

**FISHGUARD FLYERS
NOTES OF COMMITTEE MEETING
HELD ON 10TH OCTOBER 18 AT HAVERFORDWEST LEISURE CENTRE**

Item No:	Item	Remarks/Discussion/ Decision	Action
1	Present	Anita Thomas (AT), Lynne Fischer (LF), Katherine Clapham (KC), Friedericke Shmidt (FS)	
2	Apologies	Karl West (KW), Lorraine West (LW), Martha Owen (MO)	
3	Minutes of Previous Meeting	<p>*Flyers membership pack – MO, KC, and KW have met up to look at the pack. Pack is in the process of being updated. A few areas which GT needs to “tweak”. GT to send out to everyone for approval. The membership pack is to be sent electronically to new members, unless people ask specifically for hard copy. ongoing</p> <p>*Signatories – LW has the forms to be completed. To be kept as LW, FS, GT, KC and AT to replace Richard Curtis. Ongoing (however see AOB below with regards to roles becoming vacant)</p>	<p>GT</p> <p>All Signatories</p>
4	Club Development	<p>*Old Development Plan is still in the process of being updated, along with summary of roles for committee members. (ongoing)</p> <p>*Welcome pack being looked at (as above)</p>	<p>GT</p> <p>GT</p>
5	Treasurers Report	<p>*Balance in account was £4,228.71 as at 17/8/18. Estimated available funds at end September £2,960.71</p> <p>*Cheque for County Champs to be sent out for £598.50 which is an increase on previous year. 27 swimmers taking part this year compared with 25 last year. 133 entries have been made this year compared with 116 last year.</p>	
6	Membership Report	* KC to speak to Swim Wales about the new Data Protection Laws coming into force on the 25 th May 18. GDPR training	

		<p>course was unable to be attended. (no further update as yet)</p> <p>FS stated that we need a Privacy Policy on the website – detailing what information is stored and where.</p> <p>On the membership form we need a tick box to say that people are happy for their data to be collected. Ideally a Data Protection Officer would look after this and it makes sense for it to be the same person as the Membership Secretary. Membership forms to be looked at in March.</p> <ul style="list-style-type: none"> • 62 members. Made up of: • 27 Waterdragons • 14 Dev 1 • 6 Dev 2 • 6 Dev 3 • 5 Youth Fit • 4 Full time PCS 	KC
7	County Report/County AGM	<p>*Competition Diary needed from Pembs County Swimming as early as possible in the season - LF to raise. (ongoing)</p> <p>*New Coach Nick Russell is now in post as from 1st October 18</p> <p>*County AGM is due to be held on 1st November at 6pm in HLC. There will need to be a nomination for a representative at the AGM. LF to forward notice to AT to send to all members.</p> <p>*County Champs have been organised, although issue with lack of officials. Letter from County has gone out to all members to ask for help with sponsorship or raffle prizes.</p>	<p>LF</p> <p>LF/AT</p>
8	Child Protection	<p>*Safeguarding Course – GT spoke to PCC about Safeguarding Course. There is an online module which would be accessible for everyone- KC to try and see if she is able to find and complete online. If it is possible to access, all those who need to complete should do so and forward</p>	

		<p>certificates to AD. Ongoing – KC has tried, but has not had much luck with getting access to online module.</p> <p>*Time to Listen Course - No course is scheduled at the moment – will be informed when one is. (ongoing)</p>	KC
9	Coaches Report	<p>*Timekeeping Course – FS now has a potential 6 people wanting to do timekeeping course. KC to email Ann Adams to try and arrange the course.</p> <p>*KG and MO to speak to Darren about whether he would be able to commit to a regular evening for coaching. (ongoing – FS to speak to DO)</p> <p>*KG to also clarify the insurance position for volunteers who are employed by PCC. (ongoing)</p> <p>*FS wants to stand down on Monday evenings after Christmas, but we are struggling with coaches who can commit to a regular evening.</p> <p>FS wrote to Waterdragon Parents recently following a disruptive lesson and has had a potential offer of coaching help. KC to ask JM to DBS check.</p> <p>*Chris is no longer coaching which means that Friday evenings need to be covered. Waterpolo weeks are fine for cover.</p> <p>Dates For Future Events</p> <p>*County Club Championships 27th & 28th October</p> <p>*RAOB – has been postponed</p> <p>*Inter Club Gala final – LF to report back to County that we are happy to start a new season</p> <p>*Christmas Gala – KC to ask Alice to see if she's happy to organise the Christmas Fun Gala.</p> <p>*FS to hold a set writing session with coaches before Christmas</p>	<p>FS</p> <p>KC</p> <p>LF</p> <p>KC</p> <p>FS</p>

12	Fund raising	<p>*Abseil has been re-arranged for 21st October.</p> <p>*Bag-packing at Co-Op has been arranged for 20th October.</p> <p>*Cathie has also come up with 100 Club suggestion and Curry Club eve. (ongoing)</p> <p>*Lee Adams looking into setting up a crowd funding page to help raise money towards the training ropes. GT has emailed LA (no further update)</p> <p>*Donations have been received from The Round Table, Fishguard Lions and Fishguard and Goodwick Town Council</p> <p>*MO making further enquiries into her fundraising idea around swimming to break a record. (ongoing)</p>	<p>GT/LA</p> <p>MO</p>
13	AOB	<p>*OMS –KC to access Swim wales site and update necessary details. This has been done, however Secretary’s email being used is her personal one. KC to contact to give new email.</p> <p>*Anita Thomas (Secretary) and Glenda Thomas (Chair) have both indicated that they reluctantly need to step down in their respective roles.</p>	<p>KC</p>
14	Next Meeting	<p>Wednesday 5th December 5.30pm at Haverfordwest Leisure Centre</p>	