

INVERCLYDE MASTERS SWIMMING CLUB

MINUTES ANNUAL GENERAL MEETING JOHN WOOD STREET, PORT GLASGOW 25TH MARCH 2009 AT 7.30 PM

Present: Graeme Muirhead Joe Phillips Jim Stewart
Karen McIntyre Stuart McKinlay Bobby Mitchell
John Dyer Andrew Hemphill Donald Muirhead
Nicol Tate Jane Deegan Gerry Malone
Kevin McLoughlin Kirsty Ormond Natalie Donald
Audrey Galloway Simona Ielo

Apologies: Stuart Campbell Alasdair Black Nigel McDonald
Ros Lawson

- (1) On behalf of the retiring President, Mrs Audrey Galloway, Gerry Malone introduced the Agenda for the AGM and welcomed all those attending.
- (2) The Minutes of the previous Annual General Meeting, held at John Wood Street, Port Glasgow on Wednesday, 23rd April 2008, were accepted as being correct. The Minutes were approved on motion by Bobby Mitchell and seconded by John Dyer.
- (3) Matters Arising
 - a) Joe Phillips asked if the position relative to the Noticeboard at the Waterfront Complex, Greenock, as provided by Inverclyde Leisure Trust could be monitored.;
 - b) it was also recognised that the issue of mixing Inverclyde Amateur Swimming Club (IASC) Members (children included) with the Inverclyde Masters Members during training sessions continues to be properly regulated in terms of all Health & Safety and Child Protection Issues; and,
 - c) the Club expressed its thanks to Simona Ielo for all of her efforts in respect of the tracksuits.
- (4) Secretary's Report

Simona outlined her Secretary's Report. The club has 60 Members. Last year, Simona stated that Memberships had been updated electronically, but this is not yet complete. Simona circulated a document from SASA in terms of access to information and the rights held under the Data Protection Act 1998.

Simona stated that SASA do not issue Membership Cards every year. There is a link in the SASA website for any swimmer to extract the registration number relevant to them. Donald Muirhead stated at this point that the contact list will be kept only by the Executive Sub-Committee Members for Data Protection purposes.

Gerry Malone said that it was very important that we have a comprehensive list of swimmers with all relevant details, Names, Addresses, Dates of Birth and Email Contacts and telephone details. This list needs to be kept up to date regularly.

At the conclusion of the Secretary's Report, Simona was thanked for all of her efforts.
- (5) Treasurer's Report

Joe Phillips gave a detailed report on the Clubs financial situation covering the period 01st March 2008 to date. The financial report is appended.

Nicole Tate and Karen McIntyre are registered with Inverclyde Amateur Swimming Club as teachers.

Joe described the background to the financial documentation and referred in detail to the relevant balances.

Joe took questions from the AGM. Bobby Mitchell asked if there should be any revision of the Subscription at this time and Joe referred to the documentation and summarised his view that no increase in Subscription is needed for the forthcoming year.

(6) Office Bearers

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| (1) President: | Gerry Malone |
| Proposed by: | Donald Muirhead |
| Seconded by: | Audrey Galloway |
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| (2) Vice-President: | Bobby Mitchell |
| Proposed by: | Gerry Malone |
| Seconded by: | John Dyer |
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| (3) Treasurer: | Joseph Phillips |
| Proposed by: | Donald Muirhead |
| Seconded by: | Bobby Mitchell |
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| (4) Secretary: | Simona Ielo |
| Proposed by: | Donald Muirhead |
| Seconded by: | Gerry Malone |

(7) Executive Sub-Committee

The Office Bearers as above with Donald Muirhead (ad hoc).

The Executive Sub-Committee is mainly for the planning for the Inverclyde event, but also for day to day business, as arising, with the Club.

Donald Muirhead asked if any Members had any ongoing issues to be raised at Committee level to raise these with the Office Bearers and these will be then addressed at the next Executive Sub-Committee meeting to follow

(8) Membership

Monthly Training Fees and Casual Entry Fee:

- (1) In line with the present practice and taking the Scottish Registration Fee as a base plus the Club Administration Fee, it was agreed that the Club's Annual Membership Fee for 2009/10 be £ 40
- (2) With regards to the Monthly Training and Casual Entry Fees, Joe Phillips referred to the information contained within the financial documentation relating to pool hire and the income derived from existing fees.
- (3) Base upon the financial documentation it was unanimously agreed that the Club's Monthly Training and Casual Entry Fee remain the same for the financial year 2009/10, i.e.

Monthly Training Fee	- £ 20.00
Casual Entry Fee	- £ 3.00 per swim

Gerry Malone emphasised the importance of making all payments through Standing Order / Direct Debit. The letter that he had sent out to Members had received a good response to date. We still need to get as many Club Members on to Standing Order payment as is possible. Gerry Malone also stated that it is important for all Club Members to recognise that the Club Fees pay for the pool hire and it is an Annual Fee that all Club Members commit to pay over the course of the twelve monthly installments. Gerry Malone thanked Members for their prompt payment and helping him in gathering the fees. The move to Standing Order will help greatly.

The AGM had a discussion on the amount of fees for Junior Members. The AGM thought it was inappropriate to ask Junior Members to pay the full amount. Gerry

Malone suggested that Junior / Students should be 50% of the Adult Fee.

For the SASA fee it was considered by the AGM that the Junior Members have to pay the full SASA Registration Fee (of £ 40). On this basis the Junior Member Standing Order would be set up as follows: £ 10 per Month plus £ 3 per Month (to reimburse the club for the £ 40 Annual Sum, above). In summary, Junior Members will pay £ 13 per month by Standing Order.

- (4) A discussion took place relative to coaches' expenses. The AGM proposed to increase Donald Muirhead's coaches fees by £ 200 from £ 1.850 (being approximately 10%). Proposed by Gerry Malone and seconded by Audrey Galloway.

- (9) Payments to Inverclyde Leisure Trust
Donald Muirhead emphasized the importance of keeping records for the amount of lanes that are used so that the payment fees to Inverclyde Leisure can be accurately worked out.
After lengthy discussion, it was decided to pilot the monthly payment of lane fees to Inverclyde Leisure Trust. The previous practice had involved quarterly payments with cheques, but the proposed system of monthly payment can be monitored for the coming year.
Bobby Mitchell wished an assurance that there is enough cash-flow in the bank to ensure this can be maintained throughout the twelve monthly payments. It was decided to proceed on the basis of monthly payments, subject to the Executive Sub-Committee reviewing any concerns that remain.
The AGM thanked Joe Phillips for his work as Treasurer. Donald, also, asked Joe Phillips to express his thanks to Alice. Simona confirmed that a small presentation would be made on behalf of the Club and a card and a cheque for £ 50 would be obtained for Alice

- (10) . Simona asked if the SASA fee would be an ad-hoc payment. The AGM confirmed that a separate register of the SASA fees will be maintained by Gerry Malone. In this way, there are no implications for adjusting Standing Orders at the bank. Gerry Malone will note the individual SASA fees as given to him and inform Simona for Membership record purposes.

- (11) The AGM noted that the Club presently sponsors Inverclyde Amateurs Swimming Club Members: Andrew, Mark and James. It was agreed that the Club would sponsor these Members therefore no fee would be sought.

- (12) There are eleven students within the Club who will pay 50% fees

- (13) Teachers' Fee
The teachers / officials do not compete and will pay the appropriate SASA fee for registration plus £ 5 Administration Fee to the club.

- (14) The AGM considered it beneficial to the Club to have good, practical links with IASC. The AGM decided that it could sponsor up to six IASC at any one time.
- (15) The AGM considered that it was not possible at this stage to review or revise any of the Senior Citizens' Fees. This is a matter that could be looked at in the future.
- (16) Child Protection
Donald Muirhead to arrange to meet with the Child Protection Officer of IASC in order to do Full Disclosures for relevant Members of the Club.
- (17) Coaching
Gerry Malone, on behalf of the whole Club, thanked Donald Muirhead for his support and continuous effort in the coaching of Club Members. The AGM appreciated Donald's help in every way.
Donald replied by commenting that he is very happy with the amount of Members participating in swimming just now and he is particularly enthused by the amount of young people who are now joining the Club. He noted that this often causes Club nights to be very busy and has an obvious impact in the lanes. It is vital to make sure that there is enough space for swimmers so that they have an enjoyable experience. Donald confirmed that he very much enjoys coaching the Club at this time. It is sometimes difficult to conduct the training session from the side given the large amount of turnout and Donald thanked everyone for their pool discipline and their helpful behavior. Donald also said that we should be trying to hire as many lanes as possible and it was remitted to the Executive Sub-Committee to pursue this.
- (18) Stuart Campbell had asked that the Club consider arrangements for substitute coaching in event of Donald's unplanned absences and this was remitted to the Executive Sub-Committee for consideration.
- (19) Over Night Swim
Donald is going to review this with John Bruce and will review the arrangements with the Executive Sub-Committee.
- (20) The Inverclyde Swim Meet
Assistance has to be given to Donald for the Inverclyde Swim Meet which is very popular every year and the Executive Sub-Committee will meet to help.
- (21) IASC
Andrew expressed both his and Mark's appreciation for the participation within the Club and said that Jamie would also have been here tonight had he not had a recent Asthma attack.
- (22) The AGM committed to assisting Donald in any way possible for the Inverclyde Swim Meet.

The meeting closed at 9.00 pm with a Vote of Thanks to the Chair.