**COLSC Executive Committee Meeting**

Minutes of the Executive Committee Meeting held at Liverpool Aquatics Centre,

6th October, 2015

Members present: Bryan Langley (Chair), Meg Langley, Lynn Stuttard, Julie Pettener, Gordon Dacre, Mike Roberts, Sue Halsall, Caroline Ashcroft, Stuart Ryland, Pete West, Wendy McNeil (Regional Club Coordinator Cheshire and Merseyside) and June Bradshaw (Liverpool City Council).

Apologies: Neil White, Mike Pettener, Pete Barton.

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| Item | Minutes | Action |
| 1.0 | **Introduction.**  The Chair opened the meeting at 19.00. |  |
| 2.0 | **Apologies**  Noted |  |
| 3.0 | **Minutes from previous meeting**  Minutes agreed – Proposed: Pete West, Seconded: Mike Roberts |  |
| 3.1 | **Matters Arising from previous minutes** |  |
| 4.0 | **Matters arising and action points** |  |
| 4.1 | **Code of Conduct signatures**  Not all swimmers have signed the code of conduct, signing the code of conduct is a condition of membership in the club, and a club rule. There will be a statement added to the new membership pack to ensure clarity on this rule.  In addition, masters swimmers and open water swimmers must be members of the club. Due to limited number of entries, Mike Roberts to inform the masters swimmers that the club will not be providing a swimming coach at all galas. |  |
| 4.2 | **Budget 2015/2016**  Budget plan proposed by Caroline agreed, with one change of the equipment budget to be reduced from £2000 to £1000.  Decision regarding running a swimming camp October 2016 to be made by the next meeting.  Water polo fund review to take place at next meeting.  Need to check the cost of setting up direct debits as the bank may charge, and also set a fee of what the charge will be if a payment is missed.  Julie Pettener to write a job description for squad administrator for swim 21. | MR  CA  CA  JP |
| 4.3  &  4.6 | **Meeting with the Council / Ian Ingman**  Discussion regarding the club moving forward, the agreement with the council is for review of the partnership document in January. Wendy McNeil has kindly agreed to send a template contract for services to Caroline to use in the document development. Meeting to take place with Ian Ingman in November to discuss role and contract. | BL |
| 4.4 | **Junior League distribution**  £16000 in the account, Pete Barton continues to run Junior League, clarification re: money and distribution to be sought from Brian Boyle. | PB |
| 4.5 | **AOE running**  When COLSC runs galas, the pool cost will include Diane West when able, to run the AOE timing system on the day of the gala. |  |
| 5.0 | **Correspondence.** |  |
| 5.1 | ASA volunteer handbook provided.  Swim 21 guidelines for pool supervision – incorrect information was emailed out by the ASA, must still have level 2 poolside according to Wendy McNeil. |  |
| 6.0 | **Report From Treasurer**  Swim Camp balance £358.21  Fundraising £237.64  Community £38060.00  Junior League £16097.02 |  |
| 7.0 | **Head Coaches Report**  ESSA: 15 finalists, 11 medalists. COLSC have 7 swimmer on England talent programme – well done! |  |
| 8.0 | **Sub Committee Reports** |  |
| 8.1 | Membership- All must pay by ASA – ASA do not recognize the WASA memberships. |  |
| 8.2 | Water polo  Report provided- excellent achievements and approaching galas, well done and good luck! |  |
| 8.3 | Medals Secretary – Awaiting confirmation of next years captains |  |
| 8.4 | Swim 21 - Awaiting constitution back form Alan Boyle, Wend McNeil agreed to chase this. Neil White has a list of volunteers – need to be sent on any courses or relevant information. Agreement from the committee to purchase COLSC jammers and costumes with the Liver bird on. |  |
| 9.0 | **AOB** |  |
| 9.1 | June Bradshaw agreed to read and arrange a meeting sooner then January for the partnership document. | BL |
| 9.2 | AGM Monday 7th December, invitations & nominations to be sent out. |  |
| 9.3 | Issue raised regarding mixed changing village those concerned advised to raise concerns with Pat O’Connor (Welfare Officer) and Mike Roberts to remind swimmers of code of conduct and appropriate behavior in the changing village. |  |
| 9.4 | Thanks to Wendy McNeil and June Bradshaw for attending the meeting and offering their support. |  |
| 10.0 | Next meeting November 8th 2015 7:00pm. Meg Langley to book room and confirm. |  |