

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING held on Wednesday 13 March 2013 at County Hall, Lewes at 18.30hrs.

PRESENT: Mr P McCallum (Chairman), Mrs G Buck (President), Mrs M Tuppen (Secretary), Mr M Elliott (Treasurer), Mr B DeVal (Development Secretary), Mr D Rosen (Diving Secretary), Mr C Luesley (Masters 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 I Horsfall-Turner (Open Water Secretary), Dr R Edmondson (Water Polo Secretary), and elected members Mrs E Hartley and Mr P Williams.

Prior to the commencement of business Margaret Tuppen informed the committee that Janet Holdstock had sadly died that morning. Janet was President in the year 1982. The members then observed a minute's silence.

Item No.		Action
46/2013	MINUTES OF MANAGEMENT COMMITTEE held on 16 January 2013, which had been circulated, were signed as a correct record.	
47/2013	MATTERS ARISING FROM MINUTES	
25.4	The meeting of the GP Committee had still not been arranged, and the need for it was discussed in view of its overlap in function with the Development Plan.	
20.3	The need for one definitive list of officials on the website was discussed and the related privacy issues. It was noted that the ASA website is password-protected to avoid abuse of personal details and this should be considered for the County. There is also a need for a list of non-technical volunteers.	ME
30/2012	Development. The Special Training Day had been postponed due to snow and was now rescheduled for 12 May. Brian DeVal had received confirmation of this and had also booked the hotel. The new date will enable finalists to attend, but some swimmers will be unable to, due to exams. An invitation will be extended to Water Polo.	BD
35.7	The date of the Past Presidents' Lunch has been finalised: 27 April.	
39/2013	Club Development Officer. The Treasurer reported that he had received an invoice for £1,500 for the current year, which he will duly pay. Brian DeVal reported that the National Development Officer is now in post and that seven regional posts (some covering more than one region) are to be advertised. He will contact Keith Sutton for further information.	ME BD

41.1	County Dinner. The dinner has been arranged for September 27 at Hickstead Hotel, and thanks were extended to Deedee Pickering for organising this. Margaret Tuppen reported that Carol Barber (Chichester Cormorants) has agreed to take on the presidency with the full support of her club, but a vice president will also be needed for the next year. The ACM will be held on 22 June at Haywards Heath Town Hall.	
42.2	Diving Teachers' Course. It was reported that generous donations had been made but not sufficient to cover expenses, and so arrangements for this course have fallen through. Brian DeVal said that he would investigate whether any bursaries might be available.	BD
48/2013	FINANCE	
	The Treasurer had circulated accounts to the end of February, thus representing 11 months of the financial year. He drew attention to the following points: • The income from the championships entries was £15,300, which is £2,300 up on last year. Door monies were £2,935, with some still to come, and pool hire would probably be about £5,000. Overall, a surplus of about £16,000 was expected from the championships. • The figures from the squad camp at Crystal Palace were £400 better than budgeted due to increased fees of £35 per head. • The welfare talk didn't take place as the speaker was unable to come, but Deedee Pickering is rearranging it for the new year and the £633 fee could perhaps be carried forward. • On the Masters' account, pool hire was only £484. • Water Polo had again underspent, and were forecast to break even at the end of the financial year. • The Treasurer had still not received the diving bill from Brenda McAdam and, with a view to settling it before the end of the financial year, he will email her.	ME
49/2013	BUDGET	
	The Treasurer reported that the surplus currently stood at £21,000, but was likely to be reduced to £8,000 by the end of the year. The Treasurer asked that all expenses be submitted in order to finalise the accounts. The question was raised again as to whether a contribution would be required towards the costs of a Club Development Officer, or only the Aquatics Officer. Depreciation – the cost of the new radios is to be written off over three years. It was agreed that a donation of £50 would be made in memory of Janet Holdstock.	ME

50/2013	DEVELOPMENT	
	BD had circulated the final draft of the Development Plan and now commented on the two written responses he had received. There followed a discussion on the 'ownership' of activities. BD was in favour of there being a nominated individual responsible for activities, even if they then delegated. This happens informally now but he wished to see the process formalised as part of the review of structure and roles. Competition Delivery Group: Through this process BD wanted to ensure that future events, irrespective of discipline, could draw on the expertise that existed in the county – if it was a county event then it should have full county support. BD wanted to ensure that all events produced comprehensive reports (condition 17.h) that set out the income and expenditure as well as technical issues so that both technical committees and the management committee could make sound management decisions about events. It was noted that cost should not be the sole factor when considering booking a pool, as other considerations such as pool capacity and ease of access might override costs. Michael Elliot questioned the reliance on the Aquatics Officer in the plan and BD agreed to establish the exact nature of the role. BD then went around the table gathering comments, suggestions and corrections before he produces the final Development Plan, as there can be no further negotiation after it appears on the website. BD would also produce versions specific to each technical committee to make understanding easier.	BD BD
51/2013	CORRESPONDENCE	
51.1	Email regarding change of Secretary for Shiverers SC to Allison Cannon.	
51.2	Email from Ian Bond on behalf of SE Region asking if they could hire the radios for use at K2. It had previously been agreed (item 29/2012) that the radios would not be hired out, for logistic reasons and due to the likelihood of wear and tear, and Margaret Tuppen said she would reply along these lines.	MT
51.3	From the ASA regarding the Association Annual Return.	
51.4	From the ASA regarding insurance cover – the Treasurer has resolved this.	
51.5	From Costas Poullos of the Synchro group at Horsham. They were unable to link up with Atlantis as they wished but Brighton might accept them as members. There is no secretary for Synchro at the moment but they may be able to provide one – Margaret Tuppen agreed to follow this up.	MT
51.6	Various other emails had been circulated, including one from Paul Fouch of Lewes SC regarding the affiliation fee.	

52/2013	SUB-COMMITTEE MINUTES/REPORTS	
52.1	Swimming Committee: The minutes of the meeting held on 6 February 2013, which had been circulated, were noted. Matters arising: 72/2012: Margaret Tuppen has booked the hotel for the inter-county and is in contact with the coach company. She will also make the necessary bookings for Christ's Hospital soon.	MT
52.2	Water Polo: The minutes of the meeting held on 18 February were noted, and commended for their clarity.	
52.3	Diving: David Rosen reported that the South East Region Diving Competition at K2 was being held on 24 March. There were many entries from Crystal Palace but only two from Eastbourne, although everyone had been informed. The closing date had now passed.	
53/2012	SE REGION REPORTS	
	None.	
54/2013	WELFARE / WORKFORCE CO-ORDINATOR	
	Chris Hobbs reported that she had been collecting the Sussex County information forms from officials and was expecting more this weekend. The new radios are proving very successful and Brian Smith is announcing the DQs as asked. The issue mentioned earlier (44/2013) had been resolved but there was another incident earlier this month concerning a whipping official. Deedee Pickering had been emailed with the details. Reminders are to be issued to stewards and other officials of appropriate conduct towards swimmers. Booking of warm-down pool. It has always been assumed that this was included in the cost of the pool hire but apparently the warm-down pool needs to be booked specifically. This matter had been resolved for the coming weekend.	CH
55/2013	ANY OTHER BUSINESS	
55.1	The Treasurer is unable to attend the forthcoming ACM but will send a report.	ME
55.2	Alan Putland requested that a formal, revised circulation list be compiled and uploaded to the website.	
55.3	David Rosen recommended that the committee's computers were cleaned up and defragged to enhance performance. CCleaner is an optimisation and cleaning tool that is free to download.	
55.4	Glenise Buck reported that the training camp at Crystal Palace was a great success. The swimmers were well-behaved and enjoyed it very much, in particular the variety of excellent coaches there. The coaches were: Andy Lobley (Atlantis), Kevin Ayers (St Bede's), Nigel Carrucan (Brighton), Paul Blyth (Marlins) and Ron Philpot (Crawley).	

	There being no further business the meeting closed with a vote of thanks to the chair at. 20.37hrs.	
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Signed.....Chairman

Dated