

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

**held at 19.25 on Wednesday 19 November 2014
at County Hall, Lewes**

PRESENT: Mr P McCallum (Chair), Mr A 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), Mrs D Pickering (Swimming Secretary), Dr R Edmondson (Water Polo Secretary) and elected members Mr A Putland and Mr A Rigg.

Also in attendance: L Brooks (Minute Secretary).

APOLOGIES: Miss S Davison (Masters Secretary), Mrs C Hobbs (Welfare/Workforce Co-ordinator)

SER presentation

At 18.35, prior to the commencement of the meeting, the Chair welcomed Rosa Gallop (ASA Club Development Officer) and John Davis (from the SER Management Board) who had been invited to talk about the South East Region's development plans.

Introducing himself, JD explained that he is the chair of the development group for the South East Region which comprises about eight people, and that he and RG are currently going around the Counties promoting the work of this group.

JD distributed around the table a draft three fold leaflet summarising the plans, explaining that this was prompted in part by a desire to show what use is made of monies received through membership fees. He gave as examples a diving scheme based on Southampton, equivalent to the Beacon programme they missed out on, and travel bursaries for water polo players which enabled them to go as far afield as Manchester and Cardiff for training. The distributed leaflet was not the only one being produced: there were also development plan documents for the various disciplines. They were all currently at the draft stage but the aim was for them to be finished by early December in time for the regional championships and for them to be published on the website in due course. The intention behind the documents, in summary, was to explain what the Region is planning to do, why, and how much it will cost, but comment was invited and no doubt the documents would be further revised in the future.

A discussion followed about development days held around the Region and the various approaches to this. Discussed in particular was the possibility of the already successful development day held by Sussex being opened up to attendees from other Counties with the help of Regional funding. It was felt that this would not only be financially attractive to Sussex, but would also benefit areas such as rural Surrey and Kent where it might not be viable to deliver a day such as this.

The Chair thanked John Davis and Rosa Gallop for their attendance and the Management Meeting commenced at 19.25.

Item	Action
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No.		
31/2014	MINUTES OF THE MANAGEMENT COMMITTEE MEETING held on 17 September 2014, which had been circulated, were signed as a correct record.	
32/2014	MATTERS ARISING FROM MINUTES	
41/2014	<u>Advertising revenue</u> The air-conditioning company had agreed to pay for advertising again this year.	
10.4	<u>Accounts handover</u> Handover from the former Treasurer to the new one, Mark Savill, was complete, although Michael Elliott was still on hand to answer the odd question.	
15.2	<u>Sussex RTC</u> Roger Edmondson, the Water Polo Secretary, reported that the RTC was going very well to date. There had been about 35 attendees on the previous Sunday which was a good number, although not enough to break even. It was noted, however, that only one of those swimmers was from Kent and that more might be recruited from there. It was also considered unlikely that the Region would withdraw support hastily from such a new project. Norman Leighton (the ASA's national Water Polo Development Officer) had apparently expressed concern that the opening of this new RTC might cause the Crystal Palace one to fail by drawing swimmers away, but it was agreed that the Sussex one would appeal to a different demographic.	
33/2014	FINANCE	
33.1	The Treasurer distributed a sheet concerning finances to the meeting and this was briefly discussed, the main focus at this time of year being on setting the budgets.	
33.2	The President raised for discussion the issue of countersigning cheques. The system in place was obviously of importance historically but is unwieldy, and he questioned its relevance nowadays given that the Treasurer already has sole responsibility for electronic payments. No conclusion was reached and so the discussion will reopened.	
34/2014	BUDGET	
34.1	The Treasurer had circulated PDFs of the draft budgets prior to the meeting, together with some notes giving guidance as to his methods of compiling them. He explained that in an effort to understand and gain insight into the budget he had introduced some changes of format, namely: • income and costs associated with an activity had been grouped with that item; • comments had been added as an aide memoire so that during the actual year cost tracking and action plans, if required, would be easier to adjust; • a development budget had been detailed as a separate discipline due to its significant budget request, and the development budget assumptions were across all disciplines;	

	centralised costs, in other words the general overheads and extras attributable to running the County, had been re-associated with their specific cost generator wherever possible.	
34.2	The Treasurer talked briefly about the summary budget. It showed a sizeable deficit for the year of about £8000, but that was assuming that all disciplines would spend to their budgets, which has not always happened in the past. In addition, estimates of cost increases had been made whilst keeping income at relatively static levels. Each of the discipline budgets was then discussed in some detail.	
34.3	<u>Development budget:</u> The development budget showed a deficit due to the high costs of training and development. The largest single expenditure was on the CPD day, which is why the proposal of Regional funding mentioned earlier was so attractive. A discussion followed about the charges made per swim at competitions and whether they should be graduated according to the length of the swim. This would, in theory, generate more income although some swimmers would feel unable to enter due to the cost.	
34.4	<u>Diving budget:</u> The numbers were small and sustainable.	
34.5	<u>Masters budget:</u> No budget had been received to date because the Masters meeting had not taken place, so the Treasurer had assembled a budget based on last year's with allowance for increased pool costs and so on. He expected a small surplus to be generated.	
34.6	<u>Open Water budget:</u> No budget had been received as there is no Open Water Secretary at present. The budget had therefore been compiled to more or less break even, with no significant differences to last year. Numbers were in any case small and sustainable. It was noted that the budget had an entry for prizes but only medals are awarded and these were listed separately.	
34.7	<u>Swimming budget:</u> The Treasurer explained that there will be four competitions in 2015/16 and so he had amended expenditure and income to reflect this. He pointed out that the effect of pulling central costs back to the discipline budget showed the contribution levels of each competition, which were significantly affected by the supporting central costs and also by the specific pool and catering costs. He had added a notes column to the spreadsheet to include reminders of what had happened in previous years. At about £3500 the Swimming surplus was being eroded by increasing costs but, as a discipline, Swimming is still the main source of income.	
34.8	<u>Water Polo budget:</u> The Treasurer said that he had given clear indication of proposed tournaments and entries on this budget sheet, but that the U16 development had been transferred to the development budget. Roger Edmondson, the Water Polo Secretary, suggested a few further amendments but was unsure of the future costs of pool hire. The budget showed a deficit which was small but nonetheless contributed to the	

	overall deficit of about £8000. RE said that he would look more closely at the figures.	
35/2014	DEVELOPMENT	
	The Development Secretary clarified that when Rosa Gallop had mentioned that a new Club Development Officer was being recruited, this was a Regional post.	
36/2014	COMMUNICATIONS	
	Brian DeVal was pleased to report that the Facebook page had attracted an unprecedented number of hits recently following the success of the Masters at the inter-county championships. Page views on the website were also up with over 14000 in the last month. The users fell mainly into the 18-34 age group with a fairly equal gender split. More than 21% of the users were new, probably due to the Winter Competition.	
37/2014	CORRESPONDENCE	
	The Secretary reported that the correspondence was as stated on the agenda but that two other items had also been received. The first was from Chris Luesley regarding entry times for the 16+ age group, and this would be referred straight to the Swimming Committee. The second was from a parent who wished her child to be admitted to a club in Sussex,	
38/2014	SUB-COMMITTEE MINUTES/REPORTS	
38.1	Swimming Committee The minutes of the Swimming Committee meeting held on Wednesday 1 October 2014 had previously been circulated. The next meeting was due to take place in two weeks' time.	
38.2	Masters Committee Sarah Davison, the Masters Secretary, was unable to attend the meeting but had circulated two reports beforehand. • A report on the Sussex Masters and Senior Age Group Championships held on 21 September 2014 at Eastbourne. In previous years this event has been held in December, but it was decided to bring the event forward in order to give swimmers the opportunity to get some race practice in before the SER short course and the ASA National short course events, both in October. Entries were up approximately 20% on 2013 and the event was a success. • A report from the 2014 National Masters Conference held at Loughborough on 1 November. This was an extensive report on the conference, its speakers, and the focus groups devised to discuss and possibly find solutions for various issues encountered with Masters swimming.	
38.3	Diving Committee David Rosen, the Diving Secretary, reported that of the three candidates on the recent judges' course, one passed and two withdrew.	
39/2014	SOUTH EAST REGION REPORTS	

	The SER's Ray Hedger has been elected ASA President for 2014-15, succeeding Simon Rothwell. The position of ASA President is elected by the Regions in rotation and he was nominated by the South East Region and confirmed at the ASA's Annual Council meeting held on 18 October in Birmingham.	
40/2014	WELFARE/WORKFORCE CO-ORDINATOR	
	Chris Hobbs was unable to attend the meeting and there was nothing to report.	
41/2014	ANY OTHER BUSINESS	
41.1	The Chair reported that the ASA have set their fees for 2015. Most are staying the same, but Categories 1 and 3 will be increased by 50p.	
41.2	Tim Pearce questioned the timing of the County Management meetings but the consensus was that this suited most people if not all and we had to finish by 9.00pm.	
41.3	The Water Polo Secretary reported that • Worthing had won the league; • the senior water polo final would be held in January; • Marlins had now got a men's team.	
41.4	Anthony Gimson wished to acknowledge the success of Team Sussex Masters at the weekend who won the South East Region leg of the national inter-county championships at Beckenham. The Chair thanked AG for his contribution to this success.	
41.5	The Diving Secretar stated that he wished to ensure that the winners of the various diving trophies, which had now been engraved, received them as quickly as possible, but was not sure of the best way to achieve this. The Chairman suggested that he bring them to the next Management meeting when there was likely to be someone present who could take them back to the clubs concerned.	
41.6	The Secretary drew attention to a typo on the agenda where the ACM was said to be on 29 June 2015: it will be, in fact, on Saturday 20 June.	
41.7	Anthony Gimson also wished to record congratulations to the Brighton Synchro Masters who went to Telford and won a team gold.	
41.8	The ASA technical committees have now been abolished in favour of working groups.	
41.9	AG would like to pursue the idea of the President's Challenge, but has not had an encouraging response so far.	
	The meeting closed at 21.00.	

Signed.....Chair

Dated