

**Haverfordwest Seals Committee**  
**Minutes April 2013**

**Meeting included** – Richard Thompson (Acting Chair), Sue Christopher, Kev Rawlins, Nicala Harding, Gary Meopham, Becky Hill, Jenny Webb, Coral Fitzsimmons, Rita Akay, Simeon Whalley, Pauline Louchart, Matthew Lewis, Dave Cooke.

**Apologies** –Karen Russell-Stretch, Ann Girolami, Debbie Watson

<b>Agenda</b>	<b>Points discussed</b>	<b>Action to take</b>	<b>Completed</b>
<b>Previous minutes</b>	All minutes read through, no issues.		
<b>AGENDA</b>			
Secretary's Report	See below.	Suggestion to put Poly pocket with contact details available to take and/or leaflet in Leisure Centre. Committee decided it was probably going to be easier to fill spaces with the LTS link lane feeding into club. SC to request LC supplies email addresses with any details passed on by them if spaces continued to be available.	
Treasurer's Report	£880 received from County Gala & Ball fund. Outstanding gala fees under control. Received a cheque from St Brides Bay Clothing for aprox £130 for shop goods. Alan will produce quarterly invoices. All renewal fees are in, aprox £2000 due to go out to pay memberships.		
Child Protection officer's Report	N/a		
Membership Secretary's Report	13 x under 10yrs swimmers 52 x over 10yrs swimmers 29 – 31 non-swimming members  Total swimmers = 65		
Head	New Squad Structure starts	WD coaching – all felt this	

Coaches Report	15/4/13. Coaching structure seems good except few minor gaps, hopefully sorted soon. WD continues to be an issue due to them swimming at a time when no other squads swim, therefore no experienced coaches available.	MUST have experienced coach. Due to lack of PCC development coach for club, who would oversee WD, SC has agreed to step back across to coach WD. With the help from some WD parents.	
Dragon Mark Report	No Dragon Mark Officer		
Social Secretary's Report	n/a		
Shop co-ordinator's report	Nothing to report		
AOB Matters arising from EGM	No matters arising		
AOB Hour Bank	Hour Bank has been on our agenda for several months. Needs addressing as could be useful to club in terms of training volunteers.	Matthew Lewis agreed to look into it. SC to forward all documentation received into club email.	
AOB Ade Lincoln photographer	Request by photographer for sports photos/stroke analysis.	Committee felt that stroke analysis would have little impact but that photographer at Club Champs would be a good idea. SC to liase with Ade Lincoln to see which is best way to organize CRB (LC or Swim Wales). ML to look into 'Coaches Eye' for ipad.	
AOB Date for Presentation Evening	Provisional date Sunday 8 <sup>th</sup> December 2013 Haverfordwest rugby Club, 3pm start.	Confirmed by Tony Jones.	
AOB Bags2school	Rita Akay mentioned a money making program involving	Committee felt this was not possible for our club due to	

<p>AOB Request by Fix Sec to stick to original meet pack closing dates and rules</p>	<p>collecting unwanted clothes/textiles for charity with a donation back to club dependant on weight of bags.</p> <p>There have been several requests made by parents that were outside the Meet Pack rules for events. This makes the fixture sec job more time consuming and possibly would not be fair to all competitors as some may be able to 'bend' rules others have stuck to.</p>	<p>storage of the bags prior to collection.</p> <p>Committee agreed with Debbie. Original meet closing date, eligibility and rules apply. Committee also requested that fix sec contact event organizer prior to publishing meet pack to ensure no entries were received by individual swimmers and to inform them that HWest would be submitting any entries as a whole club, through fix sec. the committee will back any actions fix sec may feel appropriate if these rules are not adhered to. SC to advise swimmers/parents in newsletter.</p>	
<p>AOB Fun Gala with Tenby</p>	<p>Club has received email from Paul Haley at Tenby Dolphins, inviting us to organize a 'fun gala' with them on a training night.</p>	<p>Committee strongly agrees this sort of event is very important. ML to liaise and organize.</p>	
<p>AOB Incident involving parent &amp; coaches 4/4/13</p>	<p>See below. Committee keen to stop angry parents taking problems to coaches. Committee all agree that this sort of behaviour by parents is not acceptable. Committee keen to facilitate an easier approach for parents to raise issues to avoid these situations in the future.</p> <p>Concerns were raised the about the amount of time spent by committee members trying to answer queries sent by email or issues raised poolside. 2 committee members commented that people expect their issues to be dealt with/emails replied to in a very short timescale, even within a day.</p>	<p>Parent Liaison Officers (JW &amp; BH) to be personal contact in club. If they do not have answers, they can inform we will take issue/complaint to next committee meeting for discussion.</p> <p>All present agreed that a sufficient response would be an email acknowledging receipt and indicating that the issue raised would be discussed at the next committee meeting. It was suggested that not many matters were so urgent that it couldn't wait until the next</p>	

<p>AOB Paul Dowey's resignation</p>	<p>Concerns were raised over whether the Parent Liaison Officers would have the necessary information to give to anyone with an issue/complaint.</p> <p>Concerns were raised over Paul Dowey's resignation and who would be succeeding him and when?</p>	<p>monthly meeting. Committee agreed that some issues e.g. bullying, child protection needed an immediate response and would be dealt with the utmost urgency.</p> <p>It was agreed they would listen to the issue/complaint and then if they deemed necessary, follow the agreed pathway as above – to take the matter to the next committee meeting for discussion if not deemed urgent.</p> <p>SC to put complaints procedure in newsletter. All committee members, if approached, to follow same procedure.</p> <p>Committee would hope the position would be filled but that in the case of Paul just staying 1 year then returning to Pembs that SW may have another strategy to keep Pembs County program at the same high level.</p>	
<p><b>Date of next meeting</b></p>	<p>14<sup>th</sup> May 2013</p>		

Meeting ended 9.30pm  
Minutes SC 11/04/13