

Management Committee Meeting:	13 November 2019
Attendees:	Neil Thomas, Leigh Jenkins, Ian Ainscough, Aaron Riley, Mark Taylor, Christine Paramour, Anthony Brennan. [Charlie Price attended for part]
Apologies:	

MINUTES

- 1. Online payment and free sessions** – LJ confirmed that she and NT had met with Dan about the system he offers through Nifty entries. The system is all operated online, there is no membership card. The account will be pre-loaded by a member, with a minimum payment of £10. It is possible to set up a notification or automatic refresh at a set level.
2. It is then possible to credit individual accounts with ‘magic money’, rather than free sessions. The club could provide a certain amount for the account that can only be spent against sessions. The money will expire at the end of the month.
3. The charge is 5% plus VAT (effective rate is 6% at the moment) on payments. We would not pay a charge for the free sessions using magic money.
4. We can set an allowance on the system to ensure that if a member turns up to a session with insufficient money they could swim and pay later. This amount could be limited to cover one session only.
5. The whole system is operated through the app. Someone at the session will check members in and that will properly record the number of attendees and ensure that everyone pays. We need to ensure that those collecting money are using the system properly and the new system is well communicated before it replaces cash.
6. It may be necessary to change the process by which non-members attend because they cannot pay.
7. LJ confirmed that there were other systems available and the costs were similar. There wasn’t anything that had significantly better functions to it. The benefit of Nifty is that the club’s member data is already secured within it and it won’t be necessary to run multiple systems.

8. The issue of recognition was discussed and whether it was suitable to include free sessions. It was agreed that a well managed system would allow those rewards to be properly provided and to reflect input. It was acknowledged that there would be active members who did not benefit, but that was the case now. We needed to keep that under review.
9. It was agreed that a sliding scale was appropriate. AR proposed that coaches would receive 3 sessions for each session they coached. It was agreed that the approach would be put to the wider committee in advance of December's meeting.
10. The proposal was:
 - a. The member who checked in at sessions would get that session for free;
 - b. Wider committee members would receive equivalent of 1 session per week;
 - c. Exec and Race Directors would receive 2 sessions per week;
 - d. Coaches receive 3 sessions for each session coached.
11. The **complaints procedure** was reviewed and it was broadly fit for purpose at the moment. Application of the provided was for review. CP had suggested that the procedure should follow the process in the BTF scheme and include a provision that members should seek to resolve issues informally before submitting a formal complaint. It was also suggested that the sub-committee considering a complaint should decide whether to hold a meeting or consider it in writing only. **AB to update the rule for approval.**
12. **Awards** – IW had e-mailed about the winter league awards. LJ confirmed that she had three glass trophies and would pass them to IW. He is presenting them at the TF Christmas meet up.
13. **Newsletter** – LJ has offered to help Lizzie in the short term as her thesis is completed, need to get another volunteer for it. Nicola P had offered to help reformat the newsletter and improve the presentation.
14. **Leagues** – agreed to discuss at the next committee meeting and see if anyone is willing to take it on. It was suggested that for the summer league we might identify a single race day that became the club championship for sprint, standard and middle. It was appropriate to leave long distance out for next year. That can be reviewed at the next meeting.
15. **12 days of Christmas** – A volunteer is required to co-ordinate this. Emma Sharpe is arranging the mulled wine afternoon combined with a strength and conditioning session! That could be one event. A couple of the others (Christmas Day Park Run and Round the Walls) are standard.

16. **Deva Divas aquabike** – Sally is going to put on an aquabike option as a trial at next year's race. It was agreed that this was a great idea.
17. **Committee positions and succession planning** – this was rolled forward to consider in January's meeting. AR had some thoughts about the coach co-ordinator and that being a non-coaching position. That would allow the co-ordinator to focus on recruitment and CPD. Leads would then manage the section.
18. **Swim sessions** – AR and Andy Howarth met with Chris Pugh from COCSC. They will look to put something to go out explaining the approach. Sessions will be planned in 4 week blocks. There will be some more technique built into sessions – not necessarily every week.
19. AR confirmed that the average numbers at Sunday sessions are up following the move to City Baths. This might be due to people swimming there who aren't prepared to swim at Christleton. The numbers overall seemed slightly down on last year.
20. **Strength and conditioning** – the numbers on a Thursday are low and Ian has proposed moving it to Wednesday night. This will be merged with a session Ellesmere Port runners have asked for and should allow Ian and Claire to get the number they need.
21. **Kit sale** – photos have been taken and the sale should be launched in the next few days.
22. Christine confirmed that she had admin rights over some facebook pages and would be updating them over time. The question of a Facebook page for Christleton 5k was discussed. Not required at this stage because the race always sells out and it just creates another communication route.

Next meeting – 11 December – full committee

END