



PENGUINS

BOARD AGENDA

Web-meeting

Thursday 14 May 2020, 7.30pm.

Present: Cullen Whyte, Alison Oakley, Lionel Jones, Liz Hatfield, Natalie Hill, Poppy Morley, Justin Bradley, Zoe Baker, Mike Fisher

Apologies: None

Agenda

Item	Topic	Purpose
1	Welcomes	<p>CW to Chair</p> <p>Cullen welcomed the group and ensured people were able to hear and contribute.</p>
2	Update	<p>Ahead of the meeting MF provided a written update on the Coronavirus and staffing:</p> <p>Coronavirus At present there is no clarity on when we will be able to return our sessions to the pool. In the Government's latest guidance from this week they are stating an 'ambition at step 3 is to open at least some of the remaining businesses and premises that have been required to close, including personal care (such as hairdressers and beauty salons) hospitality (such as food service providers, pubs and accommodation), public places (such as places of worship) and leisure facilities (like cinemas)'. Step 3 will be no earlier than the 4th July.</p> <p>The furlough scheme has been extended through to October, though it is believed that the scheme will be amended from August onwards, likely to include more flexibility in allowing part-time working but less percentage contribution from the government.</p> <p>Staffing and Payroll</p> <ul style="list-style-type: none">• Through the staffing rotation we have covered all club activities without issue. All staff seem comfortable with the approach.• Including zero hour staff, in April we paid 67 members of staff• In preparing May's payroll we are due to pay 59 members of staff due to moving from Spring / Easter activity to our Summer term• Our furlough refund application was submitted to HMRC on the 5th May and was paid into our accounts yesterday (13th).

3	Member Fees	<p>Review the current member charges.</p> <p>MF updated on the current picture as follows;</p> <ul style="list-style-type: none"> • For May we invoiced for £5,731 from members as their monthly holding contribution. • Our staffing bill, after furlough repayment, will be c£6,000. There are other fixed costs to the charity that will equate to between £500 and £750 a month. • We have had a handful of people questioning the ongoing fee and one suggesting a lack of transparency. • We originally set the fees before accessing the furlough scheme • At the end of March we had accumulated a 19k surplus and also have reserves of £187k in place • We are paying permanent staff 100% of salary, which includes the 20% top up when in furlough <p>MF Recommended - reducing membership fees to £20 and £10 for those previously paying £35 and £20 respectively and therefore invoicing in future months for a total of c£3,000 for next two months, unless circumstances change significantly again.</p> <p>Trustees agreed to the change for June and July payments with a further review before August.</p>
4	Coaching Plan	<p>Review the roll-out of the coaching plan to date and provide feedback</p> <p>Zoe and Mike provided a verbal update as follows;</p> <p>Mixed results on the activities originally planned, including room for improvement in;</p> <ul style="list-style-type: none"> • Squad meetings • Team Reach interactivity • Setting up Live sessions <p>However there have been a number of successes, including;</p> <ul style="list-style-type: none"> • Planning and distributing weekly activity plans • Setting up Team Reach as a vehicle for engaging swimmers directly • Team Reach Q&A with junior squads with Zoe, Kayla and Imogen • Psychology Webinar / Q&A with Swim England's Hannah Stoyel • Nutrition Webinar / Q&A with Steve Greenfield • Personal challenges of high level swimmers <p>Zoe then provided details about plans for the forthcoming three weeks, including follow-up goal setting work.</p>

		<p>Justin provided feedback that the ambitions of the weekly plans for very junior swimmers is challenging and further contextual guidance when they are sent out might be useful.</p> <p>Natalie provided feedback about the importance of live engagement and interactivity to some of the junior and middle squads.</p> <p>ZB agreed to take on board the feedback and build into the forthcoming plans.</p> <p>ZB and MF also agreed to review the progress of the plan and coaching rotation before the next cycle / changeover is due to come into effect.</p>
5	Return to swimming	<p>Start discussions on the return to swimming and the potential financial ramifications</p> <p>MF provided a brief outline;</p> <p>When we get back to the pool the likelihood is that there will be restrictions that we will need to work within that will mean our 'normal' programme will not be possible. We have started to consider this but also need more details from Swim England and facility operators before we can take these discussions further. However, there is a very strong likelihood that we will need to start activities running at a financial loss.</p> <p>Likely financial implications of returning to the pool:</p> <ul style="list-style-type: none"> • Same pool time / pool costs • Reduced, but not proportionately, staffing costs - still need coaches to cover pool time, though second / support coaches would be needed less due to smaller numbers • Significantly less lessons income - disproportionately due to stage 1 and 2 being most affected • Less squads income due to a reduced squad offer <p>Trustees took the opportunity to discuss some of the financial principles that can help guide what the return to the pool can look like with a commitment to revisit as soon as more details about a return to the pool were available.</p>
6	AOB	
7	Date of next meeting	<p>Thursday 11th June, 7.30pm</p> <p>Google Meets</p>