



**Executive Committee Meeting**  
 Waltham Forest Pool and Track,  
 17<sup>th</sup> June 2008  
 Minutes

In Attendance

Anita Starling (AS)	Chair
Debbie Pitt (DP)	Vice Chair
Steve Waspe (SW)	Secretary
Lucy Abbott (LA)	Press Officer
Bryan Davey (BD)	Editor – Newsletter
Bill Johnson (BJ)	Competition Secretary
Sue Peacham (SP)	Assistant Competition Secretary
Andrew Starling (ASt)	Coach
Ellie Barton (EB)	Divers Representative
Amy Waspe (AW)	Divers Representative

Ref: WFDC 0012-08

Item	Note
1. Introduction	AS opened the meeting at 19:10 and welcomed those present
2. Apologies	Teressa Randall Veronica Hughes Jan Barton Gordon Starling Dennis Bowman Rick Dear
3. Minutes	The minutes were agreed as accurate
<ul style="list-style-type: none"> <li>Matters Arising</li> </ul>	Dealt with under Action Log
<ul style="list-style-type: none"> <li>Action Log</li> </ul>	The action log was updated and the amended version will be distributed with the minutes
4. Treasurer	<b>AS</b> reported that fee collection was going well but there were still a few defaulters. Action had been taken with regard to **** * diving fees but his dry land training fees were still outstanding
5. Membership	AS reported that she and JB continue to work towards reconciling the membership list. On completion the list will allow the Club to assess its capacity to take on new divers and inform the mailing list which will be used to distribute the new fee structure to parents. SP asked that she be copied into the new list so that she can contact parents and divers regarding competitions
6. Correspondence	AS reported that she had received the new contract from GLL for pool hire and was in the process of reviewing its content. AS reported that she had been in contact with Barclay's, the club's bankers and asked the committee to agree to SW

## WFDC 0007-08 ACTION LOG – Update 17-06-08

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	17/07/08	On-going. 17-06-08 SW to e-mail prompt
0003	Coaches meetings to be re-instated	All Coaching Staff	22-04-08		<b>No Progress</b>
0004	Begin one to one sessions and identify areas of development	All Coaching Staff	22-04-08		<b>No Progress</b>
0005	Composition of diving groups to be reviewed. Divers and Coaches to be re-assigned to new groupings	All Coaching Staff	22-04-08		<b>No Progress</b>
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		<b>No progress at this stage but efforts to continue</b>
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-	Mid Oct	<b>Assisted by Committee as required</b>

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	sponsored dive event	Representatives	08	-08	<b>On Going SW to assist Amy and Ellie (see also 0029)</b>
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 – On going 17-06-08
0012	Devise, establish and implement rota to cover half term sessions	All Coaching Staff	22-4-08		<b>No progress</b>
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	17-06-08	COMPLETED
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	COMPLETED
0018	Review implications of raising allowances on Club Income and report	GS	22-04-08	20-05-08	COMPLETED

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	to next 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	15-07-08	VH circulated forms for completion by all members – revised deadline to <b>15-07-08</b>
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	15-06-08	Awaits response from GLL – SW to chase and report back 15-07-08
0023	Verify membership and waiting lists	JB/AS	20-05-08	17-06-08	On-going
0024	Editorial for Newsletter explaining changes to fees and rationale for change	AS/BD	20-05-08	17-06-08	On target for completion in June/July edition
0025	Report on outcomes of letter to Russ Barnes	AS	20-05-08	17-06-08	Awaits response from RB/GLL
0026	St. Albans photos to be uploaded to web-site	LA/GS	20-05-08	15-07-08	Deferred to July
0027	Letter of permission to use photos in the newsletter and joining instructions	AS/JB	20-05-08	15-07-08	Dates revised – samples to be supplied to SW
0028	SW to be supplied with details to assist in writing submission to Jack Petchey Foundation	JB	20-05-08	17-06-08	On hold pending outcome of decisions regarding Dry Land Training

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0029	SW to assist divers with sponsored dive project	SW	20-05-08	Mid Oct -08	Linked to 0010
0030	Contact Pool & Track management to see if the room adjacent to the Gallery can be used by the club	AS	20-05-08	15-07-08	No update – deferred to next meeting
0031	Approach Monoux with regard to sharing dry-land facilities	VH	20-05-08	15-07-08	VH not present – deferred to next meeting
0032	Add SW to signatories list	AS	17-06-08	15-07-08	
0033	SW to draft letter of thanks to GLL and Russ Barnes ref London Youth Games	SW	17-06-08	21-06-08	Complete AS to sign and post
0034	Coaches to agree badge scheme training schedule	Coaches	17-06-08	15-07-8	To be completed in time for end of term buffet and prize giving event
0035	Samples of new Club clothing to be made up and presented to committee for discussion	DP	17-06-08	15-07-08	Updated squad swimming costumes etc to reflect swim 21 status of Club
0036	New logo and letter heading to be supplied to SW	AS/GS	17-06-08	15-07-08	Updated stationary etc to reflect swim 21 status of Club
0037	SW to draft administrator advert	SW	17-06-08	22-06-08	2 adverts circulated for comment
0038	Sample photographic release forms to be supplied to SW	ALL	17-06-08	15-07-08	Annual release form to be circulated to all parents for signature and return to WFDC so that pictures of divers can be used for publicity and other allied publications.

	<p>becoming a signatory.  <b>There being no objections SW to be added to the signatories list. ACTION AS to add SW to list. Action Log ref: 0032</b></p>
6. Correspondence (cont)	<p>SW reported that BJ had asked for a letter of thanks to be sent to Pool &amp; Track management for their work in facilitating the London Youth Games training.  <b>ACTION; SW to draft letter and circulate to AS and BJ for signature. Action Log ref: 0033</b></p>
7. Coaches Update	<p>BJ reported that Steve Abbott had undertaken the first part of the Level 1 course.  BJ tabled a paper outlining a proposal to split competitive and badge divers and conduct targeted training sessions on Thursdays.  The paper was referred to the Coaches meeting for resolution.  <b>ACTION: Coaches to discuss proposals and agree a solution Action Log ref 0034</b></p>
8. Competitions	<p>It was reported that WFDC divers had been withdrawn from Albatross as the schedule meant that Tony and Andrew would not be diving until after 19:00hrs.  There were no entries for the Stevenage event.  The Youth Games in Havering had been put back to 29<sup>th</sup> June.</p>
9. Divers	<p>No report from those present</p>
10. Fundraising	<p>The divers present were again urged to prepare a sponsored event which will raise monies for the Club with a provisional date in October.  SW and other committee members have agreed to assist with the organisation but the divers must lead with ideas and actions to make this happen. <b>ACTION: Action log ref: 0010 and 0029</b>  A brief discussion was held regarding the Buffet in July. Other than a note in the newsletter no other actions were forthcoming but the next meeting would deal with the matter in detail.</p>
11. A.O.B	<p>DP reported that she and JB were producing a training grid to kick start the badge scheme  AS stated that she would contact JB regarding completion of training programme ahead of presentation evening.  SP asked how this would be achieved.  AS replied that a period of intensive training would be required.  DP reiterated that she and JB were willing to work at poolside to assist with this training.  DP reported that she had found a company that make costumes for the divers. JB has the details but cost for suits and trunks was thought to be £9.00 to £13.00. The company would also produce T-Shirts and Hoodies.  <b>ACTION: DP to be present samples at the next meeting for consultation with the divers and the committee The outcome would be discussed with a view to moving this issue forward. Action Log ref: 0035</b>  BJ reported that the Waltham Forest Sports Conference would be held at Rush Croft on 26-06-08. No committee members were available to attend.  AS stated that the Club had received its swim21 accreditation certificate and that it would be displayed in the cabinet</p>

	outside the changing room <b>ACTION: AS and GS to supply updated logo and letter heading to SW. Action log ref: 00?36</b> <b>There being no other business the meeting closed at 20:17hrs</b>
12. Date of next meeting	Tuesday 15 <sup>th</sup> July at 19:00hrs – venue Pool & Track