

SUSSEX COUNTY
AMATEUR SWIMMING ASSOCIATION
(Founded 1895)



MINUTES OF MANAGEMENT COMMITTEE MEETING

Wednesday 13 November 2019

ATTENDEES

Mr B DeVal (Chair)	Mr Alan Putland (Elected member)
Mr Simon Taylor (Vice President)	Mr Mike Hedley (Elected member)
Mrs D Pickering (Swimming Manager)	Mr P McCallum (Elected Member)
Mr D Rosen (Diving Manager)	Mrs M Tuppen (Non voting guest)
Mrs C Hobbs (Workforce & Welfare)	Mrs H Knott (Non voting guest)
Mrs Janice White (Elected member)	

APOLOGIES

Mr K Cruttenden (President)	Mr Rob Harvey (Development Manager)
Mr William Long (Masters manager)	Ms K Escott (Finance support)
Mrs Liz Fitzsimons	

MINUTES

Mr Brian DeVal

Item No		Action
158/2019	Minutes 11 September - approved	
159/2019	Matters Arising not covered on the agenda No matters arising	
160/2019	Finance BD summarised the deposits held by the Association - £30,000 capital held with Lloyds Bank & and Cambridge & Counties Bank. Meeting accepted the summary of county bursaries - £2,673 had been awarded to date. Meeting approved the continuation of the expenses policy and President's expenses policy without change. Meeting accepted the summary of Affiliation fees previously circulated. Meeting accepted budget report of year to date previously circulated. KE would circulate a budget template for all discipline managers to complete and return. The finance group would meet in December to discuss budgetary issues and prepare a report for consideration by the committee in January. Cashless payments for entry to galas was successfully trialed at the Winter Competition and will be used for future events.	BD BD BD/KE DP

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161/2019	Rules Revised proposals for changes to Rule 11 proposed by the GP committee were accepted and would be taken to the ACM in June. Designs for the presentation pins were approved. BD introduced a paper from SE concerning the rebranding of the counties. The meeting was undecided on any action and asked BD to present a discussion paper for the January meeting.	BD BD
162/2019	Governance BD expressed concern about the range of documents, central to the effective running of the Association, that were held on private computers. He had opened a Google Drive account and was in the process of transferring documents held on his computer to the cloud through this account. The meeting discussed this and agreed that the process should be rolled out across the whole of the organisation. The principle being that all documents critical to the work of the organisation were accessible by an authorised group. This would protect the organisation. BD would open files on the Google account for all areas and cascade necessary information to Discipline Managers. He would develop a paper setting out the protocols and access arrangements.	BD BD
163/2019	Celebration of 125th anniversary BD had developed a discussion paper that was aggregated in principle in September and was now supported by an Action Plan. Artwork that had been developed externally from an approved design brief was presented and approved. This would now be made available to third parties as set out in the Action Plan. Orders would also be placed for our own material. National President and Regional President had accepted invitations to attend the County Championships on 23 February. Meeting asked for commemorative pins to be made awarded to volunteers involved in events during the year. BD would investigate and report.	BD BD
164/2019	Protocols for the cancellation of events ST had prepared a paper and flow charts for the preparation and implementation of the process. Principles were: • Responsibilities would be shared • All documents and contact data would be shared, using Google Drive, where appropriate.	

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	• All club personnel and volunteers coming to events would be asked to sign into the data base • All volunteer would be recruited using e-forms on the website (in line with minute 104/2019). These were accepted and authorised to be implemented for the 2020 season. BD would set up the necessary on line forms for registration and emails. DP to provide session and report timings. Events cancellation insurance had been taken out for the 2020 Championships and Age Group Competition.	BD/DP
165/2019	Technical committee reports <u>Swimming Committee</u> – minutes for October meeting noted. No exit report had been produced but this should be corrected for the Swimming Committee meeting on 27 December. Exit report for National County Team Championships noted Masters – Sussex team had won the SER round of the national Intercounty Championships. Full report to follow	
166/2019	Development Exit report for Pathway Development Camp in October was noted CPD day (15 March) Agreed that all bookings and banking would be handled electronically through the website. DP to provide BD with full details asap to enable forms to be produced and launch to be planned.	DP/BD
167/2019	SER DP had nothing to report regarding the most recent SwimMark meeting – noted that Helen Mack had now left the Region.	
168/2019	AOB The President had distributed some thoughts and observations from his first 6 months. The meeting was grateful for the insite and asked BD to respond. Rob Harvey had resigned from the role of Development Manager because of ill health and time commitments. BD had written accepting his resignation.	BD
	Date of next meeting Wednesday 8 January 2020	