

**FISHGUARD FLYERS
NOTES OF COMMITTEE MEETING
HELD ON 16TH JANUARY 19 AT HAVERFORDWEST LEISURE CENTRE**

Item No:	Item	Remarks/Discussion/ Decision	Action
1	Present	Anita Thomas (AT), Lynne Fischer (LF), Katherine Clapham (KC), Friedericke Schmidt (FS), Martha Owen (MO), Karl West (KW)	
2	Apologies	Lorraine West (LW), Anna Dunning (AD), Paul Mason (PM)	
3	Minutes of Previous Meeting	<p>*Flyers membership pack –KW to send out pack to all for approval. Need to be finalised by end of Feb. Possibly include “parents expectations” section.</p> <p>*Signatories –. Ongoing (to be revisited once vacant roles filled)</p>	KW
4	Club Development	*Old Development Plan is still in the process of being updated – FS to contact Joe Tucker to get the development plan. Once agreed it can be made public.	
5	Treasurers Report	<p>*Balance in account was £4,599.30 as at 17/12/18. Estimated available funds at end January £4,071.30</p> <p>*Cheque for County Champs has also just been received - £600 to be banked.</p>	
6	Membership Report	<p>* KC to contact Swim Wales again to see whether there is any guidance on GDPR, and if they have a privacy policy. If not, FS to write one.</p> <ul style="list-style-type: none"> • 57 members. Made up of: • 19 Waterdragons • 19 Dev 1 • 5 Dev 2 • 4 Dev 3 • 5 Youth Fit • 5 Full time PCS 	KC/FS

7	County Report/County AGM	*RAOB & League galas – LF to ask if any further info on these galas – which are suitable in particular for the younger members of the club.	
8	Child Protection	<p>*Safeguarding Course –Ongoing. KC having problems with online links. LF to speak to Gary Nicholas to see if any advice. AT to also find contact within PCC for online course.</p> <p>AT has asked Jo Montgomery for a list of all those which need to complete the module, however no response. AT to ask AD to contact, and if no response, draw up new list.</p> <p>*Time to Listen Course - No course is scheduled at the moment – will be informed when one is. (ongoing)</p>	AD/AT/LF
9	Coaches Report	<p>*Timekeeping Course – FS now has a potential 6 people wanting to do timekeeping course. KC met Ann Adams, however it is difficult to get time when everyone can attend. KC to ask Ann for a date in Feb, March and April to see if there is one which all can do.</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>*CPD was held with 7 coaches on Sat 13th Jan which covered all strokes and how to incorporate into club training. Pool hire for the CPD was £58.</p> <p>*Nick and Craig from County visited the club and wanted to know more about the structure and running of the club. FS shared her thoughts and recommendations with them and had some constructive feedback.</p> <p>*FS presented potential restructure which will be discussed at parents evening. The aim is to try and implement restructure by the time FLC bring in their new timetable</p>	<p>KC</p> <p>FS</p> <p>KG</p>

		<p>(10th March) FS to draw amended restructure and send to LF to try and put it on the computer.</p> <p>*FS discussed issues around coaches being able to get to the pool early enough on Mondays. FS to contact FLC to discuss if times can be put back half an hour.</p> <p>*Potential issue with young coaches leaving after Easter.</p>	FS/LF
12	Fund raising	<p>*suggestion of Curry night or 100 club needs to be taken forward, but ideally need a couple of volunteers who will work together to perhaps come up with something once a term. To be discussed in Parents Evening.</p> <p>*MO making further enquiries into her fundraising idea around swimming to break a record. (ongoing)</p>	MO
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>*FS nominated Paul Mason to stand in as Chair. Seconded by KC.</p> <p>*AT will continue as secretary until AGM (which will now be held first week in Sept), unless another volunteer comes forward.</p> <p>The post of Chairperson, Secretary and Treasurer are subject to a vote of club members at the AGM.</p> <p>*Parents Evening – to be held to discuss</p>	KC

		<p>new restructure, and also to highlight that club is run by volunteers, and that more are needed to ensure it continues to run. AT to speak to FLC to try and find any available dates other than a Friday eve. If unavailable, possibly book Phoenix Centre.</p> <p>*Discussion took place around the current process for entering galas. Currently members email the fixture secretary who enters them into the race. Members then leave payment in the Flyers box in the FLC, and the Treasurer and Fixture Secretary then have to try and tie up the entries to the payment, which isn't always easy. KW suggested that in future, entries can be put in an envelope with the payment and left in the flyers box, so that they are received together. Committee in agreement. KW/LW to action for future galas.</p>	<p>AT</p> <p>KW/LW</p>
14	Next Meeting	TBC	