



HAVERFORDWEST SEALS SWIMMING CLUB COMMITTEE MEETING

- Tuesday 6th November 2018
- 7.00pm
- Green Room, Haverfordwest Leisure Centre

Attendees:

- Matthew Lewis (Chair)
- Jenny Webb (Treasurer)
- Gareth Bennett (Team Manager)
- Jack Rees (Committee Member)
- Jenny Allen (Membership Sec)
- Angharad Nichols (Welfare Officer)
- Wendy Butcher (Secretary)

Apologies:

- Jan McDonald (Fixtures Sec)
- Andrew Knowles (Vice Chair)
- Nicola Harding (County Rep)

Item	Minutes	Actions
1.	<p><u>Welcome & Introductions</u> The Chair welcomed everyone and apologies noted.</p>	
2.	<p><u>Minutes of Previous Meeting (4/09/18) & Action Log</u> The Committee approved the minutes as an accurate record – proposed by GB and seconded by JW.</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> – It was agreed that a role will feature in each Newsletter. A newsletter will be drafted this term. WB will circulate for items. The action is carried over. • <u>RAOB</u> – Looking to schedule this during 2nd or 3rd weekend in Jan. Location to be confirmed. <p>All other actions or matters arising were acknowledged as complete.</p>	<p style="text-align: center;">ALL</p> <p style="text-align: center;">ALL</p> <p style="text-align: center;">WB</p>

3. Reports

a. Membership Sec

Currently 90 swimmers. Waiting list of 23.

b. Treasurer

A report was given by the Treasurer – see below:

6/8/18-5/10/18	
Opening balance	£5161.85
Income	
Wasa fees	£342.00
Hanna re Jewellery	£78.80
Gala fees	£1,222.00
Refund gala fees	£ -
Bagpacking	£627.98
Total	£ 2,270.78
Expenditure	
Gala fees	£ -
CPD clinic	£108.20
Lottery Licence	£20.00
SB re British	£100.00
WASA Members	£184.00
Total	£412.20
Closing balance	£7,020.43

c. Fixture Sec

The Chair noted that immediately after the last meeting DW resigned from the Committee and her role as Fixtures Sec. The Committee were sad to lose such an integral part of the Club, but wished DW luck and thanked her for her many years of service as a volunteer with the Club.

ACTION 1: JW will coordinate a suitable gift and card for DW.

Fixtures Report – Busy time for all involved learning new ropes during a busy period with Club & County going on. Thanks to AA who gave a lesson in Meet/Team Manager.

One mistake in the County Entries as a new swimmers file had not been set up right. Parent was fine and only affected a few races.

An error occurred with an eligibility report that was highlighted to the club and removed. Will ensure to check reports going forward before being sent to JR for the website.

JW

	<p>Fixtures are up to date and New Year meets starting to come through. Some entries were refused due to entering past the cut off.</p> <p>Laptops are running well and the Printer is with JW.</p> <p>Records to be updated and maybe in the new year look to import them all to TM Software.</p> <p>Some entries have been rejected as two or more in a session, as per PCS guidelines. Families are aware.</p> <p>d. <u>Team Manager</u> Busy couple of months since the last meeting. Some awesome meets including Neath Open, Llanelli meet, Pembrokeshire County Champs and the two sessions of the Club Champs.</p> <p>PCS have picked swimmers for trials which commence this Saturday. PCS looking to bring younger children through the pathway at an earlier age so will see how that works. Once County Squads are confirmed coaches will discuss squad moves. This will then hopefully reduce the waiting list.</p> <p>Regarding the County Champs it was a pleasure to watch, from new WDs having a go at their first races to the older swimmers smashing PBs. Points made prizes and we retained the shield. Big thanks to the County Committee who worked so hard in order for it to happen under difficult circumstances with the pool floor issue. Again, thanks to coaches, officials and volunteers for helping.</p> <p>I am told the floor is now fixed and should not encounter anymore issues.</p> <p>Last session of Club Champs this Friday.</p> <p>Behaviour and Attitude need to drastically improve in certain age bands.</p> <p>Xmas Party booked for Saturday 8th December – Haverfordwest Rugby Club. Tickets on sale from next week along with raffles.</p> <p>Thanks for SK, KR & team for the amazing work on securing some lovely prizes.</p> <p>Looking forward to the Carmarthen Cracker & Sub Regionals.</p> <p>Congratulations from PCS Coaches were passed to all Seals for winning County Champs</p>	
<p>4. <u>DS2 Girls Issues</u></p>	<p>There have been issues within a certain group of girls in DS2 and their behaviour towards each other. Much discussion has taken place with no resolution.</p>	

	<p>It was mentioned that PCS were adopting a new policy and agreed to review this once approved.</p> <p>In order draw a line under the issue and move forward, it was agreed to have a classroom session lead by HL. Expectations in relation to behaviour will be explained with clear consequences for those who do not comply. All swimmers will be encouraged to sign up to a Code of Conduct.</p> <p>ACTION 2: GB/AN to coordinate a classroom session with DS2.</p>	<p>GB/AN</p>
<p>5.</p>	<p><u>Christmas Party</u></p> <p>The Christmas Party has been booked for Saturday 8th December in Haverfordwest Rugby Club from 6.30pm. Tickets will go on sale from next week.</p> <p>Queries have been made in relation to Santa and a DJ. Food has been arranged at £5 a head.</p> <p>Any outstanding trophies will need to be chased.</p> <p>It was suggested that an Easter Bingo fundraiser should be scheduled for next year.</p> <p>ACTION 3: WB to add Easter Bingo to the next agenda.</p>	<p>WB</p>
<p>6.</p>	<p><u>GDPR Data Mapping</u></p> <p>WB briefed the Committee about an error with an eligibility report on the website. It was reported to the Sec and immediately removed. A report was drafted and no further action needed.</p> <p>The Committee went through the GDPR Data Mapping papers prepared by WB. WB asked that all Committee members consider what information the process and complete the spreadsheet. WB will then collate into one document for the Club.</p> <p>ACTION 4: ALL COMMITTEE MEMBERS to complete GDPR Data Mapping document and forward to WB by the end of November</p> <p>It was agreed to review the information at the next meeting and look at our next steps.</p>	<p>All Committee Members</p>
<p>7.</p>	<p><u>AOB</u></p> <ul style="list-style-type: none"> • Presents for Seals swimmers going to Uni – the Committee discussed whether it was appropriate to buy presents for Seals swimmers who leave to go to University. It was noted that this had happened in the past, but the Committee unanimously agreed that it was not possible or appropriate to continue and going forward to only gift swimmers in relation to swimming achievements. For example, being selected for the Wales/British squad. • Expenses for Volunteers/Committee members – it was noted that some volunteers do a lot of miles travelling to and from 	

	<p>Haverfordwest Leisure Centre to volunteer for the Club, even when their swimmer is not participating in training at the time. All volunteers were reminded that they could claim for their expenses should they wish.</p> <ul style="list-style-type: none"> Swimmer withdrawn from Club Champs for a holiday – a parent has asked whether they could transfer the fee paid to Club Champs to another gala as they could no longer attend due to a holiday. The Committee unanimously agreed to adhere to policy used for all other galas that entry fees would only be returned after sickness. 	
8.	<p><u>Dates of future meetings</u></p> <ul style="list-style-type: none"> Tues 22nd January at 7.00pm <p>The meeting ended at 20.20 (1hr 20mins)</p>	

ACTION LOG from 6th November 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	Complete
	ALL Committee Members to send photo to GB for the website by the next meeting.	Jenny Allen / Angharad Nichols / Jan McDonald	ASAP	Carried over
	WB/ML to ensure roles feature on the Newsletter to raise the profile of the Committee.	Wendy Butcher / Matthew Lewis	October 2018	Carried over
New Actions from this meeting:				
1.	JW will coordinate a suitable gift and card for DW	Jenny Webb	ASAP	Complete
2.	GB/AN to coordinate a classroom session with DS2	Gareth Bennett/ Angharad Nichols	ASAP	Complete
3.	WB to add Easter Bingo to the next agenda	Wendy Butcher	January 2019	Complete
4.	ALL COMMITTEE MEMBERS to complete GDPR Data Mapping document and forward to WB by the end of November	Jenny Webb /Angharad Nichols /Jenny Allen	November 2018	Carried over