



PENGUINS

BOARD AGENDA

Web-meeting

Monday 19 October 2020, 8.00pm.

Present: Alison Oakley, Lionel Jones, Liz Hatfield, Natalie Hill, Poppy Morley, Justin Bradley

Apologies: Cullen Whyte

Agenda

Item	Topic	Purpose
1	Welcomes	LJ / NH hosted meeting based on the financial modelling work
2	Financial / Financial Modelling End of '19-'20 Year and September '20 financial update provided ahead of meeting.	<p>Trustees reviewed progress to date on modelling, explained how Sarah and Mike are doing a bottom up approach for squads.</p> <p>Still have a lot of work to do before we can present a holistic view of the whole club - lessons / squads / operations - with numbers that will allow decisions to be made.</p> <p>Reserves are strong, but we need to make sure we have a plan on how to get to sustainability before we decide how much reserves we use in the short term</p> <p>Decisions need to be made on lessons fees soon, as re-enrolments need to be sent out in Nov</p> <p>Changes to squad fees would be for the New Year, so can wait a little longer</p> <p>Agreed lessons need more Board awareness, it's the income engine for the club and needs appropriate focus</p> <p>Would like Connie to take a role in lessons budgeting and presenting to trustees</p> <p>Decided to have Lessons as standing item at board meetings, plus maybe monthly board update briefing email - numbers, successes, glitches, wants and needs</p>
3	Forward Planning	<p>Full board meeting in 2 weeks - Tues 3rd, 8pm</p> <ul style="list-style-type: none">• Board plus Mike and Connie, but they leave early <p>Agenda items:</p>

		<ol style="list-style-type: none">1. Connie to give breakdown on processes / fee rises / next steps on revenue generation / draft budget plan for 20212. Update on model - across all 3 areas - Lessons / Squads / Operations3. Decisions needed on lessons fees (as re-enrolments going out in Nov)4. SwimMark / policies / safeguarding <p>Follow on board meeting 2 weeks after - focussed on model / future - Tues 17th, 8pm</p> <ul style="list-style-type: none">• Board plus invites to Sarah and Zoe - ideally provide reports in advance <p>Agenda items:</p> <ol style="list-style-type: none">1. Squad structure2. Squad fees3. Staffing <p>LJ review this with Mike, meeting invitations to follow this week.</p>
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