

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

(Founded 1895)



MINUTES OF MANAGEMENT COMMITTEE MEETING held on Wednesday, 11th January 2017 at County Hall, Lewes at 18.30hrs

PRESENT: Mr B DeVal (Chair & Development Secretary), Dr R Edmondson (Water Polo Secretary), Mrs C Hobbs (Welfare and Workforce Co-Ordinator), Mr W Long (Masters Secretary), Mr P McCallum (Elected Member), Mr T Pearce (President), Mrs D Pickering (Swimming Secretary), Mr A Putland (Elected member), Mr D Rosen (Diving Secretary), Mrs M Tuppen (Secretary), Mrs J White (Co-opted Member).

APOLOGIES FOR ABSENCE: Ms L Fitzsimons (Synchro Secretary), Mr D Pollard (Open Water Secretary)

ALSO ATTENDING: Mrs K Escott (Finance Assistant); Mrs B Gerding (Minute Secretary)

The Committee observed a minute silence in honour of Mr Reg Holdstock a former County president (1987) who recently passed away.

Item No.		Action
	Prior to the meeting the Chairman introduced Mrs Escott, the new Finance Assistant, who attended the meeting to assist with the budgeting for 2017-18.	
48/2017	PRESENTATION BY MRS ROSA GALLOP (ASA CLUB DEVELOPMENT OFFICER) Mrs Gallop was unable to attend, her presentation was postponed to a later date.	
49/2017	MINUTES OF THE MANAGEMENT COMMITTEE MEETING – 9th NOVEMBER 2016: The Minutes were accepted as a true record and signed by the Chair.	
50/2017	MATTERS ARISING FROM MINUTES (not covered by agenda)	
41.2	The Water Polo Hon Secretary reported that the water polo hats had been found/located.	
42.1	Welfare: The Chairman invited comments to a recent award decision to support a swimmer that was notified to the Committee by letter; no comments arose.	
51/2017	FINANCE	
51.1	<u>Summary of Year to Date</u> Mrs Escott tabled her first accounts report at the meeting. It was emphasised that due to continuing delays in handing over the account authority (caused by the bank) the balances presented were based on information provided by the previous Hon Treasurer. This suggested that current balances were £63,884.53.	
51.2	<u>Review Budget Proposals</u> The budget proposals were prepared by Mrs Escott and the Chairman and circulated prior to the meeting. The Committee acknowledged that the Budget 16/'17 year-end position is currently estimated to show a debit position of 4,710 (using budget expenditure estimates for the remainder of the financial year.)	

	The Draft Budget for '17/'18 was then discussed – the year end-position is currently estimated to show a deficit of £5,771. Mrs Escott outlined that the Development Budget is at £10,000 and has no income against it. Mr Putland asked how accurate this expenditure amount has been historically and the Chairman confirmed the current year was on budget. He explained and the Committee agreed that for budgeting purposes the Water Polo and Open Water sections are assumed as “cost neutral”. Diving Section costs still need to be confirmed (Diving Committee to meet before the financial year end to decide and then notify the finance administrator/ finance committee.) The Synchro Budget was discussed between the Chairman and the Synchro Hon Secretary prior to the meeting and the Budget for the 2017 Synchro Development days was outlined in a separate document, estimated cost around £2,100 but the Chairman would ask for clarification on this before the next meeting. Where possible based on previous quotes/known invoices the unit cost for all expenditure items were used as basis for the budget estimates. Where unit costs are not available it is recommended to obtain several quotes or simply “count” at this year’s remaining events. - Gala attendance numbers: purchase and use handheld tally counters at the door; - Engraving cost: complex item to forecast accurately due to the variability of the trophies/names. It was suggested to obtain comparison quotes by e.g. choosing three very different cups and presenting them to engravers for quoting purposes. The Chairman confirmed that a method will be worked out to comparable quotes/unit costs, the exact solution and decision making was deferred to a later meeting. The provisional budget forecast was then unanimously approved by the Committee and members thanked Mrs Escott for her work on this. New/modified cost and account codes were explained to the Committee, exact instructions on how to use these at invoice submission will also be issued in writing; it was confirmed that expense claim forms will be updated with the relevant codes. A new analysis form has also been devised to summarise all income and expenditure from a specific event on one single report to help with future forecasting and to provide continuity in the event of personnel changes. This will be tested at the Relay Gala and County Championships and modified as required.	DR BDV KE/BDV
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52/2017	DEVELOPMENT	
52.1	<u>CPD Day – Programme and Budget Implication Report</u> Mrs Pickering and Mrs Hobbs reported that bookings from clubs are continually coming in; they expect numbers to rise steadily throughout the next few weeks (closing date 13th February). It was confirmed that the CPD day would be pushed out on the Facebook site before the closing date. Programme: Six courses scheduled for the morning (one for young volunteers) and six in the afternoon (one run by SER). (Details in November Management Committee Minutes.) Also included for the first time are courses for officials training (J1 in the morning and J2/J2S in the afternoon) run by Mrs Hobbs and Mr Ray Barber. The Committee welcomed the officials training being included in the central CPD day.	
52.2	<u>National Programme Proposals and Impact on Sussex</u> The detailed Development Forecast for '17/'18 was circulated prior to the meeting. The Chairman also added that two Sussex coaches have been invited to attend training/briefing on the national programme proposals in Loughborough (it was critically noted that the dates fall into the period between Spring County Championship weekends.) The meeting approved support of their travel and subsistence cost with £200 whilst accommodation is paid for by the ASA. This expenditure was unanimously agreed. The Chairman reminded the Water Polo Secretary to put in his budget requirements. He proposed to potentially increase the contingency figure for the Sussex Training Centre from £300 to £500, this was unanimously supported by the Committee. A partial fee instalment payment plan for players was discussed (4/3/3 split) to be confirmed with the administrator (as opposed to full fees for ten weeks upfront.) The Chairman asked for feedback on the development plan overall; Mrs Hobbs observed the impact would have to be seen as it unfolds and also against any ideas/changes that may come out of the ASA development plan. The Chairman confirmed that once finalised the development programme will be published on the County website.	RE

52.3	<u>Officials Development</u> The Welfare and Workforce Hon Secretary and the Chairman reported that a new brand for officials' engagement will be launched at the K2 during the Spring County Championships 11 th /12th February. Leaflets, banners and posters are being designed for the engagement of parents and opportunity to recruit potential new officials. A stall will be set up.	
52.4	<u>Volunteer Awards</u> This new initiative supported with a launch will be forthcoming later in the year. (For details of Volunteer Awards see Management Committee November 2016 Minutes.)	
53/2017	GP COMMITTEE	
53.1	<u>Review of Changes to Rules</u> The GP December minutes and revised draft rules and amendments were circulated prior to the meeting. The GP committee was commended for their work on rules to devise a ceremonial and honorary role of president and vice president, and for accommodating the new finance structure. Further amendments suggested by the Masters Hon Secretary and agreed by Committee Members for clarification: - 14r: needs three officers, but as the President is not elected but now "honorary and ceremonial" another officer needs to be inserted here; - 18: Treasurer's role in relation to/membership of the Finance Committee to be clarified. The finalised rules are to go out by March.	GP Committee
54/2017	COMMUNICATIONS	
54.1	<u>Re-launch Website</u> The Chairman advised the Committee that the website re-launch is still slightly delayed but will go ahead after the Spring Championships to avoid any problems when there is high volume traffic (but ideally will still be launched this financial year.) He reminded members again that the website content is entirely reliant on information from the county officers/aquatic disciplines and encouraged material to be submitted. The new annual report format last year was much welcomed and the Committee agreed with the Chairman to keep it the same as 15/16 and present the content edited together.	

55/2017	TECHNICAL COMMITTEE MINUTES AND REPORTS	
55.1	<u>Swimming Committee Minutes</u> No comments arose (Note for future: Para swimming: St Bedes should read Bedes.)	
55.2	<u>Sussex Water Polo Network – update and financial management</u> The Water Polo Hon Secretary reported that the £1000 from the ASA has been approved. This annual amount is subject to carrying out the Network Development Plan (four meetings a year, funds held separately by County.) (Other concerns discussed in 52.2 of these minutes.)	
56/2017	WELFARE/WORKFORCE CO-ORDINATOR REPORT The Welfare and Workforce Hon Secretary reported that two issues in the County had been successfully resolved. One issue is ongoing, a meeting was held on 13 th December - she is still waiting to hear back. Mrs Hobbs mentioned the forthcoming engagement of recruiting new officials at the County Championships (see 52.3 of these minutes.) A social event for the workforce/volunteer awards are in planning.	
57/2017	SER REPORT Several items were discussed resulting from the report: - Feedback to all clubs and to SER to use all pools available in Sussex; overuse of a single pool due to its favourable facilities can lead to financial difficulties for the local/resident club; - The new 50m pool in Wycombe was mentioned as a good alternative to the K2 for example; - The Chairman asked after the Hastings network (including Eastbourne) and Mrs Hobbs reported that the lead personnel unfortunately have left the club so that no progress is currently being made.	
58/2017	FORWARD BUSINESS PLAN This was circulated prior to the meeting, the Chairman reminded everyone to send it any items as relevant.	
59/2017	CORRESPONDENCE – NOT PREVIOUSLY NOTIFIED A BBC Children In Need Grants programme letter (via Rosa Gallop) was handed to the Chairman by Mrs Tuppen. The Hon Secretary is going to circulate it to Committee members after the meeting. Nothing else to report.	
60/2017	ANY OTHER BUSINESS Mrs Tuppen asked about Annual County Coaches Passes – it was agreed to contact Andy Rigg about these again. The Hon Secretary proposed a £50 charitable donation in honour of Reg Holdstock (former president), the President agreed to find out where to send the donation to and liaise with Mrs Tuppen. A vote of thanks was expressed to the outgoing Minute Secretary.	
61/2017	DATE OF FUTURE MEETINGS – 8TH MARCH 2017	
	THERE BEING NO FURTHER BUSINESS THE MEETING WAS CLOSED AT 8.30 PM WITH A VOTE OF THANKS TO THE CHAIRMAN.	

Signed Chairman.....dated.....