



**Executive Committee Meeting**  
 Waltham Forest Pool and Track,  
 20th May 2008  
 Minutes

In Attendance

Anita Starling (AS)	Chair
Steve Waspe (SW)	Secretary
Gordon Starling (GS)	Treasurer
Dennis Bowman (DB)	President
Jan Barton (JB)	Membership Secretary
Lucy Abbott (LA)	Press Officer
Bryan Davey (BD)	Editor – Newsletter
Bill Johnson (BJ)	Competition Secretary
Sue Peacham (SP)	Assistant Competition Secretary
Veronica Hughes (VH)	Welfare Officer
Teresa Randall (TR)	Trophies Officer

**Ref: WFDC 0006-08**

Item	Note
1. Introduction	AS opened the meeting at 19:10 and welcomed those present
2. Apologies	Debbie Pitt Andrew Starling Rick Dear Russ Barnes, Centre Manager was due to meet with the Committee but was unable to attend due to another engagement
3. Minutes	One amendment on page 7 under Action 0009 JP should read JB. There being no other changes the minutes were agreed as accurate
a. Matters Arising	Dealt with under actions and agenda
b. Action Log	SW explained the purpose of the action log and that it was a living document which recorded the current state of each of the actions which arose from the meetings AS stated that some committee members were confused by the layout and SW agreed to amend the format so that the reference number in the table was more easily related to the agenda item The action log was updated and the amended version will be distributed with the minutes
4. Treasurer	GS tabled the report and explained its content to the committee As noted at the previous meeting the current financial report conforms to Swim 21 requirements showing expenditure

	<p>against year to date budget and will remain as the default reporting process for the club</p> <p>GS tabled a revised schedule of fees related to 14 week terms</p> <p><b>The committee AGREED the schedule and an increase of £5 on each of the stated scales.</b></p> <p><b>It was further AGREED to implement the fee new structure from September 2008</b></p>
4. Treasurer (cont)	<p><b>It was also AGREED to increase the Coaches fees to £7.50 per session for Level 1 and £10.00 per session for Level 2 with effect from June 1st 2008</b></p> <p>Implementation of the new structure will require parents to pay in advance of the next term in order to guarantee places for their children. This advance payment will start in July 2008 in readiness for the September term</p> <p>Gaps in membership resulting from non-payment would be filled from the waiting list</p> <p><b>ACTION: JB/AS to verify membership and waiting lists. Action Log ref: 0023</b></p> <p>VH commented that the new structure would need to be carefully marketed and the benefits of the revised system promoted</p> <p>It was further noted that parents will need to see the realised benefits of increased fees and the coaching staff are critical in delivering actual and perceived improvements.</p> <p>The Committee's decisions and the new fees structure will be circulated in the next newsletter</p> <p><b>ACTION: AS/BD to write an "editorial" for next Newsletter explaining increases in fees and rationale for change. Action Log ref: 0024</b></p> <p>Thanks were extended to GS for his work on this matter</p>
5. Membership	Dealt with under Treasurers Item
6. Correspondence	<p>No letters received by the Secretary</p> <p>1 Letter written to Russ Barnes at Pool and Track regarding poolside estates issues</p> <p><b>ACTION: AS to report outcome to next meeting. Action Log ref: 0025</b></p>
7. Coaches Update	<p>BJ reported that Steve Abbott was to undertake the Level 1 course and that Aiden Boulter had also shown an interest in becoming a coach.</p> <p>It was confirmed that the minimum age for coaches was 16 and that of poolside assistants was 14.</p> <p>BJ suggested that course funding could come from Pro-active London (up to 2/3<sup>rd</sup> of the cost) and 1/3<sup>rd</sup> from the Club however it was <b>AGREED that the delegate should pay the 1/3<sup>rd</sup> and then subject to the completion of a satisfactory probationary period the Club would reimburse the delegates costs.</b></p> <p>It was also noted that the current coaching staff should proactively identify and mentor those divers and parents who show an interest in becoming coaches</p> <p>It was noted that there was a lack of poolside discipline amongst some divers and coaches must ensure that standards were set and moreover maintained</p>

8. Competitions	<p>BJ stated that Albatross entries were coming in to SP and that 2 entries had thus far been received, again by SP for the Stevenage event</p> <p>The Committee expressed thanks to BJ for his contribution to the St. Albans event but noted with concern the lack of support from parents and other coaches.</p> <p><b>ACTION: LA to forwarded St. Alban's Photos to GS for uploading onto the web site. Action Log ref: 0026</b></p> <p><b>ACTION: AS/JB to include letter of permission to use photos in newsletter and joiners instructions. Action log ref: 0027</b></p>
9. Divers Report	No Divers representatives were present
10. Fundraising	<p>JB reported that she had approached Neil Ramsey for support and that she was reviewing the possibility of gaining funding from the Jack Petchey Foundation. The latter requires the submission of "business case" outlining the purpose of the grant etc.</p> <p><b>ACTION: JB to supply SW with details and seek assistance with writing the submission. Action log ref: 0028</b></p> <p>The sponsored dive event had not progressed</p> <p><b>ACTION SW to assist divers with this project Action log ref: 0029</b></p>
11. AOB	<p>DB asked if the club had an Accident Book and who was responsible for its completion? AS stated that the club did have such a book and it was completed when necessary by the Coaches or the Pool Staff</p> <p>DB asked if the room by the Gallery entrance door could be used as a club room</p> <p><b>ACTION: AS to speak with Pool &amp; Track Management. Action log ref: 0030</b></p> <p>VH reminded the Committee of the need to complete CRB Forms and noted that sections E, F &amp; G do not need to be filled in.</p> <p>AS offered two tickets for the World Series event in Sheffield scheduled to take place on May 24<sup>th</sup> and 25<sup>th</sup></p> <p>AS noted that Simon Abbott was to attend the Equity course along with BJ and that BJ and BD would attend the Club for All session (4-6-08) which was a requirement under Swim 21 status</p> <p>BJ tabled a document outlining the difficulties being experienced with Dry-land Training. It was noted that the cost of the training were high and utilisation was low. It was further noted that the club received £24k for equipment and that sessions must continue in order to justify that investment. The committee must consider how to better use this resource including joint training sessions for other Clubs with dry-land facilities</p> <p><b>ACTION: VH to approach Monoux to see if they can use the equipment. Action log ref: 0031</b></p> <p>JB stated that she is continuing to pursue custom made Club Swim suits</p> <p>SP confirmed 24<sup>th</sup> and 26<sup>th</sup> May as the closing dates for the Stevenage and Albatross competition respectively</p> <p>BJ confirmed that the Youth Games entries were complete</p> <p>AS asked the committee to note that Andrew Starling had participated in the recording of the Sports Star Super Star</p>

	programme for Channel 5 and that his petrol costs were to be reimbursed from the club <b>There being no further business the meeting closed at 20:37</b>
12. Date of next meeting	Tuesday 17 <sup>th</sup> June 2008 at 19:00hrs - venue Pool & Track

## WFDC 0007-08 ACTION LOG – Update 20-05-08

Action	Description	Owner	Start Date	End Date	Comments
0001	GS to be consulted for clarification where required	ALL	22-04-08	n/a	Rolling issue
0002	Review session structure to assess feasibility of making better use of time/resources available	JC	22-04-08	17/06/08	On-going SW to write to prompt
0003	Coaches meetings to be re-instated	All Coaching Staff	22-04-08		No Progress
0004	Begin one to one sessions and identify areas of development	All Coaching Staff	22-04-08		No Progress
0005	Composition of diving groups to be reviewed. Divers and Coaches to be re-assigned to new groupings	All Coaching Staff	22-04-08		No Progress
0006	Feasibility of increasing coaches allowance to be reviewed	GS	22-04-08		Update: 20/05/08 Agreed under agenda item 4 COMPLETED
0007	Agreed to discuss and progress alternative sources of volunteer support	BJ/AS/JC	22-04-08		No progress at this stage but efforts to continue
0008	Look into WFDC participating in Stevenage Level 2 Competition	SP	22/04/08	20/05/08	COMPLETED
0009	Print Buffet and Presentation tickets	JB	22-04-08	20/05/08	COMPLETED
0010	Plan and organise	Divers	22-04-08		Assisted by Committee as required

**WFDC 0007-08 ACTION LOG – Update 20-05-08**

	sponsored dive event	representatives			On Going SW to assist Amy and Ellie
0011	Seek alternative funding streams	JB/JC	22-04-08		Jack Petchey – Business case Offer Dry-land training to other clubs Discuss GLL Sports Foundation with Alan Clark and Russ Barnes
0012	Devise, establish and implement rota to cover half term sessions	All Coaching Staff	22-4-08		No progress
0013	Undertake a review of current fee structure and present proposals to the next Committee meeting for discussion and ratification	GS	22-04-8	20-05-08	COMPLETED
0014	Administrator costs to be included in the budget	GS	22-04-08		Agreement required with regard to level/type of remuneration
0015	Administrator Job Description and Person Specification to be circulated to the committee	SW	22-04-08	28-04-08	COMPLETE
0016	Job Description and Person Specification to be reviewed and comments forwarded to SW within four weeks of receipt	All	22-04-08	26-05-08	Treasurers JD to be used as basis for Administrators post COMPLETED
0017	Consider target audience for advert and where best to advertise post	All	22-04-08	17-06-08	To be considered at next meeting when JD agreed
0018	Review implications of raising allowances on Club Income and report to next	GS	22-04-08	20-05-08	COMPLETED

## WFDC 0007-08 ACTION LOG – Update 20-05-08

Committee meeting					
0019	Identify and cost suitable Laptop and allied equipment and present report to the committee	GS and Andrew Starling	22-04-08	16-09-08	Andrew and Rick to produce costed options for review
0020	Proof of identity documents, passport, driving licence to be provide by committee for CRB checks	All	22-04-08	17-06-08	VH circulated forms for completion by all members
0021	Dates to be circulated to Committee members	SW	22-04-08	28-04-08	COMPLETE
0022	GLL to formulate proposals to be presented to the Committee for consideration	AC/JC	22-04-08		Awaits response from GLL
0023	Verify membership and waiting lists	JB/AS	20-05-08	17-05-08	
0024	Editorial for Newsletter explaining changes to fees and rationale for change	AS/BD	20-05-08	17-06-08	
0025	Report on outcomes of letter to Russ Barnes	AS	20-05-08	17-06-08	
0026	St. Albans photos to be uploaded to web-site	LA/GS	20-05-08	17-06-08	
0027	Letter of permission to use photos in the newsletter and joining instructions	AS/JB	20-05-08	17-06-08	
0028	SW to be supplied with details to assist in writing submission to Jack Petchey Foundation	JB	20-05-08	17-06-08	

**WFDC 0007-08 ACTION LOG - Update 20-05-08**

0029	SW to assist divers with sponsored dive project	SW	20-05-08		
0030	Contact Pool & Track management to see if the room adjacent to the Gallery can be used by the club	AS	20-05-08	17-06-08	
0031	Approach Monoux with regard to sharing dry-land facilities	VH	20-05-08	17-06-08	