

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

held on Wednesday 15 May 2013 at County Hall, Lewes at 18.30hrs.

PRESENT: Mr P McCallum (Chairman), Mrs G Buck (President), Mrs C Barber (President Elect), Mrs M Tuppen (Secretary), Mr M Elliott (Treasurer), Mr B DeVal (Development Secretary), Mr D Rosen (Diving Secretary), Mr I Horsfall-Turner (Open Water Secretary), Mrs D Pickering (Swimming Secretary), Mrs C Hobbs (Welfare/Workforce Co-ordinator) and elected members Mr A Putland, Mr A Rigg and Mr P Williams.

Also in attendance: L Brooks (Minute Secretary).

APOLOGIES: Mr C Luesley (Masters Secretary), Dr R Edmondson (Water Polo Secretary)

Prior to the commencement of business the committee noted that Lis Hartley, President in 2004, had recently died. The funeral had taken place the previous Friday and was well attended, and there will be a tribute made to her at the Masters' Open Meet on Sunday. The members then observed a minute's silence.

Item No.		Action
56/2013	MINUTES OF MANAGEMENT COMMITTEE held on 13 March 2013, which had been circulated, were signed as a correct record.	
57/2013	MATTERS ARISING FROM MINUTES	
25.4	The GP Committee had still not met, and might not. The remit of this committee was to look at future strategy but its role might need to be reviewed.	
20.3	Chris Hobbs had emailed officials in order to establish who did not want to appear on the list. A couple of people did not: most were happy with the privacy provided by password protection. Further privacy issues were discussed and Phil Williams confirmed that any level of access restriction could be implemented as required, but of course there are costs involved. It was noted that ASA guidelines for emails state that correspondents should be blind-copied (BCC) rather than copied (CC).	
39/2013	Club Development Officer: The Treasurer reported that he had paid the invoice for £1,500. Brian DeVal shared an email from Keith Sutton regarding the restructuring of the ASA. KS states that the club development strategy is to form a "clear network of clubs" in order to "develop efficient swimmer pathways". The strategy has yet to be ratified, however, and so the role of the Club Development Officers cannot yet be defined and recruitment has been delayed. BD has asked to be kept updated with developments and will report again at the ACM in June.	BD

	The Treasurer commented that it would be more appropriate for financial support for the Club Development Officer to be raised through the Affiliation fee rather than from the County budgets	
41.1	County Dinner: The deposit has been paid and confirmation received.	
42.2	Diving Teachers' Course: No bursaries had been secured.	
48/2013	The Treasurer had still not received the diving bill from Brenda McAdam and so had sent her £49 in settlement.	
49/2013	The donation in memory of Janet Holdstock had been sent and an acknowledgement received from the funeral directors.	
50/2013	Development Plan: • Where it was stated that all events should produce comprehensive reports setting out income and expenditure, the Treasurer requested that this be amended to "direct income and expenditure". This was agreed. • BD has produced a version of the plan specific to the swimming committee, but not for the other technical committees as yet.	BD
51.2	Margaret Tuppen had replied to Ian Bond (SER) saying that the new radios were not for hire.	
51.5	MT reported that three girls had joined the Brighton synchro team but there was no progress as to a secretary.	
52.1	MT reported that all the bookings had been made.	
54/2013	Chris Hobbs had not yet emailed officials but would do so in time for the relay galas.	CH
55.3	Michael Elliott reported that CCleaner had been run on MT's computer and that it was now running a little faster. A new memory stick for backing it up had been purchased for £30.	
58/2013	FINANCE	
	The Treasurer was now able to summarise the accounts to the end of the financial year: • A surplus of about £16,000 was generated from the championships, as predicted. • The hourly rate for pool hire had increased by 11% this year, but the cost of rigging and derigging had gone down. • The specialist training camp at Moira House had been deferred and there were cancellation costs of £133. • The region had supplied a grant of £500 towards volunteer development and considerable savings had been made compared with the budget and with last year's costs. (The Welfare Officer courses are yet to be arranged.) • Overall, the surplus on the gala and swimming account was double that budgeted. • Income from sponsorship and donations had been disappointing this year, but there were good reasons for this.	

	• Engraving costs were still high and the budget for next year may need to be reviewed. • Admin costs were low but the Hy-Tek software licences will have to be renewed this year. • Travel costs continue to rise. • Depreciation is higher due to writing off a third of the cost of the radios this year. • The reserve for the Aquatics Officer had been used rather than making a charge to the accounts. • The accounts had not been audited, but as at year-end there was a cash balance of approximately £34,000. With assets, the total worth of the organisation would be approximately £47,000. • £10,000 was to be reinvested as the Lloyds Bank rate had dropped from 1.3% to 0.7%.	
59/2013	BUDGET	
	The Treasurer reported that the budget for 2014/15 will be reviewed in November.	
60/2013	DEVELOPMENT	
	BD reported that the event at Eastbourne at the weekend proved to be popular, with 102 swimmers attending, although there were very few junior and senior entries. The associated costs were approximately £600. The event was very successful, and a full report will be given to the swimming committee. Michael Elliot then presented his paper for discussion regarding the direction of the organisation. A lively debate ensued and the following points were raised: • Carol Barber questioned the mission statement offered in the Development Plan “to ensure that the most talented have access to the necessary support”, arguing that the association’s objectives were surely to develop the sport at every level and to provide all swimmers with opportunities, for instance, to experience different coaching methods. • In a discussion about accountability, Phil Williams advocated the need for single ownership of objectives, even where more than one person would be involved in the delivery. BD said that ownership should lie with the secretary of the relevant committee, who may then delegate downwards. • PW also commented that the Development Plan describes what we do, but the emphasis should be on what we want to achieve in the future. • The major topic of discussion was the perceived lack of communication between the County and its clubs, where the responsibility for this lies and how to address the problem by engaging the clubs and improving the relationship with them. In summary it was decided ○ to compile a list of the County’s core activities and to publish this in the hope of garnering views and	BD ME

	responses from clubs, and suggestions as to what further they require of the County; ○ to propose a meeting of club chairpersons later in the year at (possibly three) appropriate venues across the county, with prior thought given as to the stated purpose of this meeting; ○ to form a sub-group at the first meeting after the ACM to take this forward.	
61/2013	CORRESPONDENCE	
	The emails received required no discussion.	
62/2013	SUB-COMMITTEE MINUTES/REPORTS	
62.1	Swimming Committee: The minutes of the meeting held on 3 April 2013, which had been circulated, were noted. Matters arising: Carol Barber requested that her name be added to the list of attendees. The next meeting is to be held 5 June 2013.	DP
62.2	Diving Committee: The minutes of the meeting held on 8 April 2013, which had been circulated, were noted. David Rosen asked if any more diving officials had registered with Chris Hobbs, but they had not. The next meeting is to be held 25 September 2013.	
63/2013	SE REGION REPORTS	
	Ivan Horsfall-Turner reported that the open water championships were being organised for the middle of July, in Chichester, and the 5km championships for the middle of August, in Eastbourne.	
64/2013	WELFARE / WORKFORCE CO-ORDINATOR	
	Chris Hobbs reported that: • The welfare issues mentioned previously had been resolved. • The list of officials on the website is now accurate. • The FINA rule changes have been sent out to County referees and to Deedee Pickering. The rules will be discussed at FINA Congress on July 25 and then the changes made at County level, at which point a seminar may be beneficial. The workbooks, which are due to come out in September or October, will have to be changed, and so no courses are to be run until after this.	
65/2013	ANY OTHER BUSINESS	
65.1	Annual Council Meeting - 22 June 2013: Margaret Tuppen requested that any reports for this meeting should be sent to her in Word. The rules and regulations for the County ASA are published on the website in the 'About Us' section. They are undated and so it is uncertain if they are current and in line with the handbook. A definitive list needs to be compiled.	MT and PM

	It was also noted that a vice president needs to be elected.	
65.2	Michael Elliott presented his second paper for discussion by the committee, returning to the topic of the County's centralised data, how it is stored and shared, and the privacy levels required to enable access by those who need it while still complying with the Data Protection Act. A proposal for the solution to these problems is to be drawn up for discussion. It was also noted that the website needs to be brought up to date.	PW and BD

	There being no further business the meeting closed with a vote of thanks to the chair at. 20.45hrs.	
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Signed.....Chairman

Dated