

SUSSEX COUNTY AMATEUR SWIMMING ASSOCIATION

MINUTES OF MANAGEMENT COMMITTEE MEETING

held on Wednesday 14th March 2012 at 18.45hrs in the Committee Room, County Hall, Lewes.

PRESENT: Mr P McCallum (Chairman), Mr B DeVal (President & Development Secretary), Mrs G.Buck (Vice President), Mrs M Tuppen (Secretary), Mr M Elliott (Treasurer), Mr D Rosen (Diving Secretary), Mrs D Pickering (Swimming Secretary), Mr I Horsfall-Turner (Open Water Secretary) and elected members Mrs E Hartley, Mrs C Hobbs.

APOLOGIES: Mr A.Dunlop, Dr R Edmondson (Water Polo Secretary), Mr A. Putland, Beth Morse (Sussex Aquatics Officer).

Prior to the commencement of business Chris Hobbs thanked everybody for their messages and cards of sympathy on behalf of herself and the family, following the death of her father Percy Bryant.

Item No.		Action
46/2012	MINUTES OF MANAGEMENT COMMITTEE held on the 18 th January 2012, which had been circulated were signed as a correct record, following the correct spelling of the surname of Mark Salway.	
47/2012	MATTERS ARISING	
19.4	Programme for Website: Now purchased. Treasurer requested an invoice before the end of the financial year.	
36.1	County Dinner: It was reported that this had been booked for the 8 th September at the Metropole Hotel, Brighton.	
36.2	ACM: It was reported that this had been booked at Haywards Heath Town Hall. The presentation of trophies would take place before the lunch and meeting.	
22/2011	The pool for the Development Galas will not be available before 10.15am. Actual time of entry to be confirmed.	MT
45.1	Handbook: This had now been printed and copies were available.	
48/2012	FINANCE	
	The Treasurer produced copies of the Accounts to the end of February 2012. He expressed concern that we did not have any budget figures for 2012/2013 in place in view of the fact that we were nearly at the end of this financial year. After some discussion it was proposed by Ivan Horsfall-Turner that we should use the figures shown against the budget on the set of accounts issued for the January meeting. This proposal was accepted by the meeting. The statement of Accounts was accepted with thanks to the Treasurer. The Hon Secretary raised the question of the ex-gratia payments made to the County Coaches. It was confirmed that to date nothing had been paid. It was agreed to ask the two Coaches to produce an invoice for services rendered in the sum of £450. It was further agreed to give a £25 gift voucher to the four other coaches who had assisted as a small token of our appreciation. It was further agreed that a sum of £100 each be paid to Peter Morris, the Webmaster, and to John Ottaway for his work on the County Championships and attendance at same. It was	MT

	noted that John was now standing down from undertaking this work. Secretary to write an appropriate letter to send with the cheques. The Secretary raised a query regarding the County representative shirts saying that water polo would prefer to continue to charge and use any monies received to purchase equipment for the water polo section. The Treasurer and Committee felt that if we were giving shirts it should be the same for all disciplines and if equipment was required by the water polo section a request should be made through the Committee. The Secretary was requested to advise Tim Fraser accordingly.	
49/2012	DEVELOPMENT	
	The Development Secretary circulated the latest copy of the Development Plan and highlighted the latest amendments made. Following a couple of further minor amendments the Committee agreed to accept the Plan and also agreed that it could be placed on the website. Arising from the above Brian DeVal said that the position of Workforce Co-ordinator would need to be advertised and he would prepare a paper to be circulated. The following were elected to form the Review Committee: Brian DeVal, Peter McCallum and Ivan Horsfall-Turner.	BD
50/2012	CORRESPONDENCE	
50.1	E-mails regarding change of Secretary from: Hailsham SC – Thomas Hall Atlantis SC - Melanie Davis Sussex Martlets (Masters) SC - Rose Dudeney Smiths SC – Contact President, Liam Overington Lis Hartley confirmed that the Regional Board had agreed the change of name for Smiths Swim Squad to Smiths Swimming Club at its meeting the previous evening.	
50.2	From M. Collier regarding various Coaching/Teaching Courses/Workshops which had been circulated as necessary.	
50.3	From Beth Morse for circulation to clubs with Disability Sections.	
50.4	From Deedee Pickering re C.P.D. day – circulated to club secretaries	
51/2012	SUB-COMMITTEE MINUTES/REPORTS	
51.1	Masters Committee (23.01.12) The minutes which had been circulated were noted. Matters arising: 6: It was noted that Sussex were due to host the Inter-County event in 2013. Brian DeVal reported that the pool had been provisionally booked. Sussex would be fully reimbursed for costs involved. 11.: The next meeting would be on the 2nd July 2012.	
51.2	Water Polo Committee (30.01.12) The minutes which had been circulated were noted. Matters arising: 1/2012: Date of meeting should read 2011.	
51.3	Swimming Committee (01.02.12) The minutes which had been circulated were noted.. Matters arising: 35/2011: CPD Day - Numbers were not as high as had been expected.. 34/2011: Sheffield - Margaret Tuppen confirmed that hotel and coach had been booked,	

	Sussex Squads: Margaret Tuppen advised that K2 was not available on the 28 th April as it was booked for a Swimarathon until 10.00pm. She had been advised that dates in May were booked. Brian DeVal to contact Atlantis.	BD
52/2012	S.E. REGION REPORTS	
52.1	Regional Management Board: Lis Hartley reported that the Board had approved the affiliation of Sussex Seahawks as well as the change of name for Smiths Swimming Squad to Swimming Club, reported under correspondence.	
53/2012	WELFARE & CHILD PROTECTION	
	A Time to Listen course had been booked for the CPD Day. Chris Hobbs would remind Welfare Officers.	CH
54/2012	ANY OTHER BUSINESS	
54.1	Brian DeVal asked David Rosen to send a copy of the Development Plan to the Worthing and Crawley representatives so that they could look at it prior to the next Diving Committee.	
54.2	Glenise Buck circulated posters giving details of the County Dinner, to be held on the 8 th September.	
54.3	Lis Hartley had produced a paper for discussion regarding the purchase of Hytek Meet Manager for the County. She outlined a number of advantages, in particular the fact that many of the Sussex clubs were now using Hytek. She gave details of the cost that would be incurred, approximately £800 including the licence fee. Following discussion it was agreed that we should purchase the Hytek Meet Manager and it was further agreed that the order should be placed before the 31 st March 2012.	
54.4	Championship Programmes - Brian DeVal queried the layout required for officials and coaches programmes. It was stated that they should be printed single sided on A4.	
54.5	In answer to a query from Margaret Tuppen it was reported that the toner had been purchased for use with the printer at the County event this coming weekend.	
54.6	Life Member: A nomination had been received for Life Membership to go forward to the ACM. The Committee were unanimous in their approval of the nomination. Alan Putland to speak to the person concerned and advise the Hon Secretary if the nomination should go forward.	
54.7	Vice-President: The meeting was reminded that we needed a nomination for Vice-President, to be installed at the ACM.	
	There being no further business the meeting closed with a vote of thanks to the Chair at 9.00pm.	

Signed Chairman 2012