

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

held on Wednesday 26 March 2014 at County Hall, Lewes at 18.30hrs.

PRESENT: Mr P McCallum (Chairman), Mrs C Barber (President), Mr Anthony Gimson (Vice President), Mrs M Tuppen (Secretary), Mr B DeVal (Development Secretary), Mr D Rosen (Diving Secretary), Mrs D Pickering (Swimming Secretary), Mrs C Hobbs (Welfare/Workforce Co-ordinator) and elected members Mr A Putland and Mr A Rigg.

Also in attendance: L Brooks (Minute Secretary).

APOLOGIES: Mr M Elliott (Treasurer), Mr C Luesley (Masters Secretary), Mr I Horsfall Turner (Open Water Secretary), Dr R Edmondson (Water Polo Secretary), and elected members Mr G Hundleby and Mr P Williams.

Item No.		Action
47/2014	MINUTES OF MANAGEMENT COMMITTEE held on 15 January 2014, which had been circulated, were confirmed and signed as a correct record.	
48/2014	MATTERS ARISING FROM MINUTES	
39/2013	<u>Club Development Officer:</u> The Secretary, Margaret Tuppen, had sent a letter to Roger Penfold (ASA SER board member for finance) outlining the concerns raised at the previous Management Committee meeting about the funding of the Regional Club Development Officer. She had now received a reply from him, noting the clear views of the committee; this had been circulated and was available for discussion.	
13.1	<u>Diving:</u> Nothing further had been heard from Hilary Brame regarding the courses she was organising.	
24.3	<u>Dinner Committee:</u> The Dinner Committee had now met and a date for the next dinner fixed. It is due to be held at a hotel in Crawley on Saturday 18 April.	
27.8	<u>New Treasurer:</u> It was reported that there is someone interested in taking on this role who has been in discussion with Michael Elliott, the outgoing treasurer.	
30/2013	<u>Bursary scheme</u> Peter McCallum had sent out letters to every club, as agreed at the last meeting, inviting club chairs or their representatives to discuss the proposed bursary scheme at a short meeting prior to the Past Presidents' Lunch in April. The response had been extremely poor, however, and only a few clubs had confirmed attendance. This was particularly disappointing as the impetus for	

	the introduction of the bursary had been to generate interest from the clubs, so the scheme was falling at the first hurdle. As a result of this, two decisions were made by the committee. Firstly, Alan Putland proposed that the bursary scheme be put on hold; Margaret Tuppen seconded this and the motion was carried unanimously. The second proposal made by AP was that the chairs' meeting be cancelled – but only if no more than 6 clubs confirm attendance by close of play Friday 28 March. Meanwhile, the committee members were to chase the relevant people within their own clubs to reply to PM by the deadline. It was also agreed that whether the meeting took place or not, the invitation of the chairpersons to the dinner should not be retracted, Anthony Gimson pointing out that the few people who <i>had</i> responded might have some very worthwhile ideas and comments to make.	
31.3	<u>New website</u> Brian DeVal reported that he and David Rosen had done some work on the diving conditions as they appear on the website, but Deedee Pickering said that she and Chris Hobbs had already looked at these and made some small amendments to the wording.	
33.1	<u>Diving trophies</u> Margaret Tuppen still had the two damaged diving trophies and would give them to David Rosen at the next Diving Committee meeting.	
35.1	<u>Welfare issue</u> Chris Hobbs, the Welfare/Workforce Co-ordinator, reported that the welfare issue mentioned at 35.1 had now been resolved.	
36.1	<u>ACM – Saturday 21 June</u> Margaret Tuppen had confirmed the booking of Haywards Heath Town Hall for the Annual Council Meeting.	
39.2	<u>Mileage allowance</u> The higher rate of 45p a mile is to be implemented at the start of the new financial year. Claimants need not be notified as the new rate will be on the expenses forms handed out by Deedee Pickering at the appropriate time.	
39.4	<u>Water Polo/Diving</u> At the last meeting it was suggested that the County offer financial support to Water Polo as a discipline. With reference to this, Chris Hobbs asked if Diving might be helped in a similar way as it still struggles, and some people have not completed courses due to financial difficulties. Brian DeVal reminded the committee that regional bursaries are available for such cases, and that information about them is published on the website. Margaret Tuppen suggested that if help is not obtainable from this source, then the issue should be raised again.	
41/2014	<u>Advertising revenue</u> The Development Secretary, Brian DeVal, reported that the air-conditioning company who had proposed payment in return for advertising space in the competition programmes had now offered a similar arrangement for next year – although as yet they have not paid for this year's advertising.	
42/2013	<u>Coaches' passes</u> Chris Hobbs, who had been unable to attend the previous meeting	

	when this issue was discussed, explained that the Management Committee had misunderstood the Swimming Committee's request, which had in fact referred only to the four County events rather than to the whole year's, and so their decision was based on the wrong information. Brian DeVal asserted that, in any case, including the coaches in the gala lunches was a worthwhile goodwill exercise and that the committee should not restrict itself to looking at the financial implications of such a gesture, but Deedee Pickering countered that, on the contrary, other factors had swayed the decision. One of these factors was privacy, as it was possible that matters not for the coaches' hearing might need to be discussed at these lunches, and so to include the coaches could also have logistical implications if a separate room needed to be hired. An email from Andy Loble on this subject had been circulated prior to the meeting. Peter McCallum had noted this email and the case presented by AL for the inclusion of the coaches, and had replied accordingly.	
44/2013	Volunteer CPD day Deedee Pickering reported that the Volunteer CPD day had gone very well and that she was now receiving bookings for other courses such as Time to Listen and Safeguarding. It was a slight problem that the IoS requires bookings two months in advance; to book places with no names attached risks incurring the cost of a place not taken up.	
43.2	GP Committee Brian DeVal wished to clarify that when the minutes referred to the "newly re-formed GP committee" this was not to imply that the committee had ever ceased to exist, but that the committee now comprised new members who had met for the first time. The issue of the anonymously authored 'background paper' was raised again as the last Management Committee meeting had agreed on its removal from the website but it had now reappeared there. Alan Putland made the point that, while he is against censorship as a general principle, the website is a reflection of what the County stands for and so it is entirely reasonable that the content of it is reviewed and authorised. Anthony Gimson also felt strongly that the author should be named. BD said that a decision to remove the document would not be on the grounds of censorship so much as redundancy – in any case it had only received a few 'hits'. As a compromise, he suggested describing the paper within the minutes rather than letting it stand, as at present, under the heading of minutes when it is a stand-alone document.	
49/2014	FINANCE	
	The Treasurer had stated that he would not be attending future meetings but continues to look after the County's financial affairs behind the scenes. Prior to the meeting he had sent the accounts for distribution to the committee members, together with notes to the accounts. In summary, the gala and swimming account was considerably better than budget at the end of the financial year and the	

	accounts overall were healthy. There was likely to be a surplus of £3000 to £4000 which, although less than last year, was more than budget. Alan Putland reminded the committee that under-budget spending contributes greatly to any surplus made, and that this should be borne in mind when discussing such matters as the bursary scheme as a bad year could follow.	
50/2014	BUDGET	
	The Treasurer had noted that the break-even budget for 2014/15 looked to be pessimistic on the current figures, especially given the buoyancy of the gala and swimming account.	
51/2014	DEVELOPMENT	
	The Development Secretary, Brian DeVal, handed out the draft development plan for 2014/15, explaining that it might change depending on the results of the 50m championships consultation. He had removed tasks that were repeatedly done as the focus of the plan was on development rather than current activity, and he had excluded some of the courses run by Chris Hobbs as their cost was so small. A more complete version of the plan is due out in April. BD noted the disappointing lack of feedback on development activity despite having issued report forms.	
52/2014	COMMUNICATIONS	
	Brian DeVal shared a brief document with the committee showing data about traffic on the County website. He was pleased to report that both the website and Facebook page had received a huge number of hits and were attracting parents and coaches as well as young people. Google Analytics had now also been added to the website, enabling the administrators to see which online initiatives are effective and how visitors interact with the site.	
53/2014	RULE CHANGES	
	A document showing the current rules was distributed to the committee members, with proposed changes highlighted in red. Each change was duly discussed, and agreed upon or amended as necessary. The rules and standing orders will be finalised at the ACM.	
54/2014	CORRESPONDENCE	
54.1	The correspondence referred to on the agenda had been dealt with elsewhere in the meeting or needed no discussion.	
54.2	An official complaint from a parent had been withdrawn but the Secretary had since received a further email from her. This would be discussed at the Swimming Committee meeting next week and MT would reply to her that this was happening.	

55/2014	SUB-COMMITTEE MINUTES/REPORTS	
55.1	Swimming Committee The minutes of the meeting held on Wednesday 5 February 2014 had been circulated prior to the meeting. It was noted that the numbering of these minutes was incorrect but they were otherwise accurate. Another meeting was due to take place the following week.	
55.2	GP Committee The minutes of the meeting which took place on Monday 24 February had been circulated and were accepted.	
55.3	Course tutors' meeting This meeting had taken place on Thursday 20 February and the minutes had been circulated. Chris Hobbs explained that she believed the future of training in Sussex lay in e-learning – in particular, webinar – and asked for the committee's permission to look into this further.	
56/2014	SE REGION REPORT	
	It was noted that Roger Penfold would become the new regional chair as from next week.	
57/2014	WELFARE/WORKFORCE CO-ORDINATOR	
	Chris Hobbs reported that there were four ongoing issues at different clubs at the moment involving bullying or verbal abuse, but that the clubs were dealing with these problems themselves.	
58/2014	ANY OTHER BUSINESS	
	Anthony Gimson mentioned that the inter-county masters' competition on November 6 this year was due to be hosted by Oxford and North Bucks, but they are no longer able to do this and he wished to ascertain if Sussex could step into the breach if required.	

	There being no further business the meeting closed at. 21.12.	
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Signed.....Chairman Dated