

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

held at 18.35 on Wednesday 16 July 2014

at County Hall, Lewes

PRESENT: Mr P McCallum (Chair), Mr Anthony Gimson (President), Mr T Pearce (Vice President), Mrs M Tuppen (Secretary), Mr M Savill (Treasurer), Mr B DeVal (Development Secretary), Mr D Rosen (Diving Secretary), Miss S Davison (Masters Secretary), Mrs D Pickering (Swimming Secretary), Dr R Edmondson (Water Polo Secretary), Mrs C Hobbs (Welfare/Workforce Co-ordinator) and elected member Mr A Putland.

Also in attendance: L Brooks (Minute Secretary).

APOLOGIES: Mr A Rigg (Elected Member)

Prior to the commencement of business, the Chair welcomed the committee members to the meeting, in particular Sarah Davison in her new role as Masters Secretary.

Item No.		Action
6/2014	MINUTES OF THE MANAGEMENT COMMITTEE held on 21 May 2014, which had been circulated, were signed as a correct record.	
7/2014	MATTERS ARISING FROM MINUTES	
27.8	<u>New treasurer</u> The Chair welcomed Mark Savill to the meeting in his post as Treasurer.	
33.1	<u>Diving trophies</u> Margaret Tuppen was making arrangements for the new trophy although was concerned that it might not be compatible with the old base which dates from 1946. The wording to be engraved was discussed and agreed.	
41/2014	<u>Advertising revenue</u> It was still not known whether the air-conditioning company had paid for their advertising, although they had been invoiced by Michael Elliott on the final day of the championships last year. The Treasurer said that he would check the accounts.	MS
55.3	<u>Courses</u> Chris Hobbs had not made any progress with e-learning as yet.	
63.1	<u>Development plan</u> Brian DeVal had made the requested amendments to the development plan on the website and had also updated the reporting plan.	
64.1	<u>Communications strategy</u> Brian DeVal was unsure if he had made the amendments to the page breaks yet, but would do so if necessary.	BD
69/2014	<u>Database</u> Chris Hobbs had spoken to Phil Williams about the creation of a database of confidential information and he was looking into	

	it, so she asked Brian DeVal to hold back for a while. Phil had been held up by some problems with his computer.	
8/2014	MINUTES OF THE MANAGEMENT COMMITTEE held on 21 June 2014, after the ACM, had been circulated and were first reviewed for accuracy. Two corrections were noted: • The new Masters Secretary is <i>Miss</i> Sarah Davison • Apologies were incorrectly recorded from Ivan Horsfall Turner; Tim Pearce, however, had apologised for having to leave after the ACM.	
9/2014	MATTERS ARISING FROM MINUTES	
2/2014	Management Committee The shortfall of members on the committee was discussed and its implications. The constitution uses the phrase 'up to' – so it is not imperative that the posts are filled – but if filling them meant greater involvement from clubs then it should be encouraged. The conclusion was that the situation was acceptable while any new member would only be tasked with attending these meetings; if, however, a project arose which might require specialist input, then new members could be co-opted on to the committee as appropriate.	
3/2014	Swimming Committee Deedee Pickering said that Nigel Carrucan, the County Coach, had indeed been co-opted on to the committee but unfortunately would not be able to attend many of the meetings.	
5.6	County website Brian DeVal reported that the problems on the website had not been entirely eradicated as yet; there was still sporadic traffic from China.	
5.8	South East Region Brian DeVal had looked at the job description associated with being a board member of the SER, and was happy to put his name forward for the post. The Secretary would send in the application on his behalf.	MT
5.9	Diving medals Margaret Tuppen had procured the requested medals and passed them to the Diving Secretary.	
10/2014	FINANCE	
10.1	Reports The Treasurer had produced a report and statement of accounts which had been circulated prior to the meeting and these were now briefly discussed and a few points were clarified. • The Dinner/Lunch/ACM costs this year comprised some different events • The County Winter Competition is to replace the Development Gala (not the 'Winter County Championships') • The bursary scheme is on hold at present • Margaret Tuppen warned that expenditure on medals this year would be greater than normal as more needed to be	

	purchased soon, especially for the Masters.	
	The Chair commended the accounts and thanked the Treasurer.	
10.2	<u>Investments</u> It was agreed that the money earmarked for the bursary scheme would be more sensibly invested (along with other monies) in the 6-month rolling investment as it is not going to be used in the near future.	
10.3	<u>Online banking</u> The Treasurer had completed forms to enable online banking for the County and Anthony Gimson had endorsed them, so the facility should be available shortly.	
10.4	<u>Accounts handover</u> Mark Savill was due to leave on holiday at the end of July but Michael Elliott was aware of this and would be prepared to deal with any urgent matters during this period.	
11/2014	BUDGET	
	The sub-committees were reminded that they needed to start thinking about their budgets now in preparation for November.	
12/2014	DEVELOPMENT	
12.1	The Development Secretary, Brian DeVal, reported that the development plan is now on the website together with a synopsis of the feedback received.	
12.2	A two-hour training session had taken place at K2 on 5 July. About 65 swimmers attended and seemed to enjoy themselves.	
12.3	Six lanes have already been booked for the next training session in the autumn. Some clubs have not yet responded; some clubs have expressed an interest in taking two lanes if there are any spare.	
12.4	There is the possibility of holding another training session in January to give the younger swimmers a chance to swim in a 50m pool, but this would cause an overspend on the development budget.	
13/2014	COMMUNICATION	
	Brian DeVal reported an increased use of the website and a large number of hits on Facebook, the County Winter Competition accounting for about 400 of these alone. Twitter followers, however, were down to about 70. The user profile on Facebook showed that it is almost entirely parents who are using the facility.	
14/2014	CORRESPONDENCE	
	There had been correspondence from the ASA South East Region regarding the ACM and nomination forms. The Secretary has the nomination forms for representatives to the ASA council and also for Vice President.	
15/2014	SUB-COMMITTEE MINUTES/REPORTS	

15.1	<u>Water Polo Committee</u> The minutes of the Water Polo Committee meeting held on Monday 16 June 2014 had previously been circulated together with an additional report from Roger Edmondson, the Water Polo Secretary. This report contained news of events which had taken place since the committee meeting was held. In particular RE wished to draw attention to Worthing's great success in winning the ASA South East Region Water Polo Tournament at the end of June.	
15.2	<u>Sussex RTC</u> It is proposed to start an RTC in early October at the Triangle Pool in Burgess Hill and the costings for this were discussed. RE had emailed all the water polo clubs in Sussex and rural Kent but had received little response so it was questionable whether there was any enthusiasm for the project. If it is not deemed to be successful after one year then it will be reviewed but for now it is going ahead provided that at least 40 players are prepared to pay upfront. Brian DeVal raised the issue of ASA support and wished to know, in writing, that support was there before promoting the RTC (he had created a potential flyer for distribution). A national structure apparently exists for setting up the RTC and Norman Leighton (the ASA's national Water Polo Development Officer) has the budget to support it but the terms under which it is to be run need to be clarified. RE had emailed NL several times but had as yet had no response from him. Anthony Gimson said that, in order to elicit the required written reassurance, the County would have to go over NL, and so it was agreed that BD would talk to Jane Nickerson, the Chief Operating Officer of the ASA, and email her response to RE. Another issue to be resolved was that of the Child Safeguarding Officer – again, it was for NL to make clear whose responsibility this is. Thanks were extended to RE for all his hard work in setting up this venture.	BD
15.3	<u>Swimming Committee</u> The minutes of the Swimming Committee meeting held on Wednesday 25 June 2014 had previously been circulated. Matters arising: • 20/2014 – The topic of food for the coaches was raised again and Anthony Gimson said that a clear decision now needed to be made. After much discussion of costs, privacy issues, health and safety concerns and logistics, a decision was reached, which the Swimming Committee will be advised to implement. A separate room is to be made available for coaches and team managers - at the four sessions of the Championships only – where sandwiches and drinks will be provided. • 23/2014 – Chris Hobbs and Deedee Pickering were due to meet the next day to produce the competition conditions. • 25/2014 – DP had not yet asked Hampshire about other workshops which might be of interest to Sussex but would do so the following week.	

	• 28/2014 – The need for a new venue for the ACM and presentations does not have to be decided until March of next year.	
15.4	<u>Masters Committee</u> There were no minutes to be circulated as there had been no recent meeting of the Masters Committee but a few points were raised: • Chris Hobbs said that the normal procedure was for the Swimming Committee to set prices, the other committees to follow them and the Management Committee to ratify them, but the figures from the Masters had already been published on the website. The Masters Secretary, Sarah Davison, pointed out that the prices were no different from last year's, but these were probably not ratified by the Management Committee either. The prices were not unreasonable – they had been set by SD and her colleagues in order to cover their costs – and they could not be altered now that they were public, but in order for them to be ratified CH read them out to the committee and proposed that they be accepted. Brian DeVal seconded this and all were in agreement. • CH said that she would forward this document by email to the Treasurer so that he would be aware of what incoming money was for. • SD said that the Masters would be reviewing their programme next year and so would undoubtedly review their pricing structure at the same time. • It was reported that Sharon Lock, the ASA's Masters Swimming Officer, had managed to secure funding for a masters' conference to drive the discipline forward. It was to be held in Loughborough on 1 November 2014, and SD was to attend and to be reimbursed her costs by the County.	
15.5	<u>Diving Committee</u> David Rosen, the Diving Secretary, made a few points: • The pool hire for the skills event had been paid and the entry fees passed to the Treasurer, although they were slightly incorrect due to a mix-up. • The required form had been sent to Hilary Brame for the judges' course and there were three attendees. • A one-day course was due to be held on 20 September 2014. DR had been offered two hours of pool time and two hours in the gym by K2 for a cost of £143.20. Brian DeVal reminded DR that his budget was £200, so he should accept this offer.	
16/2014	COACHES' LUNCH	
	This issue had been dealt with under Matters Arising from the Swimming Committee minutes above.	
17/2014	SOUTH EAST REGION REPORTS	
	There were none.	

18/2014	WELFARE/WORKFORCE CO-ORDINATOR	
18.1	Chris Hobbs reported that training was continuing around the County, run by the referees.	
18.2	There was one welfare issue outstanding. The club concerned and the police were working with the individuals involved to resolve the matter.	
19/2014	ANY OTHER BUSINESS	
19.1	The Secretary had received cheques for the Sussex 5k Open Water Championships and would bank them. The entry fees were £20. There was no Open Water Secretary at present but Dave Pollard had agreed to organise the event for this year.	
19.2	Tim Pearce reported that a team of six swimmers from Brighton Swimming Club had recently successfully completed a Channel Relay Swim in 11 hours and 21 minutes. Brian DeVal reminded the committee that the progress of such races could be tracked on the Channel Swimming and Piloting Federation website at http://cspf.co.uk/tracking .	
19.3	The Diving Secretary requested permission from the Chair for his event on September 25 to run from 7 to 10pm as there were a lot of entries.	
19.4	Anthony Gimson circulated documents around the table with details of a proposed president's charity challenge intended to benefit a county-wide (but as yet undecided) charity. His aim was to attain the views of the committee members and hopefully their approval. Alan Putland suggested taking this to the clubs for their response as they would be the ones who had to organise it.	
19.5	Brian DeVal mentioned that the Swimming Trust was currently encouraging clubs to hold a sponsored swim and to take advantage of the tax benefits of Gift Aid. Alan Putland expressed unhappiness at the idea of sponsored events as there is a certain fatigue associated with them now.	
	There being no further business the meeting closed at. 20:35hrs.	

Signed.....Chair

Dated