

## Virtual meeting of WCPSC Trustees

Tuesday 4 May 2021, 20:00

Present : Mike Fisher, Liz Hatfield, Alison Oakley, Lionel Jones, Cullen Whyte, Justin Bradley, Darren Whitt, Poppy Morley, Delia Baxter

Apologies: None

### Agenda

1. Welcome
2. Finances
3. Lessons
4. Training Fees
5. Competitions
6. Volunteering
7. AoB

#### 1. Welcome

- Agenda agreed
- DB chair / LJ note taker
- Previous minutes agreed - MF to publish

#### 2. Finances

- MF provided papers including P&L to the end of March, approx £28k in deficit. Last few months were high deficit, but April and May are looking better with a projected surplus from Easter holiday courses and re-introduction of training fees for May onwards. Expected to balance out at around £18-20k at end of May, but will be dependent on HMRC furlough repayment.
- DW - What's membership look like ?
  - MF - for squads some have left but others have joined, or are on waiting lists. Alison Crompton is working with Sarah and Zoe to maintain squad lists and numbers.
- MF shared an updated modelling document due to covid restrictions at new pool initially preventing Long Course configuration for most mornings and all evenings.
- Updated V4.5 model has moved from deficit of around £5k, to small surplus due to expanded lessons income (200 extra swimmers - £12k to £17k)
  - DS - Thanks to lessons program for the results, and the squads coaches for recruiting new swimmers
  - CW - Everyone Active have yet to start their lessons program, so we need to be cautious until we get to the end of the summer and our re-enrolment
  - LH - Need to look at funding of lessons to ensure we do retain as many as possible
  - LJ - Model is only a prediction not real results, so still need to be cautious
  - LJ - What is the lessons costs item, if it's Connie, why are the costs of coaches not listed against squads?

- MF - It is Connie. Modelling the staffing this way was the easiest approach. Breaking the coaches down per squad and admin time would be more complicated, time consuming and unnecessary for this model.
- PM - Echo thanks to lessons people, including teachers and helpers
- AO - Has spent last 2 Sundays at Oaklands, parents are asking when they will move to new pool, so big risk people could leave when new pool opens

### 3. Lessons

- MF plus PM, LH, AO met with Samara and Connie, highlights included
  - How to value staff, give recognition at both management and trustee level
  - Potential review of level 1 pay, maybe Sept / October
  - Bursaries for teachers - June half term another course being run, aim to get level 1's to level 2
  - How to free Connie up to look at new opportunities?
- MF - The board had previously agreed funding for a lessons admin role (£600/month), but recruitment was delayed due to lockdown. **Agreed by all this should now be implemented**
  - DB - Is this actually enough time? MF - this is what was originally requested as the time necessary. There is no indication this has changed.
- LH - Connie / Samara thought Trustees would benefit from greater awareness of the lessons programme.
  - PM - Think we should advertise board meetings to Connie, Sarah, Zoe, Vicky and Alison in advance so they can participate if they wish to. **Agreed**
  - MF - there was a suggestion from Connie / Samara for supervisors to meet with MF and others as part of helping the wider teaching team feel more of the whole club
  - AO - Lessons staff really appreciate a Trustee turning up and being visible, both to staff and parents
  - JB - Very happy to attend as trustee when his children are swimming
  - LJ - Numbers limited inside pools by Covid, so check with Connie before turning up
  - DW - Could we rotate trustees between attending lessons and squads ?
  - CW - Need to emphasise our differences from EA to lessons customers
  - LH - Lessons social media has been excellent - agreed by others
  - LH - Try to get at least 2 trustee a month at lessons sessions
  - **MF - Will share value proposition for lessons with all Trustees**

### 4. Training fees

- Reviewed paper sent by MF
- CW - Is Student fee monthly or annual?
  - MF - Monthly, between the dates they can be scheduled in for.
- LH - Will all returning students be charged the same, irrespective of other squads ?
  - MF - This is only for performance, other swimmers will be accommodated based on space and charged appropriate to relevant squad
- CW - MF needs to update policy document to reflect this
- Masters - original plan to have fitness masters and competitive masters. Sarah, LH and Cathy Beckett have done a lot of work to understand what people want to do, with a wide range of results. Need to find a way to retain masters, esp as their programme and level of support is different to other squads.
  - Looking at 3 different sets of fees up to 2.5 hours, up to 4.5 hours, then a few at 6 plus hours.
  - MF / CW to work on charge structure for these 3 squads.

- Board agreed to use fees as documented (Masters excepted) -
  - MF to work with coaches to get this shared with the membership this week, along with the other critical information for the transition to the new pool.

## 5. Competitions

- AO and DB met with Everyone Active, they are positive about the competitions we have requested, having realised this reflects on them.
  - Still do not have costings, so there are no modelled costs and income at the present
- Everyone Active are happy to help with training on new timing systems, use of timing pads during our training sessions, etc
- Have got provisional dates from EA for a limited number of coaches and others to look around the pools on 24th and 26th
- LH - Conversations with Swim England about return to swimming competitions would seem to prevent anything that could be financially viable until Covid restrictions are over, but we also need to get ready with preparations to submit licence requests as soon as we are able to.

## 6. Volunteering

- MF has had conversations with LH and Zoe about volunteering for competitions.
- DW - Met with Katie, LH, AO and Andrea to talk about how to engage with volunteers, including recognition - two agreed focus areas were meets and marketing & sponsorship. We have to get more people involved in helping with meets if we are to do what we want to do with the new pool.
- LH - Squad reps very important to get more people engaged in volunteering, is working with AO on detailing volunteer roles. Should also look to take advantage of squad meetings.
- LH - some suggestions of people wondering about payment for some voluntary roles. Feels concerned this would not be viewed positively by paid staff who in many cases also do a significant number of voluntary hours, generally without having family swimming members. Does not think this is a good idea and could undermine the whole issue of engaging volunteers. Aim should be to involve enough volunteers that no role is hugely onerous in terms of hours.
  - All agreed this was not the right thing to do and would only result in higher fees
- JB - Need to find a way to engage with parents at lower squads without overwhelming or intimidating them early on

## 7. AOB

- MF - Professional development entitlement policy - Zoe and wider coaching community looking for support to go to things like ISL - MF will re-look at policy for trustees to review and agree.
  - LJ - need to make sure this covers lessons staff as well as coaches.
- Pay reviews - MF will bring details and proposals back for next meeting concerning the current cost-of-living rates and individual requests
- Equipment storage - need to find some storage capability as have lost space at pools, including the trophy cabinet. Should we get a paid for storage facility, member loaned space, etc ?
  - CW - can we put a request out to members first ? MF to include in weekly notices, but next week after new squads are done.

- Additional relaunch expenditure - how do we help everyone get a feel of a new chapter for the club **MF to investigate with some staff and feedback**
- LJ - Has been approached by netball club about being priced out of the new leisure centre, do we want to help lobby EA / the Council?
  - General consensus is not at this time given our own recent challenging conversations during pool hire negotiations.
- LJ - What are parking charges at the new pool - it's on MF's list of things to raise.
  - JB - Uni owns running track car park we might be able to access that
- DW - Zoe advert for new spaces from a few weeks ago, what is the financial impact?
  - DB - covered in the agreed model and proposed upper-limit squad numbers therefore there are no additional costs and increased training fee income.

## **8. Next meeting**

- PM - Proposes hosting a face to face meeting for the Board once Covid restrictions allow.
- Date and time to be agreed later, but aiming for end of May / early June