

SUSSEX COUNTY
AMATEUR SWIMMING ASSOCIATION
(Founded 1895)



MINUTES OF MANAGEMENT COMMITTEE MEETING

Wednesday 12th July 2017

ATTENDEES

Mr B DeVal (Chair & Development Secretary)	Mrs H Brown (President)
Ms Liz Fitzsimons (Synchro Manager)	Mr W Long (Masters Manager)
Mrs C Hobbs (Welfare & Workforce Co-Ordinator)	Mrs K Escott (Finance Assistant)
Mr P McCallum (Elected Member)	Mrs D Pickering (Swimming Manager)
Mr A Putland (Elected Member)	Mr D Rosen (Diving Manager)
Mrs S Vaughan Smith (Hon Secretary)	Mrs M Tuppen (Non Voting Guest)

APOLOGIES

Mrs J White (Elected Member)

ABSENT

Mr A Lobley (Elected Member)

MINUTES

Mrs S Vaughan Smith

Item No		Action
87/2017	Management Committee Minutes – 10 th May and 17 th June were accepted and signed by the Chair.	
88/2017	Election of Deputy Chair Peter McCallum was nominated as Deputy Chair. Proposed by D Pickering and Seconded by C Hobbs. Election of Finance Committee B DeVal proposed Janet White be elected to join the Finance Committee. -Seconded by C Hobbs. One other person is to be recruited. Appointment of Development Manager B DeVal asked for Management Committee approval to stand again as Development Manager. Approved.	BD
89/2017	Finance K Escott presented the Finance Report previously circulated. Since the start of the Financial Year there has been some significant expenditure, this is mainly engraving costs. The overall Finance position has reduced with a cash balance of £50K. The next major income will be the Winter Competition. There is still an £83 discrepancy from Worthing entries into diving competition, P McCallum to resolve before next meeting. The Accounts were approved.	PM

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90/2017	Water Polo – Sussex Training Centre B DeVal read correspondence received. The Centre has been very successful up until now but has had very low attendance over the past term. Regrettably it is not sustainable. K Escott advised figures to hire the pool were £1,750 for the last term and the income collected was £210. During 2016/17 there was a net loss of £2,387. Overall the County has funded £3,500 loss in 1 year. B DeVal said the view of parents and coaches he had spoken to was that it is not viable and that they currently don't need County support. All players who used the center are also training with their own clubs. The meeting agreed that the County should close the center at the end of the current term. There is £300 contingency in the Development Budget. B DeVal offered to write confirming closure and asking for a contribution towards costs to be paid from the Sussex WP Network account where there was balance of £810, which could be transferred. Water Polo doesn't currently have a Committee. They have 5 Clubs, 4 of whom have paid entry fees. No further pool bookings to be made after September.	BD KE
91/2017	Governance Data Protection W Long gave a presentation on Data Protection (GDPR). B DeVal recommended a sub group be formed within the General Purpose Committee to cover Data Protection. Following the presentation B DeVal asked that the Management Committee individually audit themselves with regards to data, what information is held and how we manage it. Also to follow up with some questions for W Long for the next meeting on how it applies to us.	BD ALL
	Roles and Responsibilities B DeVal reviewed the Roles and Responsibilities previously circulated. An amendment is to be made to include the sentence 'Support collective decisions of the Management Committee' to all Officers Roles. Approved	BD

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	Risk Management It has been agreed that a nominated group will be granted access to the data received for all entries and email addresses are to be set up accordingly. B DeVal to circulate more information prior to next meeting.	BD
	ACM 2017 The General Purpose Committee are to review the voting system. Total cost was £943, which includes the venue cost of £280 and catering at £415. It was agreed that the venue worked well and would be used again in the future.	
	C Hobbs said that a number of swimmers had expressed their disappointment at having to wait several months (since February) before they received their trophies however Swimmers achievements were recognized on the day of the event with the presentation of a medal. During the 2018 Championships Championship medal presentations will be made on a podium on poolside.	
	Review Meeting Dates B DeVal suggested holding an additional meeting with an amended agenda where Clubs could be invited to attend. The idea being that Clubs could find out what we do and we could also ascertain what they expect from us. A possible agenda topic could be Data Protection. A date to be discussed at next meeting. K Escott suggested an evening date might be more preferable to a weekend. B DeVal asked the Management Committee to drop him a line with ideas and suggestions.	ALL
92/2017	Development Officials Development and Volunteer Recruitment C Hobbs reported that this was continuing with a view to combining the Official database. Emails have also been sent to Trainees for an update on their status and whether they wish to continue.	

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	Volunteer Awards The only available Saturday would be the same as the Inter Counties, however B DeVal suggested we created a new type of event and host it in April instead of the Annual Dinner. H Brown was in favour and the Management Committee gave their approval.	
93/2017	Communications Handbook 17/18 It was agreed to reprint the Handbook. Website B DeVal has received an email from Phil Williams re Officials Database, this is still ongoing. It is hoped the new Website will be available in October.	BD BD
94/2017	Technical Committee Minutes & Reports Swimming Committee B DeVal has written to Crawley regarding the Long Distance Meet, still awaiting a response. Diving D Rosen confirmed that the Conditions have been circulated and come into force on 28th September. D Rosen confirmed that the Diving Committee had ratified the Conditions. The Management Committee agreed that the Salvors would be the same as the swimmers trophy. D Rosen to liaise with Alison Stride on the purchase and engraving of trophies. Alison will require the precise wording, age group and dates for engraving purposes as early as possible. B DeVal will confirm the above to Alison Stride. Water Polo Manager Refer to 90/2017. This position is currently vacant and no one has shown an interest in taking up this role.	BD DR BD
95/2017	Welfare/Workforce Co-ordinator Report Nothing to report	

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96/2017	Swim South East Report B DeVal is due to stand down. Management Committee gave Approval for B DeVal to restand.	BD
	Swim South East ACM Meeting The above will take place on 16 th September at the Holiday Inn, Guildford. Clubs should be encouraged to attend.	ALL
97/2017	Forward Business Plan Open Water Events – trophies with Shirley Pollard. W Long suggested Data Protection update for 8 th November Meeting.	BD
98/2017	Correspondence Nothing to report	
99/2017	AOB Diving Committee Meeting will take place on 18 th October 2017. B DeVal to find a venue and notify D Rosen. D Rosen expressed his gratitude to M Tuppen for her hospitality for hosting their meetings previously.	BD
	Masters Championships – the cost of printed shirts would be £9.20 each based on an order of 30. The pattern from the Inter Counties is to be used on the front but a new screen will be needed for the back printing. W Long to notify B DeVal of colour choice for the shirt and detail for printing purposes.	
	Shirts to be sold as Commemorative at a price of £9.20 Inc Vat.	
	Suggestion is advance purchase for delivery on the day. Can be purchased through the website.	
	The Management Committee gave approval for the shirts to be commissioned.	
	B DeVal proposed option A for Top Club Trophy. Agreed	
	W Long advised that Trixie Nesbitt had been very helpful with Masters details.	

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	D Rosen asked for communications to be circulated to all parties mentioned in correspondence.	
	Meeting Closed 8:54pm	
	Date of Next Meeting: Wednesday 13th September 2017	

SIGNED:

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Brian DeVal – Chairman

DATE:

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