathy Paull, Antony Heaton-Jones, Chris Gunn,

**Apologies:** Jo Carritt, Caroline Facey

Item	Topic	Minutes	Action
1	Minutes of last Mtg 10 Nov 2015	Approved	
2	Finance and accounts	<p>Treasurer reported that accounts will need to take into consideration 28 Feb membership year and 30 June financial year. Accounts also need further work in the area of :</p> <p>a) Integration of accounts such as events and swim.  b) Itemising in greater detail item expenditure such as cost of coaching course fees.  c) Formatting accounts into that required by an "incorporated" club.  Meeting to address these items planned in early Feb.</p> <p>Current account balance appx £6000, down last reported figure due to monies held for annual dinner now paid out.</p> <p>Provisional review of reformatted accounts required for the committee.</p> <p>Independent reviewed accounts will be required in time for the Club April AGM</p> <p>It was reiterated that direct bank payment of swim fees and other similar items should continue to be promoted to the club membership, as this automates much of the accounting process.</p> <p>As part of the improved account process, budgets are required from those committee members that have responsibility for procurement of club related expenditure</p>	<p>Feb Mtg C Gunn } J Paull }</p> <p>28 Feb C Gunn</p> <p>C Gunn</p> <p>All</p>
3	Committee Positions	<p>The Event Management team has now 3 new volunteers. James Page (vice Nick Hawes), Justin Cole as vice to James and Mags Baker (vice Cathy Paull).</p> <p>Jo Carritt in absentia provided written correspondence concerning the position of for a Race Director as well as Event Manager. It was agreed that the chairman would discuss this further with Jo to flesh out what the individual roles might be.</p> <p>Role of Kit Manager (Tri kit for purchase by club membership), still open, chairman to issue a invitation to club membership</p>	<p>P Shergold</p> <p>P Shergold</p>

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4	Development Plan	<p>In a list form, the plan has been sent out to the committee. Areas that have particular focus were:</p> <ol style="list-style-type: none"> <li>1) Promote inclusivity in both: representation on the committee and participation in sport of Triathlon</li> <li>2) Increase the training session coverage in cycling and running disciplines that traditional the club has found difficult to provide.</li> <li>3) Be responsive to the needs of the membership.</li> </ol> <p>Steps have already been taken in some of these areas such as, Facebook forum, increases in trained coaches and additional planned cycling training sessions</p> <p>Further iteration of the plan to be provided to the committee for further feedback and then issued to club membership.</p>	P Shergold
5	Coaching report	<p>P Shergold reported that the club has a combination of 14 qualified level 1 or level 2 BTF coaches and 2 support coaches. It is felt at this level, the club has sufficient numbers of coaching staff to support varied sessions that the club provides on a weekly basis. Roughly 6% of the membership is qualified to a recognised BTF level.</p> <p>In general the club provides funding of BTF recognised courses to those club members that have shown willingness to become coaches by for example actively acting as a support coach for a period of time. In return it is expected that the prospective coach provide their time and fund their own expenses travelling to courses and providing club arranged coached sessions.</p> <p>Paul provided an example of how the £300 to £500 expense that the club incurs bringing on a coach to a BTF recognised level is recovered many times over by their voluntary services at club arranged coached sessions.</p>	
6	Club Website Communication	<p>Membership has now been informed that the old style forum went inactive on 1 January 2016, and that a new Facebook club member only forum has taken its place. Take up of the new system is high and stands at greater than 103 members. Current level of activity is much higher and more responsive than previous system.</p> <p>Club's public website (sometersctri.co.uk) is continuously being updated to keep it abreast of club's activities and addition of information. Committee members: P Shergold, J Carritt, C Gunn and A Heaton-Jones are the points of contacts for updates.</p> <p>News by email is still used for formal club communication, the email distribution list is derived from the information the club member provides in the "entrycentral" membership joining/renewal system.</p>	
7	Membership	<p>A welcoming letter and support for new members is provided by P Kirkpatrick and is working well. The Entrycentral system provides notifications as new members join, Phill then gets in touch with them.</p> <p>For committee use, the emergency contact details and email address of membership are extracted from the Entrycentral system. The list is used to verify persons attending club sessions is are paid up members.</p> <p>Membership cards will be printed over the new membership year by the commercial supplier previously used. The costs involved will require the batching of cards into economic order quantities of a minimum of 50.</p>	S Redman
8	Swimming Lists	<p>Lisa Tooze and Chris Gunn continue to provide their support keeping the swim lists up to date to collect fees for the session swimmers</p> <p>It has been noted that the Thursday stoke improver session and the family and child Friday session swimmers are full to capacity for the number of swimmer attending. Ways to better balance the swimming slots with other sessions be reviewed at the next coaching meeting.</p>	P Shergold

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9	Equipment upkeep and purchases	All bike boxes now repaired, P Shergold contacted manufacturer to purchase replacements for broken parts and repaired. Moving forward the club will implement a returnable cash deposit for the keys in addition to fee for hiring. This is to promote return of locking keys which are expensive to replace.  No further equipment purchases noted,	
10	First Aid Course	11 club members took up the offer to attend the course during Jan 2016. During the course it was highlighted that sports clubs should add to their risk assessments details of how they would mitigate the possibility of secondary drowning and concussion after-effects.	
11	Beginners Bike Ride	This new event is scheduled to start Easter weekend from the Wellsprings Leisure centre. Following up information to be communicated to the membership, the ride is aimed at cyclists needing a shorter duration ride compared to the Saturday's ride.	M Southway
12	ISO Tri Event	Monthly event of roughly equal duration of swim, bike and run will be held at Huntspill when the river is open to swimming. Following up information to be communicated to the membership	N Smith
13	Club Championships	Details of the club championships have been published.	J Paull
14	<u>AOB</u>		
	a) Clevedon Tidal Pool	Nick Smith stated he is planning to organise swim sessions on a Thursdays 6:30-8:00pm starting 5 March running until 5 Sept. at the Clevedon tidal pool. Nick suggested that the event could be run under the auspices of the club for club members and for public swimmers that are in attendance that may want to join in. A decision would also need to be taken with regard offering the Lake organisers some form of donation to help support its upkeep? My suggestion would be circa £250 at the end of the season that should come direct out of club funds rather than contributions made by swimmers who attend.  After some discussion it was agreed that the Head of Coaching would look into the risks and legality of this idea as it may have ramification on club's insurance and liabilities.  Once a plan had been agreed the committee saw no barrier to donating monies to the CML fund.	P Shergold
	b) Taunton School Pool	The Taunton Swim club are reviewing pool usage and costs how this is likely to affect our club use at the pool is being investigated Jo Carritt is taking the lead on this. Chairman agreed to follow-up with Jo.	Jo Carritt
	c) Queries on club matters from Nick Smith	Nick submitted a set of written queries that he was interested in airing. A significant amount of committee time was taken up working through these and providing a written response. Refer to the appendix for fuller details.	
15	Next meetings Committee	Committee Tuesday 15 March 2015. Wellsprings 18:30 – 20:30	ALL
	AGM	AGM Tuesday 12 April 2015. Wellsprings 18:30 – 20:30	

## **Appendix: Queries raised by Nick Smith**

### **Q1 Requirement for Budgets**

Nick Smith stated I am against budgets for each part of the club - this will make our accounts more complicated than they already are. Any delegation of funds usually ends up in money being spent just because it is there or an over spend due to unforeseen circumstances....all of this ends up in more meetings and discussion. Spending other peoples' money (membership) is good fun but not really what a club with our aims/ethos should be doing.

The Chair replied:

The committee is committed to running the club in a businesslike manner while not running it as a business. Budgeting and projecting costs is an essential part of running any organisation. We need to understand the impact of decisions we are taking have on our finances. We do not ring fence money unspent monies will remain in the pot.

The comment "spending money....." seems insidious at best but it is irrelevant as elected representatives of the club by the membership we have to spend money to run the club in accordance with the clubs aim.

### **Q2 Club Development Plan**

Nick Smith stated someone (anyone) needs to sit down and write a draft version and until this is done there is no point it being discussed further. If no-one wants to do this we should abandon the idea and just refer to the club aims and objectives when making decisions - they are on the constitution which is on the website.

The Chair replied:

This has been done by the Chairman as detailed in the minutes of the last meeting and is presented at this meeting for discussion. See minute item 4

### **Q3 Coach Training Costs**

Nick Smith stated I would like to know exactly how much money has been spent on funding coaches in the last two years? (one for Chris that) My thinking is that this will undoubtedly be a very large amount, relative to other expenditure and any further expenditure should only be made after consultation with the entire membership. Similarly should the membership be surveyed as to what they want their club funds spent on? I think we will shortly have close to 10% of the membership as qualified club coaches? Personally I think we have reached the stage where we need more volunteer helpers/organisers/active committee members rather than coaches - and think about how they can be "supported" in some way (not necessarily financially). Given the cost of BTF courses I seriously question the value for money of their qualifications.

The Chair replied:

The committee is committed to ensuring that the sessions are led by suitably qualified coaches giving volunteers the education and qualification to deliver sessions in a professional and safe manner. There is a need to have a hierarchy in order that the appropriate management and knowledge system is in place. This has taken nearly 3 years and cost a considerable amount of money (approx £12,000). It has now for the most part been completed. We are seeking to deliver and establish other sessions so there will be a requirement for other coaches ie cyclists as well as train the next generation of coaches. This will be an ongoing cost that we have projected into our costs/budget, with the coaching cadre now established this is projected to be a lesser burden on the finances.

We do not and should not need to keep referring back to the membership they have voted in the committee it was made clear at the AGM where the club was going. They should trust the mechanics of the committee to do what is in the best interest of the club. If the committee feels it needs to refer back to the membership then it will do so.

There are 14 coaches qualified (Active) which is less than 7% of the club. This is an arbitrary figure as we need to train to the requirement, however, it so happens we have for foreseeable future reached a hiatus.

The club has benefited from having qualified coaches running sessions.

We are constantly trying to recruit volunteers for roles. Recently 3 to the Event Management Team. No volunteer to run the club kit sales yet. Trying to get members to volunteer is difficult.

It is a necessity to have appropriately qualified people in charge of sessions and planning the clubs activities. As to value for money, as an illustration, the club has, over 5 years, spent £2000 to qualify me in addition I have paid for my own incidental expenses such as hotels and mileage £600. Over that time I have coached on average 3 hours a week for 45 weeks a year covering 40 miles per week. If I were to be paid (£12.50 per hour minimum) and charge expenses the cost to the club would have been  $(3 \times 12.50 + (.45 \times 40)) \times 45 \times 5 = £12,487.50$ . This does not include the hours I have spent on other club business.

You are fully aware of the commitment and dedication it takes to be a coach and run a club.

## **Q5 Communications**

Nick Smith stated I think there is still an issue about club members not getting emails or being part of the f/b group (although the latter is their choice).

The Chair replied:

We have been at pains to improve the web page (Costs £200 set up fee and £24 per month management fee). Opened two Facebook accounts. The club uses the data supplied by club members in the entry central data to contact club membership. If a club member is not receiving emails then they should contact the Club secretary.

## **Q4 Good Behaviour Standards**

Nick Smith stated parents of children need to sign up to ensuring good behaviour standards or accept that children won't be allowed to swim

I can't speak for other sessions at Kings but the 7:30 session is overcrowded because too many are on the list, both children and adults. Can we have clarification about when/how the decision was made to start the technique group from Chard and that they are all paid up club members? As coach for the 8:30 session I take responsibility for communicating with Lisa about who is/should be on the list - should other coaches also do this for their sessions ensuring an appropriate number of swimmers?

The Chair replied:

Everyone including parents agree to conduct themselves in accordance with the clubs policy when joining. It is up to the coach to manage any disruptive elements. Situations will be managed in accordance with protocols with appropriate sanctions being applied.

The Head Coach has over control of the swim lists this is delegated down to those that run the sessions to liaise with the Swim List Manager.

The Head of Coaching replied:

The capacity of the 7.30 lane is really a subject for the coaches committee. However, I will repeat here what I have already said. We are managing lanes to their absolute capacity in order to get as many people swimming working on at 85% attendance sometimes everyone turns up. The adult lane was busy but not overly so. I agree that the children's lane was, with 11 swimmers, to full this was a one off. I offered immediate support to the coach who was content to continue. The children's class lead coach was absent and had not yet moved two of the children to another class. At the same time we had one child turn up for a taster. We are at the moment managing the consequences of the success of offering parents and children to be able to swim in the same pool at the same time.

I have previously explained the situation surrounding the swimmers from Chard. For the sake of clarity I will repeat what I have already said. The athletes from Chard approached the club via the swim list manager's email and they were passed on to me to deal with as is the way with such approaches. They are no different to any other athletes other than they come from Chard and they were a group of 6. The process is they are invited to a taster session to have a look at the club and swimming and for us to have a look at them. At that point they are advised as to the way forward as well as to the procedure to join the club. They join the club and apply for a place on the swim lists. In the case of the swimmers from Chard all have joined 1 has joined but not swam yet, 2 swim in stroke development on Thursday and 3 swim in stroke development on Friday. As a point of interest the club was recommended to them by a former club member from Chard, we have 6 members from Chard which is at the extreme of our catchment area and one of the ladies completes half ironman distance in 5hr 10min.

## **Q5 Refunding of Subscription Fees**

Nick Smith stated I think it was suggested/decided that coaches do not need to pay subscriptions in future. This is fine by me as long as it only includes active coaches it also includes active committee members who aren't coaches and folks like Ken Bidgood who support the club by making the B&R happen - a list should be drawn up?

The Chair replied:

It was decided that coaches will have their subscriptions and BTF membership refunded. That committee members would have their subscription refunded. To go in a small way to acknowledging what they do for the club. Another member who actively supports the club's activities (the Bidgoods were given mention as an example) would also have their subscription refunded I spoke to them to ensure they knew. This was minuted. There are no inactive examples of this that I am aware of.