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ANNUAL GENERAL MEETING MINUTES 12TH FEBRUARY 2017

Venue:	Gateshead Leisure Centre, Room 1
Date:	Sunday 12 th February 2017
Time:	10.00 am
Committee Present:	Andy Strickland – Chairman Jill Barrett – Club Secretary Adam Parker – Treasurer Sarah Pashley – Performance Youth/Senior Rep Norman Thompson – Development Rep Matthew Grant – Masters Rep

Apologies:	Steven Reynolds, Liann Brown, Karen O'Halleron Hutchinson
1	Introduction - AS AS opened the meeting at 10:00. Welcomed attendees.
2	New Committee Positions - AS AS confirmed new committee positions for the next 12 months: Secretary – Jill Barrett Treasurer – Adam Parker Lisa Celikay – Performance Age Group Rep Neil Campbell – Potential Youth Senior Rep AS invited any objections to the proposed committee and none were raised. AS was therefore pleased to confirm the new committee.
3	Chairman's Review – AS Club review of the past 12 month: <ul style="list-style-type: none"> Over past 2yrs average increase in pool hire rose by 114%, 37% passed directly onto members - New club structure introduced to increase sustainability and effective use of pool time. 8 aquatic clubs across the borough needing pool time, biggest challenge to G&W is convincing the council that we are different, we need 37.5hrs. Overall happy with new structure may need some small changes. Last May we lost our Treasurer. This left us with considerable amount of unpaid fees to be chased across the club and account documentation was not great. Thanks to SR, working with Squad Reps this is down to a manageable level now. AS explained he thought the Club was going to be in a much stronger position

given the skillset AP is bringing to the Treasurer role.

- The Chair explained his view that G&W was not a small club anymore, we are in business terms an SME, small or medium enterprise, last year turning over £213,000. The way the club is managed and controlled must change to reflect this. In all but name, this requires absolute professionalism and we need stringent rules everyone needs to observe.
- G&W will always be non-profit making; every penny will go out apart from an amount to be agreed by the executive committee to be held in reserve in case of emergency – **ACTION: Exec Committee to assess the levels of financial reserves to be held and seek Club Committee approval before 31st March 2017**

Swim 21:

- G&W have achieved Swim 21 Club accreditation for the 4th year running – Swim 21 gives us an assurance from the governing body that everything we do operates in the way it should. We meet the minimum standard that ASA publish, our aim is to take way beyond so we can be the best club we possibly can.
- Swim 21 has changed the accreditation format year there are now 16 modules to complete every 2 years and 5 every year.
- We receive a lot of support from local and regional ASA on a whole host of matters.
- Through the Tyne and Wear Club Network, we have also now achieved Swim 21 Network accreditation.
- The network meets every 2 months or so to support each other. Through the hard work of Sarah Small, our regional ASA Club Development Officer the network is developing into a strong network of swimming clubs.
- The T&W Hub programme is also developing well and runs under the guidance of PA from a G&W perspective.
- The network accreditation can potentially open additional pathways to funding.

Volunteers:

- AS stated that volunteers stepping up to support the Always a challenge. Committee tend to do the majority of tasks, some volunteers help out fundraising etc., without committee responsibilities.
- Can't operate without volunteers. We need to develop our volunteer base further. If everyone committed to small parts, then those small parts could be achieved to a high quality.
- There is a serious risk to the Club's sustainability If we don't improve in this area.
- A new Competition Secretary is required as a matter of urgency.

ACTION: JB to lead on volunteer development as a priority over the next 12months.

The next 12 months:

AS stated that he intended to set a challenging agenda for the Executive Committee and Club Committee over the next 12 months with a view to improving the administrative and support functions of the Club

- Gala entries going online. This will remove the requirement for cash and cheque transaction. Special thanks to Jason Douglas for his direct support in this development. It is expected that this new system will be tested later this month for the Deventio Meet in April. AS provided brief explanation how the online system will work.
- There are a number of areas within Club governance, controls and operating processes that need to be addressed through the Club Constitution. Much of the constitutional elements are driven by the N&DSA and ASANER.
- Club membership will be reviewed with a view to a new category of Adult non-swimmer or parent member being introduced to allow for greater interaction with selection of committee members which is currently not permitted. AS stated that despite this restriction, there was a workaround in place had an election been required for the selection of this committee.
- A junior committee is in the process of being developed and a volunteer facilitator is being sought for this group.
- We will be moving towards 1 person/1 role on the committee, no doubling up in important roles.
- From a Governance perspective, we will be looking to remove any coaching representation from the committee unless they are confirmed volunteers and not procured services. We currently procure services from all our current coaching and teaching staff on a club-needs basis and a conflict of interest could be presented if they are also represented on the committee.
- Terms and conditions for coaching and teaching services to be procured will be generated and required to be agreed with each coach or teacher providing services to the Club. All coaching or teaching suppliers will be required to agree and sign the terms and conditions.
- Codes of Conduct have been recently being reviewed and will be presented to the Club Committee for approval the first available meeting.
- Rather than a code of conduct for parents there will be a parent's charter, which will offer support not just a list of things you can and can't do.
- An induction programme will be introduced for members joining the club,

	<p>monthly meeting to be held to offer help and guidance. This will hopefully engender a greater feeling of being part of the Club</p> <ul style="list-style-type: none"> • There will be a drive to move away from any cash or cheque transactions outside of core fundraising. As well as trying to simplify processes and save valuable volunteer resource time, this will remove a level of risk from those volunteers currently expected to handle cash or cheques on behalf of the Club. • We will look to improve our merchandising offers, renegotiate gain share from suppliers and improve merchandising opportunities and controls across the club.
4	<p>Head Coach's Report – KN</p> <ul style="list-style-type: none"> • Representation across all levels Junior league, regional, Scottish L/C & S/C, English and disability levels. Only level not achieved was British Championships (top 25 in the country). • KN ethos is whole club development creating best training environment possible for the young kids. • Taken 3yrs to get to this level where all the coaching staff are happy with the progress made, foundations laid for a bright future. • Pathway developed for the older C2B swimmers, old training model wasn't working. • New structure will strengthen and develop club, still some work to be done. Down on pool time. Introduced a standard level of commitment. Standard is a lot higher across the board now. • Work with PA to get into the Learn to Swim lessons to identify talent, short on 08 boys. Need council to 'buy in' to our ambitions. • Working on land training for the younger athletes. Using older athletes as mentors. • Next 12mths KN envisages that we will be at National Championships, looking forward to Summer Nationals. • KN Still thinks there is a place for a Club squad (non-competitive) for some swimmers who cannot commit to number of sessions. • KN would like to increase pool time for his swimmers from 15hrs per week to 18hrs, not a major concern now but could be in the next 18mths. • PA stated best county championships last year for medal haul and finals. For Regionals L/C we finished 5th overall with 3 medallists, S/C finished 3 overall with 5 medallists. • Junior League will prove difficult this year to emulate performances • KN structure and framework now in place need to put all time and energy into developing the team. <p>AS extended thanks on behalf of all the committee and club to the coaching staff for the job they have done again this year.</p>
5	<p>Financial Report – AS (on behalf of SR)</p> <ul style="list-style-type: none"> • Difficult to pull full accounts together due to the departure of the treasurer in the

	<p>summer. Most of the accounts have been pulled together by SR</p> <ul style="list-style-type: none"> • AS read out current account and saving account balances on 1st January 2016 and 31st December 2016. Funds raised from fund raising activities have been put into savings account to build on reserve. • Price of pool hire and coaching costs for January this year confirmed as well as income received from fees. S • Swimmers are being suspended from swimming if fees are not up to date, tightened up on this in the last 8 months. • Money from other income streams bag packs, Gateshead Council have a community fund (Capacity Building Fund) we can apply for. In 2015 we were awarded £15,000 this year we have just been granted £10,000. • This is likely to be the last time that GMBC can take into consideration pool hire costs therefore G&W ASC must change the approach on how we apply for funding. • Thanks to Uno's for sponsoring Junior League again this year (£1500). Rotary Club £300 each year for Junior League T-shirts and £1000 for recent bag pack at Asda. • Memberships fees increased last year by 12.5% took us up to 37.5% overall since Summer 2015. A shortfall of around £1500 still exists between sustainable income and liabilities. • We need to dramatically improve on fund raising to allow us to become as sustainable as possible. • Further swimming fee increases may be required to bridge the financial gap. If required, this will be in either July or September. This would require full committee approval and all parents will be kept informed. • AP coming on-board as a full chartered accountant. Paul Martin, also a chartered accountant has agreed to take on the role as independent examiner. This will help the Club become far more aware of financial opportunities and risks. • All squads currently have spaces before reaching capacity. The Club financial model is dependent upon each squad remaining at an optimum number of full fee paying swimmers. • We need a fund-raising group. • AS set up Friends & Family of Gateshead & Whickham ASC. • The need from income from home galas cannot be understated • Cake sale last year also raised £250.
6	<p>Council Activity – AS</p> <ul style="list-style-type: none"> • Learn to swim programme is under threat from the new GMBC LTS programme. Although this is not a huge income stream, it is very important for the recruitment of swimmers into the Academy. • Council have dramatically increased their capacity to increase their income for their learn to swim programme. • A Gateshead wide swimming pathway needs to be looked at and we need to ensure that we are an integral part. • We need council to identify talent and pass on to us earlier (before stage 9 or 10). • School lessons are starting in year 5, should be year 3 which is not good for early development of swimming skills. • Council teachers are being pushed to get course members through the levels quickly and potentially before they are ready.

	<ul style="list-style-type: none"> The Leisure department of GMBC Comes down to finances, they have made a commitment that by 2018 the leisure centres will be at a break-even situation otherwise alternative operating models will be introduced. Janet Robinson asked if Academy times could be looked at, moved to an earlier slot to make more desirable for younger swimmers. ACTION: KN to look at squad swimming session times with a view to placing youngest early in midweek slots
7	<p>Special Mentions – AS</p> <ul style="list-style-type: none"> AS thanked Steven Reynolds for stepping up as treasurer and for the fantastic work he and the squad reps achieved this year AS thanked Karen O'Halleron Hutchinson for filling in as 4th Executive member during a period of need Thanked the new committee members for stepping forward: Lisa Celica Norman Thompson Neil Campbell Janet Robinson AS welcomed Sue Thorpe and Mel Allott to the coaching and teaching team AS thanked Paul Martin for stepping forward for the role of independent Examiner Of special note, AS thanked Joanne Griffiths for work over the past 5yrs as Club Secretary
8	<p>AOB</p> <ul style="list-style-type: none"> Learn to swim, some private lessons feed to us, talent ID/stroke development – ran 2 last year. Look at advertising in council news. AS emailed council yesterday 11th Feb – need to identify more talented swimmers must be a pathway requested a round-table meeting. GB read an email received by Tynemouth club regarding RB from an anonymous source but suggested it may have come from the club. AS confirmed and assured that Gateshead & Whickham have had no contact with Tynemouth Swimming Club reference RB but was aware that head coaches have discussed his appointment. AS also agree that he found the anonymous nature of the email distasteful and the club would not condone such action Janet Robinson commented that there should be a duty of care for coaches. AS stated that he would not discuss any individual cases or incidents. However, in response to a number of written and verbal complaints, and as with all incidents that warrant it, a panel was appointed to investigate and report back with recommendations. This was carried out and the recommendations accepted. Lessons have also been identified and will be applied to any future similar enquiries and the communication of outcomes. AS stated he regretted any errors of judgement and breakdowns in communication from a Club governance perspective but stated that appropriate recommendations were made and that the correct decision was reached in resolution of the complaints GB felt the situation could have been avoided.

	<ul style="list-style-type: none"> LW asked if coaches had a choice of poolside helper. AS stated that they did not strictly speaking have a choice. We expect all of our coaches to work with whomever we can make available as a volunteer poolside helper on any given day, however we will happily listen to any preferences they may have. JD thinks it should have been looked at as a club rather than a panel appointed. AS stated that that the appropriate and ASA recommended processes were implemented.
9	<ul style="list-style-type: none"> The 2017 AGM was closed at 1151

Actions

1. Exec Committee to assess the levels of financial reserves to be held and seek Club Committee approval before 31st March 2017
2. JB to lead on volunteer development as a priority over the next 12 months - Ongoing
3. KN to look at squad swimming session times with a view to placing youngest early in midweek slots – Before 28th February 2017