

WCPSC BOARD MEETING 30TH JULY 2018 - 7pm

Present: Mike Fisher, Liz Hatfield, Sue Falconer, Lionel Jones, Alison Oakley, Clara Sanjar, Justin Bradley, Cullen Whyte, Mark Volanthen.

MF welcomed new trustees to the group. Each trustee introduced themselves to the group.

1. ROLE OF TRUSTEES / INTRODUCTORY DOCUMENTS

- MF has circulated guidance for trustee role to all new Trustees. He confirmed trustees have indemnity insurance through Swim England.
- SF confirmed club has been a CIO since 2013 - with significant advantages of previous structure.
- All new trustees need to sign conflict of interest form and sign eligibility declaration. Trustees need to have viewed Constitution.
- CW asked about risk register - MF confirmed in place, up to date

ACTION - MF to confirm safeguarding updates required for trustees going forwards.

ACTION - All to complete and sign Conflict of Interest and / or Eligibility form as required

ACTION - MF to collate and store forms.

ACTION - MF will circulate risk register to all trustees

2. WAYS OF WORKING AND TRUSTEE MEETINGS.

- Need to aim to identify a chair - would help liaison of board with MF
- MF explained previous ways of working over past year - around emails / small meetings / calls in addition to formal board meetings.
- Smaller groups working on some issues may be useful going forwards.
- Need to identify chair / treasurer roles within the group.
- Currently have one place vacant on board which could be used for a co-opt.
- Also ability to invite other people as advisors to board as necessary.
- MF highlighted possible need for some performance swimming expertise; MV highlighted need for more HR experience. Steve Greenfield has had some thoughts on people who may be able to help us with the performance swimming area and has been in communication with them.
- SF also highlighted importance of links with University, Energise Me etc.
- MF highlighted the importance of the Head Coach and Head of Logistics and Finance attending board meetings.

ACTION: MF to identify draft dates for the 2018-19 year - aiming quarterly and linked around budget.

3. STRATEGY UPDATE

- SF highlighted need to identify targets and aims within strategy.
- Draft strategy has been available to membership for some time.
- CS raised option for squad reps to feedback comments from parents.
- CW asked re facilities going forwards into the new 50m pool. MF summarised present position re operator, access, specification.
- JB highlighted discrepancy between draft strategy of children swimming 25m by end of primary and last minutes stating this would be aiming at secondary children. MF highlighted capacity issue plus logistical issues for schools - but ultimately would aim to move this back to primary school aim. SF highlighted that pool time and funding less of an issue for this than staffing / volunteers.

ACTION: MF to undertake further consultations on the draft strategy

ACTION: MF to evolve strategy, including benchmarks and directional targets with the support of CW and LJ

4. YEAR TO DATE OVERVIEW.

- MF gave safeguarding up date for the year. He highlighted the safeguarding cases managed through the year.
- Staffing - Kim Hill left the club in February
- Sam Chadwick left the club in June.
- Presently have monthly retainer of £550 plus VAT for Legal HR cover.
- Bar End Facility - as above
- Steve Greenfield appointment - positive step for the club.
- Ongoing successes in competitive swimming despite a challenging year. Great success at Development level and Counties, and continued representation and strong swims at Regional and National level.
- Swim Club Manager up and running - should have significant administrative savings.
- Financially year has been well managed and we are projecting £20K + profit for year which will increase our reserves.
- JB mentioned difficulty with holiday programmes of just being an hour in the middle of the day - could we move to start / end of day - or combine with other providers? MF - timings limited largely by pool times.

5. FINANCIAL / BUDGET

- MV requested current cash balance statement for each meeting to ensure we adequately manage the cash-flow risks of the charity.

- MV highlighted issue of several years ago when reserves dipped below £30k. Have improved year on year since. Best practice policy on reserves suggest they should be 3 months of operating costs but needs reviewing at some point as actual risk exposure likely to be less than that.
- JB asked where cash reserves sit and whether there are alternative opportunities to ensure reserves maximise interest rates / other investments.
- MF presented squad fee analysis and need for fee rises.
- Discussion around acceptability of fee increases to members. Our squad fees are in keeping with other local clubs.
- CS raised issue of affordability and how we could we have some sort of bursary scheme
- MF explained need clearer framework for how squad fees charged relate to actual squad costs.
- 1 further hour of pool time moving across to lessons for coming year, which will help with income, help offset increased pool hire / running costs.
- SF asked about staff / helper costs and whether we are retaining helpers at present rates of pay. MF not aware we are struggling to retain helpers.
- Conservative budget for 18/19 is to break even.
- JB / CS asked about sponsorship and who has been approached. We have had previous arrangement with someone who was been working on gaining some sponsorship for us, but no significant success as yet. MF intending to end this relationship and explore this more in his own role at this time.
- For transparency MF flagged that his hours have continued to be budgeted at 4 days. This should provide flexibility to shift some focus to Sponsorship and Community, which needs extra capacity, whilst maintaining flexibility if more urgent work arises again.
- MV asked for clarification of our charitable status and which activities fell within our charitable remit. Board reviewed the charitable definition provided for our Objects and the forthcoming activities for the upcoming year. All activities are entirely in line with our charitable objectives.

ACTION - MF to provide current cash statement at Board meetings.

ACTION - MF to look at potential investment options Club reserves balanced again the need for accessibility.

ACTION: MF to look into an additional policy to support those least able to afford the opportunity to progress within the club.

ACTION: MF to mail schedule / fees to squad reps a day ahead of membership. Both for this week.

FOLLOWING BUDGET DISCUSSIONS THE BOARD APPROVED THE FOLLOWING:

- 1. Squad Fee increases**
- 2. Budget for 2018/19**
- 3. Mike Fisher continuing to be employed for 4 days per week.**

Meeting concluded at 10pm.

NEXT BOARD MEETING 7PM MONDAY 15TH OCTOBER, LIONEL'S HOUSE.