

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

held on Wednesday 21 May 2014 at County Hall, Lewes at 18.37hrs.

PRESENT: Mr P McCallum (Chairman), 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 member Mr A Putland.

Also in attendance: L Brooks (Minute Secretary).

APOLOGIES: Mrs C Barber (President), 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, Mr A Rigg and Mr P Williams.

Item No.		Action
59/2014	MINUTES OF MANAGEMENT COMMITTEE held on 26 March 2014, which had been circulated, were confirmed and signed as a correct record.	
60/2014	MATTERS ARISING FROM MINUTES	
13.1	<u>Diving:</u> The recorders' course has been abandoned for the moment, and the judges' course has been postponed until June.	
24.3	<u>Dinner Committee:</u> The next dinner is due to be held on Saturday 18 April 2015 at the Sandman hotel in Tinsley Lane South, Crawley, RH10 8XH. The details will be put on the website.	
27.8	<u>New treasurer:</u> A nomination had been received for Mark Savill to become the new treasurer. Michael Elliott, the outgoing Treasurer, had sent him a lot of paperwork and will meet up with him to discuss the role if and when he is elected. ME has also offered to be available for consultation once the new treasurer is in post.	
30/2013	<u>Bursary scheme</u> The bursary scheme has been put on hold.	
31.3	<u>New website – diving conditions</u> With regard to the diving conditions, Chris Hobbs had presented her amendments to the Diving Committee, Brian DeVal had edited them for consistency and they are now on the website.	
33.1	<u>Diving trophies</u> The less damaged trophy was brought to the meeting and it was decided that it would have to suffice for now. The more damaged trophy will be replaced by the end of August, in time for the next competition. It will probably cost just over £100 with engraving.	
36.1	<u>ACM – Saturday 21 June 2014</u> Everything was in place now for the Annual Council Meeting in	

	Haywards Heath Town Hall. Nominations had been received for most roles apart from Vice President, and there was also a query about the Open Water Secretary as it was unknown whether Ivan Horsfall Turner wished to stand again. Five nominations had been received for the four Swimming Committee posts, these being from Paul Blyth, Chris Hobbs, Charlotte Hunter, Andy Lobley and Brian Smith. This was not an issue as the person not elected, together with any other people who might come forward, could be elected by the Management Committee.	
39.2	Mileage allowance The higher rate of 45p a mile had been implemented. It was noted, however, that regional documentation shows the rate to be 'up to 45p' and it was deemed wise to follow this wording.	
41/2014	Advertising revenue It was still not known whether the air-conditioning company had paid for this year's advertising, although they had been invoiced by Michael Elliott.	
42/2013	Coaches' passes This issue is to be discussed by the new Swimming Committee.	
55.3	Courses Chris Hobbs had as yet not looked any further into e-learning.	
58/2014	Inter-county masters' competition Anthony Gimson wished to note that this event is on November 16 2014, not November 6 as minuted. Deedee Pickering added that it will now be run by Kent at Beckenham Spa.	
61/2014	FINANCE Prior to the committee meeting, all members had received accounts sheets from Michael Elliott, the Treasurer, and his comments on these accounts. Firstly he wished to remind the committee that only draft figures were available at this stage as the examiner had not yet finished. He also made these points: • The Gala and Swimming account was better than budget by £4500 • Championship figures were on a par with last year (entries up £800, door up £500 and pool hire up £1300) • Gala refreshments were also up but catering costs at all galas have increased this year • Only half of the squad training budget of £1700 had been spent • The volunteers' seminar was very close to budget but that was mainly due to the deferred welfare seminar which on its own cost £1300 • The planning of events by Water Polo was much better this year and they were much closer to budget • Income from sponsors and donations continued to be disappointing: only £1000 was received from SwimStop in the year • Indications were that the costs of engraving and maintenance are increasing • The cost of shirts had increased considerably (as they are now not charged for) • Depreciation was above budget due to the new computer and	

	printers. In conclusion, it had been a strong year financially with a surplus £4000 better than budget, of which £3200 was associated with the Championship galas. At the 31st March the County was worth £50000 of which £42000 was in cash. ME will issue the published accounts and his report directly when he has approval from the examiner.	ME
62/2014	BUDGET	
	The budget had been set and so there was nothing to discuss.	
63/2014	DEVELOPMENT	
63.1	The Development Secretary, Brian DeVal, had circulated a draft of his Development Plan to the committee members before the meeting and now addressed some of the responses he had received. He emphasised that the plan could be changed and that the governance element of it, for instance, could be removed if need be. He was aware that, when monitoring effectiveness, progress should be judged by working against base data but that this was not available as yet. Reports from event managers were not always received and often he had no response when he sent out draft documents for comment and feedback. The intention is to gather this base data now for future use. Anthony Gimson commended BD for the amount of thought and effort that had gone into producing the plan. He wished to note, however, that there was a lot to digest and that while all the goals mentioned were highly desirable, the people involved in delivering them were all volunteers with very little time to gather and collate data and then report back. It was for this reason he felt it unlikely that BD would receive the quality of feedback he hoped for, and why development plans often fail. Alan Putland agreed that while any business needs a strategic plan, in other businesses the people required to fill in forms are paid to do so; in a voluntary organisation there is a reliance on the good will of individuals to play their parts. BD asked then if the Management Committee wished to make any changes to his plan or whether they were happy to accept it as it was, which would mean embracing all the points within it. The plan was discussed and the committee did accept it, although AG requested that all documents be dated, with a clearly stated author and correct page numbering. BD said that he would make the necessary amendments and then publish the development plan on the website.	BD
63.2	BD reported that he had been asked by Michael Elliott about a £500 bursary grant that had been awarded. This led to a discussion with John Davies (from the Region Management Board) about grants that the Region have been awarding but the County knew nothing about. BD tried to research them on the SER website but found the information rather obscure as it seemed to	

	require knowing the precise names of individual awards such as the 'athlete bursary' and the 'diving talent' award. In the interests of clarification, BD suggested that John Davies and Rosa Gallop (Club Development Officer) attend a County Management Committee meeting to talk briefly about development in the Region and their development plans. (A new Regional website is due to be launched in September.)	
64/2014	COMMUNICATIONS	
64.1	Prior to the meeting Brian DeVal had circulated to committee members a communications strategy update. He drew attention to the new element of sponsorship in the strategy, explaining that the County needs to find another source of income if it wants to continue to spend on development. In this sense it is really part of the development plan. Chris Hobbs asked if the page breaks could be adjusted in such a way that all the information pertaining to one area would be grouped together.	BD
64.2	The chair thanked BD for all his hard work in producing these plans and wanted the importance of them to be emphasised to the sub-committees in the hope that they will feed back. It was noted that Water Polo, for instance, never contribute to these meetings as the secretary is unable to attend. To overcome this problem, Margaret Tuppen proposed that it should be allowed for a discipline to send a representative to the meeting in these circumstances. BD seconded the proposal.	
64.3	BD was in the process of producing a standardised template to be used for all communications from the County, conflating the various versions to be found. The final template is to be cascaded down to other committees by the Management Committee with a request to delete all previous versions.	
65/2014	RULE CHANGES	
	Peter McCallum will send out the proposed rule changes for comment before they are presented for approval at the ACM.	
66/2014	CORRESPONDENCE	
	The email correspondence referred to on the agenda had been dealt with and there was no other correspondence.	
67/2014	SUB-COMMITTEE MINUTES/REPORTS	
67.1	Masters' Committee The minutes of the Masters' Committee meeting held on Thursday 27 March 2014 had previously been circulated. The Chair was pleased to see the good attendance at that meeting. Matters arising: • With reference to the suggested date for the County Masters' Championships, mentioned at Item 4.2, the date of 21 September 2014 had now been confirmed and the venue in Eastbourne booked. • It was noted that Chris Luesley wished to resign as Masters' Secretary and that Sarah Davison had volunteered to take over	

	the role until the ACM, when she would seek nomination from her club. The Chair wished Sarah all the best in her new role.	
67.2	Swimming Committee The minutes of the Swimming Committee meeting held on Wednesday 2 April 2014 had previously been circulated. Deedee Pickering apologised that the numbering of these minutes was incorrect but they were otherwise accurate. Matters arising: • Margaret Tuppen confirmed that the development training at Christ's Hospital would be on Wednesday 28 May and that about 45 swimmers were due to attend. • Brian DeVal questioned why the squad swimmers were being charged £5 for a session when there was money in the development budget. He proposed that all development training camps should be free, as from 1 June. Deedee Pickering seconded this motion and all agreed. • David Rosen, the Diving Secretary, then requested that the same rule should be applied to diving, although there was less money available in the budget because the income had been counted on. Again BD proposed the motion and DP seconded it. • MT reported that James Nock had resigned as coach from Hastings Seagulls and Chris Hobbs confirmed that this was correct.	
67.3	Diving Committee The minutes of the meeting which took place on Wednesday 9 April had been circulated and were accepted. Matters arising: • 16/13(a) – As minuted previously, the less damaged diving trophy was not to be repaired after all. • 9/14(a) – David Rosen had not heard any more about an inter-county event. He lamented that regionalisation had been a disaster for diving as a discipline and that the clubs were neither integrated nor in communication with the Region. • BD mentioned the Region's diving talent programme which comprises about ten camps per year. DR was unsure of the criteria for participation but felt sure that the standard would be above that of the Sussex divers.	
68/2014	SE REGION REPORT	
	There were no reports from the Region.	
69/2014	WELFARE/WORKFORCE CO-ORDINATOR	
	Chris Hobbs was pleased to report that there were no outstanding welfare issues. As for workforce development, most of the targets on last year's plan had been met. Brian DeVal said that he would obtain costing for a database of confidential information.	BD
70/2014	ANY OTHER BUSINESS	
	• The Secretary reminded members that the Treasurer Michael Elliott would be departing in June, having been in post since	

	2002, and that this occasion should be marked in some way. • BD mentioned the memorial service next month in Hove for Claire Burtenshaw.	
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	There being no further business, the meeting closed with thanks to the Chair at. 20.45.	
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Signed.....Chairman

Dated