

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

held on Wednesday, 16th May 2007 at 18.45hrs in the Committee Room, County Hall, Lewes.

PRESENT: Mr P McCallum(Chairman), Mrs M Simmonds(President), Mr R Barber (Vice President), Mrs M Tuppen (Secretary), Mr M Elliott (Treasurer), Mr B DeVal (Development Officer), Mr D Rosen (Diving Secretary), Mrs D Pickering (Swimming Secretary), Mrs S Paice (Welfare & Child Protection) and elected members Mrs E Hartley, Mrs C Hobbs, Mr J Boniface and Mr A Putland.

APOLOGIES: Mrs P Freestone (Masters Secretary), Mrs K Rowells (Water Polo Secretary), Alex Message (ASA SE Region RDO)

Item No.		Action
20/2007	MINUTES OF MANAGEMENT COMMITTEE held on the 14 th March 2007 were confirmed and signed as a correct record following a correction to Minute 14.8 of 2007 to read 2006.	
21/2007	MATTERS ARISING FROM MINUTES	
13/50.6	The Treasurer reported that he had received two amounts from the ASA relating to the County Affiliation fee which totalled to date £640.50 There should be more to follow.	
13/51.4	Alan Putland and Brian DeVal both spoke on this subject. If registered as a charity you can produce a certificate for each purchase which exempts you from VAT. Brian DeVal agreed to circulate information and contact could be made with Alan Putland who would be able to advise on the method his club were using.	BD/AP
13/51/5	Hon Secretary to continue to chase clubs who had not yet sent in constitutions.	MT
13/11/07 .3	Website: Hon Secretary confirmed that she had written a letter of thanks to Dave Chan and Peter McCallum reported that he had purchased and given Dave a gift voucher.	
14.3.	Mrs D Pickering reported that Shiverers were organising a Child Protection Course.	
14.5.	Club Funding Workshop: Hon Secretary reported that this would be held on Saturday, 30 th June from 11.00am – 2.00pm at Patcham Community Centre. This is in the morning of the ACM. A buffet will be available between the end of the Workshop and start of the ACM. It was stressed that we should do everything possible to ensure that clubs supported this	ALL
15/07	Finance: The two clubs had still not paid the relay entry fees from last September.	
16/0 7	Sussex Sports Partnership: Brian DeVal reported that he had not been accepted as a Trustee but a decision was still awaited on the board member. The Hon Treasurer stated that he had received an invoice for £500 which it was agreed should be paid.	
19.1..	Diving: David Rosen reported that the meeting of diving clubs had not taken place and therefore the Flip and Fun Handout was not yet available.	
22/2007	CORRESPONDENCE	
.22.1.	From Eli Karlicka-Cook regarding a Regional Training Day for key persons in Sub Regions and Sub Groups. This will be held on the 24 th June from 10.30 – 3.30. Venue to be confirmed but probably Guildford. The following indicated that they would like to attend:	MT

	Peter McCallum. Ray Barber, Margaret Simmonds, Deedee Pickering, Chris Hobbs, Brian DeVal. David Rosen. Margaret Tuppen and possibly Sheila Paice. Further information would be passed on when received.	
.22.2.	Copy of e-mail sent to Deedee Pickering received by Hon Secretary from John Mills. The mail was from Peter Ross of Haywards Heath but Deedee could not recollect receiving this. It related to events at the championships/age groups and the confusion with trophies and awards. The Hon Secretary had responded to the effect that it was hoped to make changes next year with the finals which should eliminate many of the problems experienced this year.	
22.3.	E-mails from Jackie Shields, ASA. Advising the amounts of BACS payments made to the County for the affiliation fee.	
22.4.	From Darren Davies of Pavilion Tours who had offered a trophy for the Top Club Overall Points for Age Group/Championships. The Hon Secretary said that whilst not wishing to turn down a trophy she felt we should be seeking to obtain trophies for the championship events currently without trophies rather than have more points trophies. It was agreed that the Secretary write to Mr Davies along these lines.	MT
22.5.	From SE Region and Ricky Smith regarding a Health and Safety Risk Assessment Seminar. Hon Secretary reported that she had booked a room at K2 Crawley on the 20 th June – a date offered by the Region - from 6.30 to 10.30pm. It was hoped to commence promptly at 7.00pm. We were allowed approximately 20 persons to attend which would allow one person per main club. Clubs would be sent information. The Committee felt that all clubs should try to send one person as this subject was important to all.	MT
22.6	From SE Region re Administration Grant: A cheque had been received for £800 to cover the period 1 st April to end September. The balance to cover the remainder of the year would be paid in October.	
22.7.	From M. Collier re S21 National Panel Members; Seeking nominations by the 1 st June for: 1) A Club representative and 2) A Discipline representative.	
22.8.	From Eli Karlicka Cook re Regional Support to Sub-Regions 2007/08: A copy of this document was circulated to each member of the committee.	
22.9.	Change of Club Secretary – Beacon SC. – New Secretary: Miss Kim Fenner Eastlynn Cottage, Queens Road, Crowborough, East Sussex TN6 1QE Tel: 01892 667236 e-mail: kim.fenner@nhs.net	
22.10	From Kim Northfield, Adult Carer Support Worker: Document on How to Register for Benefits if you are Disabled. Document on Secretary's file.	
22.11	From Chris Hobbs advising that Kay Elliott a Life Member of the County passed away in March. The funeral has already taken place.	
22.12.	Applications for County Records: The following were approved with congratulations to the swimmers concerned. Long Course Boys 100m Freestyle Adam Harrington, Crawley SC 54.27 Girls 400m I.M. Jessie Fisher, Crawley SC 5:22.12 Short Course Mens/Boys 200m Backstroke Adam Harrington, Crawley SC 2:04.07 Long Course Womens 800m Freestyle Charlotte Woolliscroft, Shiverers SC 9:03.51 Womens 100m Backstroke Charlotte Woolliscroft, Shiverers SC 1:09.61 Womens 400m Freestyle Charlotte Woolliscroft, Shiverers SC 4:26.45	

	<p>Womens 400m I.M. Charlotte Woolliscroft, Shiverers SC 5:19.64 Womens 50m Backstroke Charlotte Woolliscroft, Shiverers SC 32.86</p> <p>Appropriate result sheets had been received.</p>	
22.13	From SE Region - RMB Minutes for 12 th March 2007 had been received and circulated to members of the Management Committee.	
23/2007	FINANCE	
	<p>The Treasurer had circulated a Statement of Accounts, Balance Sheet etc. that he proposed to put to the ACM. In going through the Accounts he made the following comments: Admission fees on the door at K2 had been very good this year and the cost of the pool hire was down as we had been charged for a 25m pool. He expressed concern regarding the cost of the Long Distance events ie the cost of pool hire in relation to the income which was minimal. It was suggested that perhaps we should increase the entry fee for these events. Agreed this should be referred to the Swimming Committee. Regarding the non payment of entry fees by two clubs the Treasurer said that he would e-mail them again and advise that non payment could penalise them in future events. There appeared to be some discrepancy over the number of A/G Rosettes in stock. The number was being checked again. The cost of gala refreshments was higher than expected ie £1200. However, it was agreed that there was no way we could cut this down. The Treasurer again stressed that the disciplines must work on their budgets. Thanks were extended to Michael for the excellent set of accounts and his report.</p>	ME SWIM COMM.
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24/2007	DEVELOPMENT	
	<p>Brian DeVal reported that we no longer had a Development Plan and he was extremely disappointed that in spite of sending out reminders to disciplines he had received only two responses. It was most important that he received the appropriate information required. The meeting then went on to discuss the request from the Region to help fund a Sussex Sports Partnership Swimming Development Officer. An amount of £5000 would be needed from the County to draw in sufficient money from elsewhere to employ a Swimming Development Officer on a part time basis for a year. This person would be undertaking similar work to that done by Natalie Cunningham when she was in the position. There was a great deal of discussion which resulted in agreement to make the above payment (subject to the approval of the ACM in June). However, it was stressed that there should be a specific job description linking the position to the County Association and covering specific tasks and services that we could expect.</p>	ACM
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25/2007	SUB COMMITTEE MINUTES/REPORTS/MATTERS ARISING	
25.1.	Masters Committee (28.03.07)	
	The minutes, which had been circulated, were noted.	
25.2.	Swimming Committee (04.04.07)	
	<p>The minutes, which had been circulated were noted. It was confirmed that the Relay Gala would be held at K2 in the 50m pool. It was noted that the Committee were generally in favour of re-</p>	

	introducing finals for the 100m Championship events in 2008, which it was felt would eliminate some of the problems experienced this year with presentations.	
.25.3.	Diving Report	
	David Rosen reported that the Diving Championships were likely to take place at K2 in September. Following a question from the Hon Secretary, Chris Hobbs confirmed that currently there was no diving activity at Eastbourne.	
25.4.	Water Polo: Hon Secretary reported that the planned meeting had not taken place due to the indisposition of the WP Secretary. However, she was continuing to undertake all necessary work and all appeared to be running smoothly.	
26/2007	ANNUAL COUNCIL MEETING	
	The Agenda for the ACM was discussed and amended to include: Sussex Swimming Development Officer ASA SE Region Report Life Members: It was proposed by Ray Barber and seconded by Jim Boniface that Anthony Gimson be nominated as a Life Member for his contribution to the County as Masters Secretary. Agreed. Reference was made to the Officials Examination Committee and in view of all the changes which are to take place it was agreed this should in future be called "Officials Training Group". Discipline Secretaries were asked to let the Hon Secretary have their reports for the past six months as soon as possible.	
27/2007	WELFARE AND CHILD PROTECTION	
	Sheila Paice reported that she had hoped to go on a training course at Guildford but she did not receive any feedback.	
28/2007	ANY OTHER BUSINESS	
28.1.	The Hon Secretary reported that Arun Swimmers and Horsham SC were currently suspended due to non payment of affiliation fees. She was in contact with both clubs.	
28.2.	Michael Elliott reported that both Haywards Heath and Burgess Hill were holding meetings with a view to a merger. Hon Secretary stated that she had been made aware of the situation by John Mills of Haywards Heath but the information was given in strictest confidence. To date no formal application has been made for a new merged club, although an acceptable form of constitution has been agreed by John Carrie.	
	There being no further business the meeting closed with a vote of thanks to the chair.	

Signed(Chairman) dated