



Minutes of Committee Meeting

Venue: Wellsprings

Date: 15 March 2016

Time: 18:30 – 20:30 hrs

Attendees: Paul Shergold, Richard Brown, Stephen Redman, Max Sauter, Nick Smith, Cathy Paull, Chris Gunn, Lee Macklin, Heather Pierce, Sue Crane, Megan & Bill Atkinsons, Phil Davis, Frankie white, Simon Tomlinson, Jo Carritt

Apologies: Antony Heaton-Jones, J Paull, T Lewis

Item	Topic	Minutes	Action
1	Minutes of last Mtg 19 Jan 2016	Approved	
2	Finance and accounts	<p>See attached finance accounts summary from Treasurer presented at meeting. Chris explained that these are a close match to the format that would be used to present the accounts moving forward.</p> <p>Those present expressed acceptance of the presented format, queries were raised on specifics:</p> <ul style="list-style-type: none"> a) Integration of the "events" accounts. Chris stated he will need to work with Jo Carritt to complete this work. b) Miscellaneous expenditure of £1940, breakdown by item requested Chris agreed that this is available and would make sense to add to the next update of the accounts. c) Coaching Qualifications expenditure. Chris explained that this represented the course fees for 11 coaches that have gone through training courses during the accounting period appx £350 per head. 	<p>C Gunn</p> <p>C Gunn</p>
3	AGM Readiness	<p>This checklist was discussed:</p> <p>Committee election: officers that were willing to stand were highlighted for distribution.</p> <p>Finance accounts: treasurer will use format just presented.</p> <p>Chairman report: will highlights the clubs achievements and future direction.</p> <p>Membership Numbers: example format of current membership status attached.</p> <p>Club Dev Plan: Final plan attached</p> <p>Coaching and Junior section reports to be prepared.</p>	
4	Committee Positions	<p>Vacancies had arisen in some of the committee positions. Attendees at this meeting volunteered to take on vacant roles:</p> <p>Swim List Manager: Frankie White, L Tooze standing down</p> <p>Member Representative: Lee Macklin, P Kirpatrick standing down</p> <p>Kit/Equipment: Simon Tomlinson, role was vacant</p> <p>Vice Chair: Jo Carritt, R Brown will move to Chair</p> <p>Ratification of committee positions will be formalised at the forthcoming AGM when the club membership can make further nominations and formally agreed committee positions</p>	
5	Development Plan	The plan was updated with the feedback items agreed at last committee meeting, the final release is complete. See the attachment	
6	Event Marshalling	<p>A discussion on how to better involve the club membership in the x4 club events that take place over the course of the year. An optioned discussed was a tiered membership fees depending if a member volunteered to marshal or not. This it was thought would be impractical to introduce, however it was agreed to amend the entrycentral wording to make it clear that the club has an expectation that its membership would provide the support it needs to run these events. The current entrycentral "volunteer" opt-in check would be used to arrange marshalling rosters for these club events.</p> <p>Update entrycentral & provide member names that have opted-in</p>	S Redman

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7	Coaching report	<p>Open Water Swim at Clevedon. P Shergold and N Smith are formalising this new session. Nick will be completing a risk assessment and this will determine how this session will be run. Funding of £300 is available from Clevedon to assist the club in any safety equipment highlighted from the risk assessment.</p> <p>Pool Swim coaching venues. It was reported that all session are now fully subscribed. In addition to this the pool arrangement at Taunton school may be subject to change as this is a shared arrangement with Taunton Deane Swim Club and that they are not covering their costs. Jo Carritt stated that she is liaising with TDSC over this and if necessary the club could utilise the whole facility rather than the share arrangement.</p> <p>P Shergold pointed out that juniors pay £4 per swim session whilst senior pay £2.50 and wondered if the fees should be harmonised at £3 per session for all. Through discussion, the meeting was informed that the Junior fee was set on the basis of paid for non-club coach being in-place. This arrangement is coming to a natural end at the school year and the intention is that the session will then be managed through the normal club coaches. With regard to the swim fees, the meeting consensus was that the fees should be set at £2.50 for all in the new school year as this covers the costs to the club. If in future is swim pool hire costs increase, then any increased depending on its level may need to be put to club membership to be sanctioned.</p> <p>P Shergold pointed out that Blackbrook leisure centre is soon to have its own pool and that this could be an additional venue that the club could use. It was agreed to keep an eye on this option and to re-visit when the pool is closer to completion as at present opening is in delay. Blackbrook as a possible venue for the club triathlon was discussed, J Carritt pointed out that this has been looked at before and it had problems to arrange races in the surrounding area and Wellington venue is less problematic.</p>	N Smith
8	Swim Session Payments	<p>It was pointed out by the out going Swim List Manager that part of the reason for resigning was the invest in time it took to keep the swim lists current on a half term basis. Now that the club has expanded with its membership and sessions, streamlining the processes to make administration more efficient was discussed. The conclusion from the meeting was that the swimming blocks should be mapped on to a full school terms rather than half term and that payments should all be through the direct bank transfer process that is now widely used by most members.</p> <p>Swim list Manager and Treasurer to formalise streamlining by end of current school year</p>	F White C Gunn
9	Lead Coach Voting Rights	<p>M Sauter reported that on a recently attended coaching course, BTF officials directed the attendees to take back the their respective clubs an issue with regard the perils of allowing Lead Coaches too much sway on club voting matters. The BTF have seen a number of cases where amateur clubs have lost their independence to a commercial business that the Lead Coach may have represented. See attachment from BTF</p> <p>This topic was discussed at length during the meeting, an agreement was reached that the Lead Coach should not be precluded from voting on committee matters, however, if there is a conflict of interest, this must be declared and the voting right removed.</p> <p>Further clarification on how this can be achieved required</p>	R Brown
10	AoB	<p>Somerset RC Tri Club Championship results, noted that J Paull has added these to the club website</p> <p>Club Kit at events. The club would like to encourage it members to wear recognised club kit at competitions especially events that go towards the club championships.</p> <p>Additional training sessions. Scope to provide better coverage of Cycling and Running to be looked into.</p> <p>P Shergold expressed his thanks for the committee for all their support during his term as club chairman.</p>	P Shergold

Item	Topic	Minutes	Action
11	Next meetings Committee	Committee Tuesday 26 April 2016 Wellsprings 18:30 – 20:30	ALL
	AGM	AGM Tuesday 12 April 2016. Wellsprings 18:30 – 20:30	