

**DRAFT MINUTES OF WINCHESTER CITY PENGUINS SWIMMING CLUB AGM  
HELD ON SUNDAY 20TH JANUARY, AT WINCHESTER TENNIS CLUB**

**WELCOME AND APOLOGIES**

**Present:**

**Trustees: Poppy Morley, Mark Volanthen, Sue Falconer, Liz Hatfield**  
**Head of Performance: Kim Hill**  
**Head of Operations and Finance: Vicky Harrison**  
**Administration Executive: Alison Crompton**  
**23 WCPSC members**

**Apologies:**

Emma Back, Lionel Jones,

**APPROVAL OF PREVIOUS MINUTES**

- 1 The minutes were approved by Mark Volanthen and seconded by members

**TRUSTEES REPORT**

**Progress to date:**

- 1 We are in a better position with pool time than a year ago, and on good grounds in terms of finances and have improved control of debtors. The finances will be reported later by Knight Goodhead.
- 2 The appointment of Head of Lessons, Kerrie Lacey, is a significant move forward, together with Thelma Hawkings as Junior Programmes Co-ordinator.
- 3 There has been significant progress towards the new sports facility at Bar End, and we are feeling more confident this is going in right direction and we will have new pool by 2020.
- 4 Learn to Swim Programme - has over 600 swimmers at the moment and is running efficiently, with many of our swimmers beginning as paid helpers at 14 and continuing through to become teachers and junior coaches.
- 5 Community programmes - the annual Primary Schools Gala is being held on 9th June 2017, and the Inclusive Gala on 31st March 2017. The Swim for the Future schools programme, supported by the Round Table and Denplan, operated at three primary schools last year and will be repeated this year. The Swim for the Future Playscheme is currently providing eight sessions per year during holidays led by Tom and Beth Pugh, funded by sponsorship and grants. We are also hoping to continue our support of WADSAD (Winchester and District Sports Association for Disabled) at Riverpark each week with our volunteer teachers and coaches.
- 6 To address the risks to the organisation it is recognised that we need to strengthen our coaching team following the resignation of Matt Boyd-Wallis. The vacant CEO position was advertised before Christmas however the Board did not appoint and the position will be re-advertised. There is recognition the organisation needs to focus on marketing opportunities and increase reserves. We will be working with marketing volunteers to secure additional funds through sponsorship. The Board will be seeking to appoint additional Trustees and to fill any skills gap.

**REPORT FROM KIM HILL, HEAD OF PERFORMANCE SWIMMING:**

- 1 Those who were at the presentation evening last week will have heard from me about the impressive results which are coming from all areas of the club - the Grand Prix, Novice Galas, Hampshire Development level up to Counties, Regionals and Nationals and the swimming leagues for example Arena, Hants & South Coast Leagues, Masters competitions and triathletes. This has been a record breaking year at all levels. We are in a higher position in Arena League, as the top 15 and under team in the County and second overall.
- 2 Two years ago goals were set to make sure we could provide opportunities for swimmers of all levels to achieve with a performance path through the club. In addition we were able to ensure swimmers from all squads had the opportunity to attend galas this year which was a hard task with the numbers we have, so this was a major achievement.
- 3 We have been able to offer more places in competitive and non-competitive squads than ever before due to the increase in pool time.
- 4 Coaching resources are stretched at the moment but we do have more coaches than we had before, and will have going forwards. Junior coaches are being developed at a young age with the aim of encouraging them to continue coaching throughout life, and providing valuable support to the coaching team whilst with WCPSC.
- 5 Competition Calendar - in the 2015/16 season all clubs were challenged due to the structure change by British Swimming which meant there were a lot of rejected swims. The 2016/17 season will see clubs targeting their meets creating more opportunity for all swimmers to compete.
- 6 Squad structure - there has been an increase in pool time and changes to the training timetable in order to maximise training opportunities and increase membership numbers.

**Questions:**

**JS** Will you be looking at the timetables again? If so, will there be any major changes during the remainder of the season?

**KH** We are always looking at the timetables and adapting them to meet the needs of competitive squads. With or without a new facility we need to keep working on increasing provision. Significant changes have been made, which for the foreseeable future will stay the same, but we are always looking at making it the best programme possible in order to maximise options for as many people to access swimming. Unless due to circumstances out of our control, no major changes are currently envisaged.

**DL** Have you explored the possibility of using the pool at Fleming Park?

**KH** I have looked into it but at moment Fleming Park are saying there is not much we could use however, we are looking at whether we can hold Open Meets there because Riverpark is not suitable.

**AB** Will you be sending out new competition calendar?

**KH** An up to date calendar was emailed out last week had been loaded onto the website today.

SueF Thanked Kim Hill, Head of Performance, and the coaching team for all they are doing to improve results and the swimming experience.

## ELECTION OF TRUSTEES

1

Nigel Barlass and Poppy Morley are standing down as Trustees. Sue F thanked them for their contribution during their time on the Board.

2 The trustees are rotated on 1/3rd as set out in the constitution.

3 Election of new trustees - Sue Falconer and Bob Menlove have been formally proposed and seconded to stand. No objections were received, and both were formally elected.

### AOB:

CS [Provision for those with additional needs - CS is an Ambassador for those with autism at a local school, and is interested in working with someone at WCPSC to improve the provision for special needs, particularly autism](#)

LH Thanked CS and will arrange to meet with CS after AGM to discuss.

JS [Is there a timetable for a strategic plan in future?](#)

SF The strategic plan has not been finalised in detail yet but the Board are looking to complete it in next three months. With limited resources the Board and Management Team have been focusing on the most pressing challenges and day to day operations, but acknowledge the Board need to develop a detailed strategic plan with the Management Team.

JS [Would suggest that even putting in an interim strategy which only runs for 2017 would give some guidance to club.](#)

MV This is something we will be addressing in conjunction with the election of the new Board and the new CEO when appointed.

BM [The Forest of Bere Open Meet is a challenge and will need lots of people to help, this is big next step, how do feel about moving forward into that?](#)

LH There is an urgent need for people to come on board and help with this. We are less than two months away and this is WCPSC's first venture into running an open meet. This is a good opportunity as a shared venture to learn from H&WSC, and the more volunteers we have the better. Anyone with time to help please let Kim know.

KH

Open meets are a massive source of a club income and it is very important volunteers come forward to help leading up to the meet, with licencing etc. H&WSC are offering to train us in all processes of running an Open Meet, so we need a key group that can be involved from start to finish to enable us to run our own Open Meets in the future. We will need to be trained to use the timing system for a Level 3 meet. This will be brand new high Level 3 meet (regional qualifier) and is an opportunity to run new exciting perfectly timed meet, and if it's run well we will be able to keep this spot on the competition calendar in the future. We will be splitting the workload and revenue 50:50.

SH [Given the meet is only 2 months away how will entries be handled?](#)

KH H&SW offered to do them, but we need 2-3 people to go from WCPSC to learn the system, how to calculate times and work out rejections.

AB [Is the date for this meet in the competition calendar?](#)

KH The Licence is currently being approved at the moment and we will then release the date and further information.

RH [Are H&WSC also a charity?](#)

KH Yes.

SH [It's important to have clear role descriptions so volunteers know what to expect and a rough idea of time needed - will you work on role descriptions to be sent out? At what point will we get this team together?](#)

KH We will make a list of who is on H&WSC's team and then we can match up roles to theirs.

CC [Disability classification for this gala?](#)

KH [Just to go back to the original question from JS, I would like to comment that we had a CEO for over a year and nothing got done on the strategy and vision and everything was in limbo so if we are waiting for a new CEO it needs to be done as soon as possible for both staff and members sake.](#)

LH There are disability classifications, but also offering time trials if the meet isn't full. KH to find out about this for CC.

MP [Will the CEO be a part time role?](#)

MV The Board have not been able to find right candidate yet for the role and will need to look again. We are re-looking at the role and whether a parttime position is the right way forward and will attract the right candidate. We aim to get a revised job advertisement out again in a couple of weeks time. We will be advertising at Sport England, ASA sport, and other sport recruitment sites.

SF The original intention was to split the CEO role and recruit an Administration Executive. I am delighted to say we have been able to appoint Alison Crompton in this role.

MP [Some things that can't wait - the website. Could you update us as it is becoming a stumbling block to moving forwards.](#)

SF Nigel Barlass is looking into the websites other clubs use which might be suitable, but our club is very different for example, we have a large Learn to Swim and community programme, but we agree this should be a priority. The current website does not meet our needs at the moment.

SF Indigo Commercial Development Recommendation:

MP and SF visited them. Helped us to focus on marketing opportunities - SF explained draft slides and stressed these are initial ideas only to be developed.

EW/CS [Schools swimming - need to send out to school PE co-ordinators and get parents to target schools to check they have sent it out. EW offered to assist KH in marketing courses on facebook to targeted areas.](#)

### Report on Finances from Knight Goodhead:

Chris Goodhead presented the Annual Accounts produced which will go to the Charities Commission on public record.

In summary there are very positive indicators in terms of the way WCPSC has moved financially. Results for 2016 are much better than 2015, although there is still slight concern over the level of reserves.

Income - is half a million up from £400k in Aug 2015, with growth of 25% to y/e August 2016.

Expenditure - higher just over £500k so there is a deficit for the year, however the deficit is lower than the previous year so it's moving in right direction.

Level of reserves are quite low so we need to keep finances tightly controlled.

The budget for current year shows a turn around from deficit to surplus.

The income is moving in the right direction, with expenditure being brought under control, the deficit lower, and although reserves are tight there is money in the bank.

The Trustees need to develop a reserves policy to set out what the target reserves are and forecast when they will be reached.

MP [The objective was to break even for the year and not to lose any further money. Of the £10k, £7k was old bad debts, so actual deficit would be £3k.](#)

CG stated the books are being kept well and there are no concerns over how the finances are being run. The only slight concern is the level of reserves which Trustees are aware of and are working with KG in line with the budget and targets set out in the annual report.

JS How often are accounts produced to keep an eye on reserves? Quarterly management reports should be part of Trustee minutes each quarter.

SF This can be done and SF agreed they should be sent out for transparency.

The meeting closed with thanks to all those present and not present who offer their time to help with the club which couldn't operate without their time.

Thanks was also given by the Board to Sue for stepping into the CEO role in the interim and volunteering enormous amounts of time to the club whilst we recruit.

**Meeting ended 7.57pm**