



## HAVERFORDWEST SEALS SWIMMING CLUB COMMITTEE MEETING

- Tuesday 9<sup>th</sup> July 2019
- 7.00pm
- Green Room, Haverfordwest Leisure Centre

### Attendees:

- Matthew Lewis (Chair)
- Jenny Webb (Treasurer)
- Gareth Bennett (Team Manager)
- Andrew Knowles (Vice Chair)
- Jan McDonald (Fixtures Sec)
- Jenny Allen (Membership Sec)

### Apologies:

- Angharad Nichols (Welfare Officer)
- Nicala Harding (County Rep)
- Rachel Fletcher (Committee Member)
- Jack Rees (Committee Member)
- Liz Devonald (Parent Liaison)
- Wendy Butcher (Secretary)

Item	Minutes	Actions
1.	<p><b><u>Welcome &amp; Introductions</u></b> The Chair welcomed everyone and apologies noted.</p> <p><b>ACTION 1: LD and RF</b> to provide two references to the Welfare Secretary.</p>	<b>LD/RF</b>
2.	<p><b><u>Minutes of Previous Meeting (18/6/2019) &amp; Action Log</u></b></p> <p>Amendments to last minutes – move NH from attendees to apologies. Change Milford Tigers to Millfield.</p> <p>In relation to matters arising:</p> <ul style="list-style-type: none"> <li>• <u>GDPR Data Mapping</u> – Still waiting returns from Welfare (AN). This action is <b>carried over</b>.</li> <li>• <u>Newsletter</u> – This action is <b>carried over</b>.</li> <li>• <u>Hi-vis vests</u> – AK has sourced bibs. This action is <b>complete</b>.</li> <li>• <u>Risk Assessments</u> – GB has developed these. This action is <b>complete</b>.</li> <li>• <u>Letter re Coaches</u> – Coaches agreement done, edited by Committee (changed number of coaching hours to 1hr per week for a Level 1 course) and approved unanimously. This action is <b>complete</b>.</li> </ul>	<p><b>AN</b></p> <p><b>WB</b></p>

	All other actions or matters arising were acknowledged as complete or on the agenda for discussion.  The Committee approved the minutes as an accurate record – proposed by GB and seconded by ML.	
3.	<b><u>50<sup>th</sup> Party Celebrations</u></b>  Discussed details of the fun day with GB leading discussion, briefing the Committee on the risk assessment.	
4.	<b><u>Dates of future meetings</u></b>  <ul style="list-style-type: none"> <li>Tues 10<sup>th</sup> September 2019 at 7pm</li> </ul>	

### ACTION LOG from 9<sup>th</sup> July 2019:

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

	Action	Responsible Person(s)	Timescale	Update
<b><i>Actions carried over from previous meetings:</i></b>				
	<b>AN</b> to complete the data mapping spreadsheet and forward to WB for compiling into a club information processing report compliant with GDPR	Angharad Nichols	November 2018	<i>Requires action</i>
	<b>12/3/19: WB</b> to circulate the draft newsletter for approval to the Committee by the end of March.	Wendy Butcher	March 2019	<i>Requires action</i>
<b><i>New Actions from this meeting:</i></b>				
1.	<b>LD and RF</b> to provide two references to the Welfare Secretary.	Liz Devonald / Rachel Fletcher	September 2019	<i>Requires action</i>
2.				
3.				