



Soundwell Swimming Club Annual General Meeting Minutes

27th September 2018 – 19:30 – Clifford Suite - Kingswood Leisure Centre.

Attendees: Tracey Ellis, Theresa O'Donnell (Tree), Jon Wills, Jess Chubb, Louise Edwards, Heather Witcombe, Anita Williams, Shelley Robinson, Jenna Britton-Cooper, Jackie Weatherall-King, Stephen Witcombe, Claire Kerlake, Sarah Taylor, Denise Philip, Jenny Bridsges, Louise Disney, Ashley Barnett, Heather Williams.

Apologies: Rhona Phelps (Chair), Tracy Blake (Treasurer)

Agenda

1. Chair's report
2. Treasurer's report
3. Head Coach's report
4. Election of Officers / Committee / non-committee roles
5. A.O.B
6. Date of next Committee meeting

	Key Discussions
1.	<p>Tracey Welcomed everyone to the meeting, and whilst it was pleasing that the number of people present was much improved from last year, especially with a couple of swimmers attending, we could do better. Tracey then read Chair's report in Rhona's absence.</p> <p><u>Chair's Report</u></p> <p>Rhona wished to start by thanking the committee for all their support over the year. She also expressed her thanks to all the volunteers who help run the club.</p> <p>The following points were made;</p> <ul style="list-style-type: none">• October 2017 – 2 very successful Camps to London and Cardiff. Thanks were expressed to Simon and Lou Foster for all their organisation on these camps, and for those who coached and chaperoned on them. The decision was taken to run 1 larger foreign camp in 2018, with no home camp to create team unity.• 2017 was another successful Christmas open meet.

It is the major fundraiser for the club and this year the committee have taken the decision to run two open meets to support the growing financial demands. So look out for the 2018 Christmas open meet and the 2019 Easter Open meet!

We do need your support to run these so please help, the sign up sheets are already available for you or contact Chris Turner who is the Workforce co-ordinator.

- We can't run the club without your support so please come along to our next meeting on 9 October and find out what we do and get involved. Even if you don't want to start with a specific role, we can always use your help.
- We are continuing the discussion with the Circadian trust with regards to the hosting of the club. Jon is doing a fantastic Job working with the other South Gloucester Clubs to try to create a Hub and encourage some cross club training and joint sessions. You may have been involved with some of this on a Sunday in Bath last year.
- We also launched the new Link session to form a pathway between the KLC swimming lesson and the club, which are working well and were supported financially by the SWASA
- The club has also taken the decision to move across to TeamUnify as a management Tool. You will be aware that all swimmers have been asked to register. It will in essence help the club with financial management by collecting all fees and payments through a central point and also helps with our GDPR compliances. Tree has done a lot of work on setting up and implementing the new system and even if there are one or two hiccups initially (fingers crossed there wont be) it will be a he benefit in the long run.

Tree then provided a brief explanation was provided regarding the decision to move to TeamUnify. The decision was made to ensure that we had a smooth and joined up;

- Registration processes
- Squad fee/ASA fee/Camp fee collections
- Competition entries and fees
- Are GDPR compliant

Whilst there is a small cost involved, as Soundwell Swimming Club is run by volunteers using Team Unify will ensure that our valuable volunteers will time will be better spent as there will be just one place where we can;

- Check payments have been made for squad fees / camps / meet entries etc
- Easily contact people to request / chase payments
- Easily contact people to provide club updates and important information
- Run our open meets
- Manage competition entries
- Store and access emergency contact details
- Etc.

Tree explained that there are some ongoing issues with linking the club bank account with Team Unify, she is working closely with them to ensure this is resolved ready for fee collections on 1st November 2018.

Whilst Rhona is stepping down from the Chair person role, she is not planning to leave the committee immediately and will still help to organise the Open meets with Jenny.

The club wishes to sincerely thank Rhona for her time as Chair which has been very much appreciated. We are also very grateful for her continued support.

2. The Treasures report was then read by Tracey E in Tracy B's absence.

Treasurer's Report

The accounts refer to the period 1 May 2017 to 30 April 2018.

For the last 3 years, the Club has been operating at a loss, using reserves to cover the shortfall. The accounts for 2017/18 show a significant loss of £18,804, although some of this is due to expenses for the 2018 camp being paid out before camp payments were received.

The Club is a not-for-profit organisation and holds limited reserves, which are there to meet our liabilities in the event of the Club closing. It is therefore essential that our income covers our expenditure to ensure the Club can continue to survive.

Squad fees have been static since 2015, however, pool hire costs continue to increase every year. Pool hire alone in 2017/18 has increased by 5.6%, and there is a shortfall of £21,500 between fees received and the cost of pool hire and coaching.

To ensure future running costs are met, the decision was made to increase squad fees, introduce an Annual Membership Fee, both of which will be reviewed annually with any increases being implemented in September, and to run two Open Meets each year, as well as a Club Championship.

The implementation of TeamUnify will aid the collection of all fees, ensuring arrears are kept to a minimum. Tree O'Donnell has done a fantastic job of setting up TeamUnify. There have been a few teething problems, as with any new system, which has meant a delay in setting up the fee collection facility, which will now be effective from 1 November.

Fee Increases and Annual Membership Fee (AMF)

The increase in squad fees is effective from 1 October 2018 with the AMF being taken on 1 November via TeamUnify.

The AMF has been introduced to cover the cost of TeamUnify, our new team management platform, and the Annual ASA Membership for swimmers, the Club and volunteers.

We decided to incorporate the ASA fees into the AMF to keep things simple and to ensure funds were available to pay the invoice when due. The AMF does not apply to Learn to Swim swimmers and their joining fee will remain at £20 this year. Should a swimmer remain in LTS when the next ASA Membership Fee is due (each January), this fee will become payable at that time.

We appreciate that the AMF fee has become payable shortly after some new joiners have paid the ASA fee for 2018, and thank those parents for their understanding, as some will have paid just before the above changes were decided and implemented. Going forward, the Membership Pack will give clear details of our fees and when they are payable.

Some parents have already paid the AMF and amended the squad fees from September 2018. Parents will be contacted for bank details to enable any refunds to be made, ensuring the AMF is not taken twice.

Open Meet

The Club's annual Open Meet gives a much needed boost to income, which is why we have decided to run an additional Open Meet in April 2019 as well as a Club Championship later in the season.

	<p>The 2017 meet, and other hosted events, raised £8,500, which has helped finance training for volunteers, coach development and fund chaperones for the upcoming Spain camp.</p> <p>A big thank you to Darren Stone who has been integral in the organisation of the Open Meet in previous years, but is now taking a well earned rest, and all the other volunteers who have helped to organise this event. If any parents feel able to give up their time to help with the organisation of future Meets, it would be most welcome.</p> <p><u>Other Income Streams</u></p> <p>Grants: the Club received the following in 2017/18:</p> <p style="padding-left: 40px;">£811 from Gloucester County ASA £40 from Swim Mark</p> <p>Club Shop: this made a healthy profit of just over £2,000.</p> <p>This money has been used to purchase training equipment, help to fund additional Long Course training sessions and the Pathway sessions.</p> <p><u>What Can Parents do to Help Club Finances?</u></p> <ul style="list-style-type: none"> • Register for TeamUnify now – the site will automatically take fees when due and adjust payments due to squad movements, improving our income stream and minimising arrears. • Pay any fees due on time. If you are experiencing any difficulties with payments, please contact the Treasurer or one of the Club Executive Officers to discuss confidentially. • Fundraising – any additional money we can raise helps fund the Club and potentially keep our fees down. If you feel able and have the time, any support you can give would be much appreciated. <p><u>And finally ...</u></p> <p>The old NatWest Main Account and NatWest Camp Account are both now closed. Please ensure you make payments to the correct bank account, details of which are on the Club website.</p> <p>The accounts will be available to view on the Club website.</p> <p>Once TeamUnify is up and running and the Club finances are healthier, the Club status will be reviewed.</p> <p>We would like to thank the following volunteers for all their hard work and helping manage the Club's finances:</p> <ul style="list-style-type: none"> • Andrea Hobbs, who stepped down as Treasurer earlier this year • Louise Disney, who is stepping down as Assistant Treasurer from today • Jackie Weathrall-King, who runs the Club Desk/Shop • All the volunteers who help man the Club Desk • Jenny Bridges who deals with all the competition entries • Barbara Gaunt, whose firm kindly audited the accounts •
3.	<p>Jon thanked all those present at the AGM. He then provided the following information;</p> <p><u>Head Coach's Report</u></p> <p>Last season's successes;</p>

We had a very successful 2017/18 season with some great results at all levels of competition including County Results where we finished 2nd on the team scores and we won the men's medal count.

Regional Results –

Age Groups - our swimmers made a total of 12 finals and they achieved 4 Silver- Tom (100 & 200 bk) Jake G (50 & 100brs)

Youths - our swimmers made a total of 14 finals and they achieved 2 Gold medals Dave (50brs) & Heather (50bk), 1 Silver medal, Dave (100brs) and 1 Bronze Heather (100bk) Although this was less finals than last year there was a better medal count

National Results -

British – Dave T came 17th in 100BRS with a PB; Tom H came 11th in 50BK with a PB and was also first reserve for the finals. Heather W came 16th in 100BK with a PB; Tom H also came 19th in 100BK; Dave T also came 11th and was first reserve in 50Brs PB Heather W made the final in 50BK and placed 5th with a PB; Tom H came 12th with a PB in 200BK.

English - George W placed 11th with a PB in 50 Bk, placed 13th in the 100 Bk and also placed 11th in the 200 Bk. Daniel A came 8th in 200 Fly. Heather W came 12th in 200 Bk and Alice K placed 17th in 200 Bk.

Welsh - Jake T finished 8th in 100 FC. Neve F finished 8th in 50 Fly. Jake G placed 2nd in 50 Brs, Alice K finished 3rd in 100 BK PB with a PB. Paige W finished 9th with a PB in 100 Fc, Jake T finished 2nd in 100 Brs with a PB, Neve F finished 5th in 100 Fly with a PB, Adam WK placed 18th in 400 Fc, Rhys B finished 14th in 400Fc PB 14th and Paige W finished 6th in 50 FC. Finally - Jake T finished 1st in 50 Brs making him the Welsh National Champion in this event and Sophia S finished 1st in 100 Fly with a PB making her the Welsh National champion in this event.

Winter - Dave T finished 8th in both 100brs & 50 brs and Heather W finished 3rd in 100 Bk & 50Bk.

British champs

There were 3 qualifiers this year who travelled up to snowy Edinburgh. Dave T, Heather W and Ella T. Due to adverse weather conditions, Dave couldn't get there and Ella drove all the way to Edinburgh!

These results show an awesome level of swimming coming from all the squads and the credit goes to the swimmers for their relentless effort levels and dedication to the programmes. We must also take this opportunity to THANK the coaching team and Learn to Swim teachers that give up all their time on a voluntary basis to help nurture the swimmers to achieve their best both in the pool and in everyday life.

Seasons Direction

- We have had a strong start to the season so far with swimmers selected for national talent programmes, DiSE programmes and regional/county teams.
- The club will run off the same cycle programme as previous years. Which consists of three cycles running in line with the school year and major competitions. This has produced progressive results across the club year on year.
- This year will hopefully bring changes within our working relationship with Circadian leisure providers. We are looking to develop our performance pathway with the help of Swim England. This will include increased pool access and land conditioning, whilst creating a well structured sustainable underpinning structure of learn to swim squads (much like D squad). These changes will ensure our long

	<p>term survival as a club and allow us to create a structure capable of competing with the best in the country.</p> <p>Club Targets</p> <ul style="list-style-type: none"> • To maintain competitive focus across all squad, raising entry levels from lower squads. • To maintain or beat national qualifiers • To maintain high, final and medal count at regional level • Remain in the top three clubs at counties on medal and points table • Remain in the Premier division for the Arena League <p>Jon wished to take the opportunity to say THANK YOU to Denise for all the work she has done as LTS coordinator, bringing many talented swimmers into the club and nurturing them throughout their path.</p> <p>Jon reiterated that with the exception of himself and Denise, everyone who helps at the club does so on a voluntary basis, including the Coaches and Swim Teachers. Soundwell Swimming Club is supported by volunteers, and we are always looking, and in need of, more people to assist in any way possible.</p> <p>Thank you all for your time</p>
4.	<p>The following roles were agreed. Please note that some roles remain vacant and we really do need them to be filled.</p> <p>Tracey Ellis was appointed as Chairperson – Executive Officer</p> <p>Theresa O’Donnell will remain as Secretary – Executive Officer</p> <p>Tracy Blake will remain as Treasurer – Executive Officer</p> <p>Christina Turner will remain as the Workforce Co-ordinator</p> <p>Stuart Mason & Donna Hussey will remain as Welfare Officers</p> <p>Membership Secretary – will remain as Alison Williams</p> <p>Stephen Witcombe was appointed as Officials Co-Ordinator</p> <p>Jenny Bridges will remain as Competition / Open Meet secretary</p> <p>Jackie Weatherall-King will remain as Club Desk organiser</p> <p>Sarah Taylor was appointed as Pool Booker</p> <p>Ian Adams was appointed as Trophy Steward</p> <p>Vice Treasurer is vacant</p> <p>Sponsorship & Grants co-ordinator remains vacant</p> <p>Vice Chair person</p> <p>Fundraiser role remains vacant</p>

	<p>Gala Secretary is still vacant</p> <p>Swim Mark remains vacant</p> <p>Tree wished to sincerely thank all those who are stepping down from their roles, for their sterling work and support. Also thank you to those remaining in their roles. All their help has been greatly appreciated. THANK YOU!!</p>
5.	<p>Claire asked, on behalf of swimmer, whether there could be swimmer representation at the Committee meetings. It was confirmed that provided a swimmer was over 16 they could attend, on the understanding that they may be asked to leave should confidential matters need to be discussed. The question was the raised whether any swimmer could attend or whether the Senior Club Captains could attend. It was agreed that this would be discussed at the next meeting and that it would be good to have some swimmer input in to this decision.</p> <p>The question was asked about who the swim camp was open to it was explained that it was open to C squad and up. Also we explained that the camp alternates from abroad to the UK. It was also useful to have swimmers present who explained the benefits of attending camps, hard work but fun and a real sense of achievement and increase in fitness and confidence levels after attending them.</p> <p>Jon reminded all of the upcoming Bake Off event on Friday 12th October.</p>
6.	<p>The date of the next Committee meeting is 9th October 2018 in the Meeting room by the Soft Play Kingswood Leisure Centre.</p>