



HAVERFORDWEST SEALS SWIMMING CLUB COMMITTEE MEETING

- Tuesday 4th September 2018
- 7.15pm
- Green Room, Haverfordwest Leisure Centre

Attendees:

- Matthew Lewis (Chair)
- Jenny Webb (Treasurer)
- Gareth Bennett (Team Manager)
- Debbie Watson (Fixtures Sec)
- Andrew Knowles (Vice Chair)
- Nicola Harding (County Rep)
- Jack Rees (Committee Member)
- Jenny Allen (Membership Sec)
- Angharad Nichols (Welfare Officer)
- Wendy Butcher (Secretary)

Apologies:

- Nil

Item	Minutes	Actions
1.	<p><u>Welcome & Introductions</u> The Chair welcomed everyone and apologies noted.</p>	
2.	<p><u>Minutes of Previous Meeting (10/07/18) & Action Log</u> The Committee approved the minutes as an accurate record – proposed by GB and seconded by NH.</p> <p>In relation to matters arising on the action log:</p> <ul style="list-style-type: none"> • <u>Photos for website</u> – Some photos had been received, but not all. This action is carried over. • <u>References for new committee members</u> – Not yet complete so this action is carried over. • <u>Role profiles on Newsletter</u> – Role profiles were not included on the last newsletter due to space. However, links to the roles on the website will be added to the next newsletter for Autumn. The action is <u>carried over</u>. • <u>GDPR advice</u> – complete. DW sought advice from Swim Wales in relation to retention of personal information on the Team Manager database: <p>Swim Wales will be offering free GDPR training to all clubs in September. In the meantime, it has been recommended that the following good practice should be adopted by each individual holding personal data:</p>	<p>ALL</p> <p>AN</p> <p>WB</p>

-read and retain a copy of the Preparing for GDPR 12 steps document

-keep an evidence folder of all steps taken towards meeting the requirements of GDPR. This will be difficult to achieve individually and therefore maybe, in order to meet this requirement, GDPR should be a rolling agenda item?

-destroy any paperwork that is not essential. Anything retained should be kept securely locked.

-remove non-essential detail from electronic devices. Ensure all information is password protected and laptops etc are kept secure ie not left in cars etc.

-With regard to the specific issue of the Team Manager database it is acceptable to retain any information that could be deemed 'justifiable'. This would include anything that facilitated a smooth return of lapsed swimmers or data that could be useful for club statistics/progression eg turnover of members/performance analysis. Therefore, a lapsed swimmer file can be retained as long as excess identifying personal data is removed. In practice this will mean that a swimmer name/dob/WASA is kept on file but address/email/telephone numbers etc will be removed

-Guidance on what statement we issue to current/new swimmers regarding the recording/retention of identifiable information will be provided in the upcoming training

- It was noted that training on GDPR was being offered to Clubs by Swim Wales. The initial email invitation only offered one place per club on the training. WB had signed up, but unable to attend due to other commitments. WB had discussed with Joe Tucker the possibility for more members of each club to at least be allowed to do the webinar as this was not limited to space, which was agreed.

Dates for the Swim Wales GDPR training webinar are 10th and 24th Sept from 3-5pm. There was a discussion on who would be most appropriate to attend this training. It was agreed that DW and WB would both participate in the webinar. **ACTION 1: WB** to send email with GDPR webinar details to DW.

- Suggestions Contact Form – complete. It was discussed that the contact form for suggestions would be automatically directed to the Sec email who would forward to the committee for information. The suggestions would then be listed on the agenda for discussion at the next Committee meeting.

All other actions or matters arising were acknowledged as complete.

WB

3. Reports

a. Membership Sec

Currently 90 swimmers with 5 due to start soon. Waiting list of 14.

b. Treasurer

A report was given by the Treasurer – see below:

6/6/18-5/8/18	
Opening balance	£4,981.34
Income	
Wasa fees	£ -
100 club	£228.00
Gala fees	£323.50
Total	£551.50
Expenditure	
Gala fees	£ -
CPD clinic	£ -
Wasa Members	£188.00
Thankyou gifts	£82.99
Webb re British	£100.00
Total	£370.99
Closing balance	£5,161.85

c. Fixture Sec

- All gala information on the website is up to date as of today. No info yet on the RAOB gala– likely to be December.
ACTION 2: NH will raise at the County meeting about the RAOB and moving forward with the league fixtures.
- Registration details for new members – DW asked for details asap from GB to ensure systems are kept up to date.
- Club Champs: Ann, Bob & Carole (referees) are confirmed for all three Club Champs events. Just need to check Dave C's availability. Fri 21st Sept – DW and GB are not available so they will not be there to set up the electronics. It was acknowledged that support will need to be put in place to set up the electronics. JW asked if County had formally been asked for their swimmers to be released for Club Champs. After all, "there's no better training than a good race" – Jack Rees
ACTION 3: GB to raise with PCS Coach about releasing Seals swimmers for Club Champs.

NH

GB

	<ul style="list-style-type: none"> • DW met with Jan McDonald to discuss her getting involved with Fixtures in the future, in lieu of Jo Morris stepping down. Therefore, it was unanimously agreed by all committee to fill the vacancy of Dept Fixtures Secretary. • DW highlighted that the Club records on the website have some errors. It was agreed to remove from the website until corrected. ACTION 4: GB to send word version of Club records to DW to amend errors, as appropriate. <p>d. <u>Team Manager</u></p> <ul style="list-style-type: none"> • It was agreed by all that the Colours Gala was a great success. • Friday Galas – a couple of days prior to the Colour Gala the Leisure Centre wanted to cancel the Colour Gala due to previous noise and disturbance to public swimmers during Club events. The Club hired the small pool for the evening so there was limited public access during the event. GB will discuss further with the Leisure Centre to prevent future issues. ACTION 5: GB to update at next meeting on issue with Friday Galas. • News from County – Swimmers HW and RA have been selected for the Swim Wales Skills Squad. Congratulations to those swimmers – this is a fantastic achievement. The Committee wished them both lots of luck. • Next year’s summer break may be extended due to the lack of swimmers in training this summer. There was a discussion around whether the pool should be open to the public during this time or available for club swimmers. This will be picked up at another meeting for more discussion. 	<p>GB/DW</p> <p>GB</p>
<p>4.</p>	<p><u>Assistant PCS Coach Update</u> JW updated that shortlisted applicants were to be interviewed on this week. The interview panel will consist of a representative from Pems Leisure, Swim Wales and the County Committee, along with the PCS Coach.</p>	
<p>5.</p>	<p><u>Holiday Swimmers</u> The Committee discussed the best and cheapest way to support Seals swimmers, away studying who return during their holidays and would like to continue to swim. The Committee clarified that only thing they have to pay is a month’s student membership – about £30, which they can use for the year to swim during Club sessions. They will also need to keep up their WASA membership – The Committee agreed that if any adult volunteer members are registered with WASA as non-swimmers and want to compete in galas then it was agreed that the Club will pay the upgrade in their membership to encourage their participation in the sport.</p>	

6.	<p><u>Masters</u></p> <p>Another new member had joined the Masters group. ML also updated that he is now a member of the Masters and Seniors Group for Swim Wales who meet and try to improve Masters swimming in Wales. This was agreed as very positive.</p>	
7.	<p><u>Liaison Role</u></p> <p>LG has had to step down due to other commitments. This role will remain vacant at the moment and the necessity to keep the role discussed further at the next AGM.</p>	
8.	<p><u>Christmas Raffle/Party</u></p> <p>The Christmas Do will be on Sat 8th December in Haverfordwest Rugby Club. Sharon Knowles will be chasing prizes for the raffle. DW will make enquiries re an appropriate volunteer to play Santa. The Committee discussed that ideas were needed to stop people leaving after the presentations. Last year this was due to a Gala the next day. WB suggested an earlier start so it's not too late when the disco comes on. In regard to engraving, it was agreed that all trophies need to be back before 25th October (just before half term) and returned to ML/GB/JW. ACTION 6: WB to add return of trophies to newsletter</p>	WB
9.	<p><u>AOB</u></p> <p>Nil</p>	
10	<p><u>Dates of future meetings</u></p> <ul style="list-style-type: none"> • Tues 6th November 2018 at 7.00pm <p>The meeting ended at 20.16 (1hr31)</p>	

ACTION LOG from 4th September 2018:

Key: **Red** – Requires action or update, **Blue** – complete or taken forward on agenda

	Action	Responsible Person(s)	Timescale	Update
Actions carried over from the meeting on 24/4/18:				
	AN to organise references for new Committee members	Angharad Nicols	By the next meeting	<i>Requires update</i>
	ALL Committee Members to send photo to GB for the website by the next meeting.	ALL Committee Members	ASAP	<i>Requires update</i>
	WB/ML to ensure roles feature on the Newsletter to raise the profile of the Committee.	Wendy Butcher / Math Lewis	October 2018	<i>Requires update</i>
New Actions from this meeting:				
1.	WB to send email with webinar details to DW.	Wendy Butcher	ASAP	<i>Complete</i>
2.	NH will raise at the County meeting about the RAOB and moving forward with the league fixtures	Nicala Harding	At next County Meeting	<i>Requires update</i>
3.	GB to raise with PCS Coach about releasing Seals swimmers for Club Champs	Gareth Bennett	October 2018	<i>Requires update</i>
4.	GB to send word version of Club records to DW to amend errors, as appropriate	Gareth Bennett/ Debbie Watson	October 2018	<i>Requires update</i>
5.	GB to update at next meeting on issue with Friday Galas.	Gareth Bennett	At next meeting	<i>Requires update</i>
6.	WB to add return of trophies to newsletter	Wendy Butcher	October 2018	<i>Requires update</i>