

WCPSC BOARD MEETING 2nd February 2017

Present: Sue Falconer (SF), Lionel Jones (LJ), Liz Hatfield (LH), Bob Menlove (BM)
Apologies – Mark Volanthen (MV)

SF welcomed BM to board and his first board meeting.
All members present completed an eligibility form. BM needs to complete conflict of interest form. Action: SF, BM

CLUB PRESENTATION EVENING

All agreed an enjoyable evening.
Suggest wash-up meeting between organisers
Action: SF to contact relevant volunteers

AGM

BM commented that this was well run and produced some helpful discussions.
Agreed valuable to have accountant present and would aim to repeat this in future AGM, depending on other staffing.
Action: SF to ask Vicky Harrison to share minutes with board and Kim Hill prior to circulation to members.

RECRUITMENT TO THE BOARD

Agreed need for more members but that we are currently limited by our constitution, in terms of when we can get more members on.
Action: whole board to consider whether we may need to look at reviewing constitution at an EGM

Need to look at skills shortages on the board and try to identify member interest to help in these areas. BM felt expert financial skills as lacking in current board. SF explained that management team do have significant financial experience, and use of Zero accountancy system is supporting this. **A financial report will be prepared for the bi-monthly Board meetings.** BM and MV have most financial knowledge on board currently.
May be able to ask members to help in advisory capacity to the board.

Discussion about publishing accounts for members. Unlikely to be monthly but would aim quarterly. **Advice from Knight Goodhead is that we publish half year accounts.**

Action: BM to approach a contact he has who may be able to provide some financial oversight

RECRUITMENT OF NEW CEO

JD has been drafted, approved by old board and now approved by new board after discussion.

BM asked if some merit in delaying bringing new person into club for a few months. LH pointed out recruitment likely to take a few months anyway, and SF confirmed not feasible for her to continue in current stand-in CEO role for too long, **and that we have to address the gap in coaching resources immediately**. SF is keen to be able to work on more of her trustee work.

Agreed new appointment will be called Chief Aquatics Officer. Will be full time role, with some coaching included in this. All agree this is a positive step and will provide valuable support to current coaching team.

JD will be shared with coaching staff and management team prior to publication.

Action : SF to share JD with staff, KH first. SF to draft job advert and publicise in channels previously used.

HR ISSUES

Discussion around previous and current HR issues and possible solutions to these

Action: SF to liaise with Angus Lavin – HR advisor

COACH RECRUITMENT

Active recruitment has been started to appoint to a zero hours contract.

Two bursaries have been awarded – one for level 1 coaching and one for level 1 teaching.

MARKETING

BM reported good interest in this from a number of members.

Kim Hill, Marie Prince-Rayner (parent member) and SF have met with advisor Martin Wilson **and Martin has proposed the next step is to draw up** a 90 day marketing plan

Discussion around potential for significant sponsorship. We are likely to finish Counties as top Hampshire club, so have a great deal to offer potential sponsors, with Regionals and Nationals still to come.

Suggestion made at AGM of setting up Facebook group for parents of WCPSC swimmers. SF explained would need to ensure appropriate rules, guidance for photos posted, and compliance with ASA Wavepower.

Agreed ideal set up is of marketing group with nominated WCPS member as lead.

Action. SF – marketing plan

Action LH – liaise with Emily Whyte re Facebook

Action BM – liaise with Marie Prince-Rayner to discuss marketing group / lead

IT / WEBSITE

LH identified urgent need to progress this.

Former trustee Nigel Barlass has done a good deal of work into looking at our options.

Action: BM to liaise with Nigel

VOLUNTEERS

BM identified need to push volunteer recruitment as we have large areas of need within the club. LH felt we have a huge number of people doing some volunteering in the club now, but still need to progress this. Ideal concept is for doing some volunteering within the club, even if only something small, to be the norm.

Action: BM to consider action plan

SQUAD REPS

Squad rep meeting needs to be scheduled.

Action: SF