

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

held at 18.30 on Wednesday 8 July 2015

at County Hall, Lewes

PRESENT: Mr B DeVal (Chair and Development Secretary), Mr T Pearce (President), Mrs M Tuppen (Secretary), Mr M Savill (Treasurer), Mr D Rosen (Diving Secretary), Mr D Pollard (Open Water Secretary), Mrs D Pickering (Swimming Secretary), Mrs C Hobbs (Welfare/Workforce Co-ordinator) and elected members Mr P McCallum and Mr A Putland.

Also in attendance: L Brooks (Minute Secretary).

APOLOGIES: Dr R Edmondson (Water Polo Secretary) and elected member Mr W Long.

Before the commencement of business, the Chair invited the members of the Management Committee to stand in silence for a moment in remembrance of Gwen Smith, who was President in 1985. The Treasurer approved a donation to a charity of her family's choice.

Item No.		Action
1/2015	MINUTES OF THE MANAGEMENT COMMITTEE MEETING held on Wednesday 13 May 2015, which had been circulated, were signed as a correct record.	
2/2015	MATTERS ARISING FROM MINUTES	
45.2	Swim Stop No further news had been heard from Swim Stop; the Secretary would email them.	MT
68/2015	Finance The Treasurer commented that the surplus in the accounts of £2322 previously reported had become a deficit of £1951.60 when the accounts were finalised.	
70.3	Sussex Masters' and Open Age Group Championships Chris Hobbs confirmed that this had been fixed for Sunday 20 September at the Splashpoint Leisure Centre in Worthing, with a warm-up time of 1.30.	
76.2	Refunds for Bedes swimmers Chris Hobbs reported that expense forms had been sent out to the parents of the swimmers affected.	
3/2015	FORWARD PLAN	
	The Chair passed to the committee members a paper outlining his priorities and areas where he felt the County does well and those where improvement is needed. Targets to be aimed for within the next six months and beyond were also set out. The Chair asked for comments and said that he would also welcome feedback at a later date by email, as some members made the point that they had had no time to consider the paper properly. The overriding feeling was that there could be no argument with these positive but rather general statements; the difficulty lay in their implementation.	

	The Chair was hoping to visit every club and meet their committees to gain a better understanding of what clubs wanted from the County and also to try to develop a better working relationship.	BD
4/2015	RULE AMENDMENTS	
4.1	The rules and their proposed amendments had been circulated prior to this meeting, although the amendment to rules 15r and 18.2a agreed at the May meeting (minute 72.2) had not been included. This amendment stated that elected members should be deemed to have resigned after failing to attend two consecutive meetings without appropriate and timely notice to the Secretary. It was agreed that this amendment should stand. The rules that were in accordance with the decisions made at the ACM were then discussed.	
4.2	The adoption of the revised title of Para Swimming Advisor throughout the handbook had been agreed at the ACM.	
4.3	Rule 12c – Where this rule states that “a list of nominations for officers, members of the Management Committee and Swimming Committee for the coming year shall be sent...” The Secretary pointed out that the General Purposes Committee should also be included. It was agreed that this should be noted as a rule change for next year.	
4.4	Rule 18c – The Diving Secretary questioned the assertion that the Diving Committee should “consist of one member elected by each club entering diving competitions and the Diving Hon. Secretary”. He was concerned about the exclusion of clubs who might be interested in the diving competitions but who had not entered yet. He was reminded that in this situation a club member could always be co-opted on to the committee.	
4.5	Rule 18d – Various parts of this rule for the Open Water Committee were not practicable. As the committee currently comprises only David Pollard, “a minimum of two committee meetings each year” is not relevant and a quorum of five impossible. A “list of event records” is unnecessary too, given that there is only one event each year. This led on to a discussion of whether Open Water should be incorporated into the Swimming Committee, which the Treasurer noted would have budgetary implications. The conclusion reached was that the rules and committees would remain unchanged for now but that David Pollard, Chris Hobbs, Deedee Pickering, Brian DeVal and Mark Savill would discuss the way forward via email.	
5/2015	COMMITTEE MEMBERSHIP	
5.1	<u>Management Committee</u> Anthony Gimson had offered himself to be co-opted to the Management Committee if they felt it appropriate, but it was hoped that the Chair’s meetings with clubs might encourage new members and that it would therefore be preferable to defer co-opting AG. The Chair was to write to him accordingly.	BD

5.2	<u>Swimming Committee</u> Andy Lobley had not been nominated by his club but Chris Hobbs was keen to have him on the committee and he was willing to stand. Deedee Pickering said that she would write to him, accepting him as a co-opted member.	DPI
5.3	<u>General Purposes Committee</u> There was a vacancy for one more member on this committee as Brian DeVal was now to chair it. BD said that the decision didn't have to be made immediately and asked the committee to consider people from elsewhere in order to gain a fresh perspective.	
5.4	<u>Masters' Secretary</u> The Chair was hopeful that the Masters' competition on September 20 would provide an opportunity for recruiting a new Masters' Secretary as the Management Committee could not continue to take on this work.	
5.5	<u>Vice President 2015/16</u> The Secretary had already asked clubs for nominations to this role but had received no response. The Chair planned to write another letter to the clubs in an effort to recruit persons for all the various positions that need to be filled.	BD
6/2015	APPOINTMENT OF WORKING SUB-COMMITTEES	
	Brian DeVal had circulated a paper, dated 1 July 2015, entitled <i>Proposed remits for working sub-committees</i> . He wished to know if everyone was in agreement with the principles put forward in this paper regarding the Finance Sub Committee and a Sub Committee looking at roles, responsibilities and structure but there was concern about the amount of work that might fall to already-overworked people. There was also concern about the number of people on the Dinner Committee being reduced from five to three when this committee has worked successfully for many years. The meeting agreed that the sub committee responsible for engagement and hospitality would remain at five with the Chair leading.	
7/2015	FINANCE AND BUDGET	
7.1	The Treasurer passed around the table a report on the accounts to the end of June 2015 with notes referring to the accompanying spreadsheet. In summary a surplus was shown although uncashed cheques had not been taken into consideration. He also circulated an A4 sheet showing the income and expenditure account for the twelve months ended 31 March 2016 with the caveat that several items were yet to be added.	
7.2	The Secretary brought it to the attention of the Treasurer that more medals needed to be ordered and that time was an issue as it was cheaper to order them twelve weeks in advance than four weeks. Working in collaboration with Alison Stride, the newly appointed Trophy Secretary, she was proposing a slightly different medal for the Championships.	
7.3	Speaking as the Secretary of the Swimming Committee, Deedee Pickering proposed that at least part of the profit made on the	

	County Dinner be donated to the previous President's charity as this had been poorly supported by the clubs. The Chair proposed a sum of £100 be given to the Children's Respite Trust and all were in agreement. The Treasurer would organise the payment.	MS
7.4	The Treasurer wished to compile a register of the County's assets and asked that anyone in possession of such items as radios, computers and even software licences should inform him so that he could make a note of it and the items could be valued and incorporated into the accounts as appropriate.	ALL
7.5	A paper had been circulated prior to the meeting regarding an exceptional expenditure request for version 6 of the Hy-Tek sports software, on the grounds that version 4 is no longer supported and version 5 is soon to become obsolete. The Treasurer approved the request for approximately £122 and will process the transaction.	MS
7.6	Following traffic problems the previous weekend, which had prevented officials and swimmers from arriving at an event on time, Chris Hobbs proposed that there should be a simple 'County phone' used to receive calls from people in this sort of emergency. The number could be published on the website just before an event. This suggestion was welcomed and Brian DeVal offered to provide an old phone of his own that could be used for this purpose.	
8/2015	DEVELOPMENT	
8.1	The last K2 training session had been a great disappointment as despite a high number of swimmers booking places there had been a poor turn-out. Atlantis didn't show at all and there were only four para swimmers, so in all there were three empty lanes. The next session is booked for Saturday 26 September.	
8.2	The Water Polo Secretary had been trying to secure extra funding from the Region for water polo but the proposed meeting with Rosa Gallop had to be cancelled as no clubs were prepared to attend. He had postponed the initiative for another year.	
8.3	The Diving Secretary was still awaiting names of entrants for the half-day diving course on 27 September.	
8.4	The continuing professional development (CPD) day is to be held earlier than usual next year – on 20 March 2016 – due to the date of Easter. It will be at Dorothy Stringer School, Hove.	
9/2015	COMMUNICATIONS	
9.1	Brian DeVal was pleased to report that the County currently had 209 followers on Facebook and that page views of the website were significantly greater than last year, 35% of these visitors being apparently new to the site.	

9.2	Chris Hobbs read the committee a letter from Phil Williams regarding the current status of the new Sussex community database which is intended to replace the spreadsheet list of officials. At present Deedee Pickering and Chris Hobbs have access to a development version of the database and live implementation will take place in two phases over the summer. Subsequent activity will focus on extending the capability for use by Sussex clubs, including carefully selected access permissions for a wider user base. Further capability or features may be considered at this point, subject to what the Sussex County ASA would like to achieve.	
10/2015	WELFARE/WORKFORCE CO-ORDINATOR'S REPORT	
	There were no issues as such to report but Chris Hobbs was concerned in general about welfare matters being discussed around the County. Welfare officers within clubs would no doubt respect confidentiality but parents will of course talk to one another and rumours can be spread.	
11/2015	TECHNICAL COMMITTEE MINUTES AND REPORTS	
11.1	<u>Swimming Committee</u> The minutes of the Swimming Committee meeting held on Wednesday 3 June 2015 had previously been circulated. There were no matters arising.	
11.2	<u>Masters' Committee</u> A paper had been circulated prior to the meeting, asking the Management Committee to consider the budgetary implications of certain decisions made about the Sussex County Masters' and Senior Age Group Championships in the absence of an elected Masters' Secretary. A discussion arose about the cost of entries: whether this should be on a sliding scale according to the distance swum or simply £5 for all entries with 25m races being free and relays £8 per team. On a show of hands the latter option was decided upon.	
12/2015	SOUTH EAST REGION REPORT	
12.1	Hampshire's proposed amendments to the South East Region constitution regarding membership of the management board had been rejected by the board but revised amendments were to be submitted. If these were voted through then the whole amendment would be voted on in the autumn.	
12.2	Chris Hobbs asked whether the questions they had been invited to send to the regional board had ever been answered. The Secretary replied that Roger Penfold had addressed the questions by phone but that she had not received anything in writing.	
13/2015	CORRESPONDENCE	
13.1	The Secretary had received notice of the ASA South East Region ACM on Saturday 12 September in Guildford. She suggested that Brian DeVal be renominated as the County's representative in the SER.	

13.2	Eastbourne Swimming Club have recently organised a Level 1 swimming teachers' course at the Sovereign Centre to benefit young people in the east of the county and were looking for potential attendees.	
14/2015	ANY OTHER BUSINESS	
14.1	Mark Savill asked what the County's policy on refunds was when clubs pulled out of events – an issue which came to the fore recently when the A27 was blocked and many people turned round and went home. It was proposed that in this instance validated claims for refunds up to 5 July would be honoured. This motion was carried.	
14.2	The Open Water Secretary reported that 31% of the entries for the SER Open Water Championships on 11 July in Chichester were from Sussex.	
14.3	Deedee Pickering expressed concern that she was still receiving emails where 'cc' had been used rather than 'bcc', posing a potential security risk.	
14.4	Brian DeVal put forward for discussion the case of a swimmer from Crawley who had been selected for the World Deaf Swimming Championships in Texas and was wondering if she could apply for a grant to support her visit there. It was decided unanimously that it was not within the remit of the County to offer this kind of support and BD said that he would respond accordingly.	

	There being no further business the meeting closed at 21.02.	
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Signed.....Chair

Dated