

SUSSEX COUNTY
AMATEUR SWIMMING ASSOCIATION
(Founded 1895)



MINUTES OF MANAGEMENT COMMITTEE MEETING

Wednesday 8 January 2020

ATTENDEES

Mr B DeVal (Chair)	Mrs Liz Fitzsimons (Synchro Manager)
Mr William Long (Masters manager)	Mr Mike Hedley (Elected Member)
Mrs D Pickering (Swimming Manager)	Mr K Cruttenden (President)
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 Simon Taylor (Vice President)	Ms K Escott (Finance support)
Mr P McCallum (Elected Member)	Mr Alan Putland (Elected member)

MINUTES

Mr Brian DeVal

Item No		Action
001/2020	Minutes 13 November - approved	
002/2020	Matters Arising not covered on the agenda No matters arising	
003/2020	Finance Finance Committee minutes were noted. There had been no movement on bursaries since the previous meeting. Some budget templates had been submitted and the committee discussed those: a) Synchro budget should be adjusted to show development costs and competition costs as different items – budget template to be amended accordingly. b) Swimming development costs should include all coach development Budgets yet to be submitted: a) Diving budget – expenditure to reflect 3% increase in pool hire costs. b) Swimming budget - expenditure to reflect 3% increase in pool hire costs. c) Swimming general budget needs clarification around £200. d) CPD day – suggested expenditure budgets to be ratified e) Water polo budget – affiliation fees will remain the same, but no other expenditure will be considered until the discipline formalises its arrangements in the county. BD would continue to try to facilitate this.	BD LF/KE BD/KE DR/KE DP/KE KE DP BD/KE

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	Finance Committee asked to consider developing a policy for setting level of reserves held by the association.	BD
004/2020	Governance The meeting noted Swim England's and BD's papers for changing the name of the association. Agreed to retain the name Sussex County ASA but use Sussex County Swimming as an alternative where appropriate. This would require a small change to existing logo. This would be put to the ACM in June and included in Rules if adopted. BD to investigate option to register this name. Storage of core documents was progressing well on Google Drive. BD to provide members with access asap. Simon Taylor had volunteered to take over the role of Development Manager. Agreed to co-opt ST to the role until ACM. BD to provide support during transition. GP Committee to meet before next meeting to review rules and make any recommendations.	BD BD BD ST/BD BD
005/2020	Celebration of 125th anniversary BD reported that all collateral had been purchased and would be available in time for the first Championship event on 25 January at K2. Social media channels and website had also been amended to include new logo. Some clubs had included the new logo on their own websites. Website had been updated to include a new 'History of Sussex' section. Video made by Jane Nickerson (CEO SE) had been published on all channels. Special events were being planned for the Relay Gala, Winter Competition and Masters Championships. No suggestions had yet been received from diving or water polo.	BD
006/2020	Protocol for cancellation of events Agreement had been reached with K2 about how to contact key personnel in the event of cancellation by them – they will use a new email account 'events@sussexswimming.org' that will go to identified individuals. These people would cascade information to identified third parties via a block email (Mailchimp). To ensure we were able to claim against our insurance we would need agreement with pool operators if we wished to cancel an event. Swimming conditions had been amended to reflect issues around cancelling finals in the case of a delayed start or early finish to competitions.	BD

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007/2020	Technical committee reports <u>Swimming Committee</u> – minutes for November meeting noted. <u>Swimming Pathway programme</u> - exit report noted. This event had been rescheduled but efforts should be made to avoid this being held on the day following Area League or other activities where ever possible. <u>Synchro competition</u> - Exit report noted	
008/2020	Development Nutrition seminar being held for parents at Championships was booking well (84 places had been reserved). BD will be boosting publicity again before the event. CPD day (15 March). A schedule of courses was not yet finalised. Agreed that all bookings and banking would be handled electronically through the website. DP to provide BD with full details urgently to enable forms to be produced and launch to be planned. Noted that volunteers had been slow to respond to requests to help at competitions. Meeting discussed options to address this: • Increasing expenses • Social activities • Other incentives <i>(subsequent to the meeting BD spoke to SE for clarifications: All expenses other than mileage must be paid against receipts otherwise should be invoiced and declared to HMRC. Small gifts were allowed).</i> Coach development seminars would be planned during the calendar year to include nutrition and sport psychology. There was also an opportunity to have some social event, possibly alongside technical officials.	DP/BD DP/BD
009/2020	SER Region had appointed Ben McDonald to the role of Club Development. He will be covering Kent and Oxford and North Buck. He will also retain his voluntary role of Water Polo Manager Officer.	
010/2020	AOB KE was thanks for providing a summary of his activities since the meeting. KE asked about the term of the Presidency (currently 12 months). He felt that a longer period may be beneficial in building relationships with clubs. GP Committee asked to consider options and report. KE asked how the work of the President could be better recognised in the association's publicity. Agree that this was reliant on cascading of information and pictures. KE would seek to send more images of his activities.	BD KE/BD

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	Conference calls into meetings were already an option for those unable to attend – BD to be advised in advance so that facilities could be provided.	ALL
	Agreed to hold a Past Presidents lunch in May – invitees to include Management Committee and President and partners.	BD/KE
	Date of next meeting Wednesday 11 March 2020	