

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

Held on Wednesday, 16th May 2012 at County Hall, Lewes.

PRESENT: Mr P McCallum(Chairman), Mr B DeVal (President & Development Secretary), Mrs G Buck (Vice President), Mrs M Tuppen (County Secretary), Mr M Elliott (Treasurer), Mr D Rosen (Diving Secretary), Mr I Horsfall-Turner (Open Water Secretary), Mrs D Pickering (Swimming Secretary), Mrs C Hobbs (Welfare & Child Protection Officer) and elected member Mrs E Hartley.
Also in attendance Miss Beth Morse (Sussex Aquatics Officer).

APOLOGIES: Dr R Edmondson (Water Polo Secretary), Mr A Putland.

Item No.		Action
55/2012	MINUTES OF MANAGEMENT COMMITTEE held on 14th March 2012 which had been circulated, were confirmed and signed as a correct record.	
56/2012	MATTERS ARISING FROM MINUTES	
45.1	Handbook: The Hon Secretary circulated a sheet of amendments to the Handbook.	
48/2012	Finance: The Hon Secretary had written a letter to John Ottaway and Peter Morris and thanks had been received from both. She had also e-mailed Tim Fraser regarding the county shirts and had received an acknowledgement.	
54 6	Life Member: A nomination had been received for Life Membership of the County for Rod Miller. The Management Committee were unanimous in their agreement and the Secretary was asked to write to Rod Miller. Following consultation it had been agreed to advise Rod that the award would take immediate effect and formal approval would be given at the Annual Council Meeting. NOTE; A letter from Rod Miller was read by the Chairman. Rod expressed his delight at being awarded a Life Membership and said he intended to be at the ACM to give his personal thanks.	MT
57/2012	ANNUAL COUNCIL MEETING	
57.1	Life-Members: The following names were put forward by members of the Committee for consideration for Life Membership of the county. Peter McCallum, Chris Hobbs, Audrey Taylor, Margaret Simmonds and Michael Elliott. It was agreed that these be submitted to the Annual Council Meeting. Brief cv's were	

	requested.	
57.2	Workforce Co-ordinator: Brian DeVal had produced a Job Description for a Workforce Co-ordinator, (a new position which was detailed in the Development Plan accepted by the Committee). Some concerns were expressed regarding the content of the document, in particular the reference to overseeing the Welfare and Child Protection. After a discussion it was agreed that the name should be changed to Welfare/Workforce Co-ordinator. It was pointed out that Chris Hobbs was already dealing with at least three items mentioned. After a good deal of discussion Chris Hobbs agreed to “have a go” and allow her name to go forward for this position.	
57.3	Rule Changes: Brian DeVal had produced a document giving details of suggested rule changes. There was lengthy discussion covering the various changes and some amendments were made. Brian agreed to re-produce the document with the various changes and circulate to the committee. The final document would then be presented at the ACM under the name of the Management Committee.	BD
57.4	Vice-President: The Chairman reported that Mark Savill was prepared to stand as Vice-President and his nomination had been submitted. Glenise Buck stated that she had two other people in mind but she had not yet approached them. The Hon Secretary reminded the meeting that nominations were due in by the 21 st May with brief cv’s.	
58/2012	FINANCE	
	The Treasurer had circulated a draft set of account and a report prior to the meeting. He briefly mentioned one or two items: On the main account £240 had to be deducted from the administration figure. Cost of engraving was high mainly due to necessary repair work and the deletion and re-engraving on the new trophies from Haywards Heath. Travelling claims had virtually doubled since the previous year. The cost of the CPD Day had been less than expected. Michael stated that when the Accounts were back from the audit he would circulate a copy of the final accounts to the committee. The Treasurer reported that the Engraver had advised that ten trophies were in need of re-silvering. He had offered to re-silver these as a job lot for £750. Following discussion it had	

	been agreed to instruct him to go ahead with this work. Regarding expenses, Lis Hartley reported that the Region were now paying 45p mile for travelling expenses. It was felt that we should continue with the current rate of 25p per mile.	
59/2012	BUDGET	
	Nothing further to discuss at this stage.	
60/2012	DEVELOPMENT	
	Brian DeVal reported that he had met with Beth Morse and they had discussed the proposed ASA re-structuring and the possible effect it might have on the work she was doing for the County.	
61/2012	CORRESPONDENCE	
61.1	From Beth Morse re Sussex School Games and Parallel Games who were requiring co-ordinators for these events. Circulated.	
61.2	From ASA office re BACS payments for affiliation fees. Forwarded to Hon Treasurer.	
60.3	Various e-mails re Courses. Circulated where necessary	
62/2012	SUB-COMMITTEE MINUTES/REPORTS	
62.1	Diving Committee 29.03.12: The minutes of the meeting, which had been circulated, were accepted. Matters arising: It was confirmed that if a diver in a competition failed to achieve the qualifying points they should not receive an award.	
62.2	Swimming Committee 18.04.12 The minutes of the meeting, which had been circulated, were accepted. Matters arising: County championships: Lis Hartley reported that it had been necessary to change the provisional dates for the County events at K2. Dates now pencilled in were: Long Distance 24th February 2013 Champs/Age Groups 2nd/3rd March 2013 Champs/Age Groups 16th/17th March 2013	

63/2012	S.E. REGION REPORTS	
	Nothing major to report.	
64/2012	WELFARE & CHILD PROTECTION	
	Having heard of the change of county dates Chris Hobbs and Deedee Pickering decided to use the 3 rd February for the CPD Day when relevant courses will be held. Chris Hobbs reported she had successfully concluded a welfare/child protection concern within the County.	
65/2012	ANY OTHER BUSINESS	
65.1	Beth Morse apologised for the fact that she had not issued a report recently, but gave a verbal update on her work.	
65.2	Chris Hobbs thanked the committee for messages of sympathy and support extended to her and her family following the death of her father.	
65.3	Brian DeVal reported that a 25m, 4 lane pool, had been built in a school next to the Community College in Heathfield.	
	There being no further business the meeting closed with a vote of thanks to the chair and to Brian for the refreshments at 20.45hrs.	

Signed..... (Chairman)

Dated