

# Middlesex County Amateur Swimming Association

( [www.middlesexswimming.com](http://www.middlesexswimming.com) )

## Minutes of the Executive Meeting held on 17 March 2021

By Zoom

**Those in attendance:** Brian Kapp (President), Flo Barnes (from 8pm), Leah Pullen, Wayne Hirst, Susie Breslin, Phillip Prentice, Frances Prentice, Maria Abrams, Trevor Hyde, Sofia Marcel Whittles, Gillian Neal, Colin Jones, Saranya Ramasamy, Pam Crofts, Jeanette Edmiston, Ian Woollard, Marc Barrot, Gerry Gillespie, Jo Martin, Sam Whitmore, Erol Banduna, Ralph Shortland, Tony Burton, Andy Woska and Charlotte Lea

**Apologies for absence:** Tasha Coupland, Fred Willey and after the meeting Suzette Muhammad

No:	Matter:	Action:
XC21/010	The President opened the meeting at 7.06pm and the Minutes from the Exec Meeting of 19 January 2021 were accepted.	
XC21/011	<p><b>Matters arising from Minutes</b></p> <p><b>XC20/056 – Constitution</b></p> <p>Brian confirmed that Tony and himself were still working on the constitution. Tony had made 40-50 cosmetic amendments in order to update it. Tony and Brian had been talking and suggested that there were some areas where amendments are required but they are not quite there yet. Brian said he felt bringing in a few more people would be a good idea.</p> <p>Brian said that there was one point in the constitution which was no longer relevant. It is regarding the procedure in meetings – Rule 63 but there is no indication as to where Rule 63 is. The reference appears in paragraph 11 (procedure in council meetings). It is probably a very old reference and Brian was unable to find any reference to it, even looking in Swim England's records.</p> <p>Reference to ASA regulation 63 regarding “procedure at meetings” needs to be deleted as this rule is not available from the documentation available from Swim England so no longer makes sense. Therefore, alternative wording is required.</p> <p>Another point which might be a potential problem is with the President chairing meetings. Brian asked if there were other who thought that the President should be ceremonial only and not chairing meetings? If it was not the President, then we would need to appoint a Chair.</p> <p>Jeanette said that Bob had some suggestions but, as he was not present, she was not sure exactly what they were.</p> <p>Brian suggested forming a working group. Frances said that the County had had a President, Secretary and Treasurer since 1891. Ralph commented that we had had a status quo for over 100 years but there was nothing to stop us electing a Chair – it should be up for discussion, nomination and a vote.</p> <p>Pam asked if the constitution was ready for consideration by the Exec. If so, could Brian put it in writing and pass it to the Exec? Brian said not yet which was why he was suggesting a working</p>	

	<p>group. Ralph suggested extending the group working on the constitution but in the meantime, get a copy of the constitution in full as it is and the submit suggestions or proposals to Exec to take to the ACM in November.</p> <p>Frances stated that the constitution was both in the handbook and on the website. Brian confirmed that the up-to-date version is on the website. Trevor stated that the one in the handbook is the last revision and believed that the one on the website was old. He had asked Leah to remove it. He was working off the version in the handbook.</p> <p>Pam stated that we were making it more complicated than it needed to be. She suggested putting what had been done so far to the Exec and let members see if they come up with anything else and then make a decision.</p> <p>Tony confirmed that he had spoken to Bob and addressed the points that Bob wanted to make. He confirmed that what had been done so far could be circulated. Phil confirmed it was a good idea to get the amended version out so that we could discuss it at the next meeting. Andy reiterated that view.</p> <p>It was suggested that the constitution with the current suggested amendments are circulated with an invite for people to make any further amendments and return it to Brian and Tony.</p>	
<p><b>XC21/012</b></p>	<p><b>Correspondence</b></p> <p>The only correspondence that Gillian had received was the resignation from Gerry as County Coach.</p>	
<p><b>XC21/013</b></p>	<p><b>GDPR</b></p> <p>The point was raised again about giving the County permission to hold details and to make contact.</p> <p>Frances was not happy about signing the form produced by Leah as it requested a DoB. Leah told Frances she could have put in a fake DoB but Frances was not happy to do that. Leah confirmed that it is the Team Unify system which requires a DoB, not her.</p> <p>In order to get around this point, Gillian agreed with Frances to accept an e-mail to the County giving specific permission to hold her details and to make contact with her. Whilst this is not an ideal situation as it becomes an administrative nightmare for Leah, it got around the situation amicably and meant that Frances' details could be held and would, therefore, remain on the database.</p> <p>Pam suggested it might be worthwhile suggesting to Team Unify that they take off the requirement for a DoB. Sofia said that the system is designed for swimmers where the DoB is important.</p> <p>Gerry left the meeting at this point.</p>	
<p><b>XC21/014</b></p>	<p><b>Trophy Secretary</b></p> <p>Gillian apologised for bringing this matter up again but she had been asked to get it clarified once and for all.</p> <p>Ralph stated that he was not at the meeting where Frances resigned but understood that the Exec had accepted Erol as the</p>	

	<p>new Trophy Secretary.</p> <p>Brian apologised if what he had done at the ACM was out of order and he now withdraws the offer he made. He will leave it to Frances and Erol to sort it out. Brian requested that if anyone any problems with his action regarding this subject at the ACM then he apologised and if required would resign. There was no response to this statement.</p> <p>After some discussion, it was suggested and agreed that after the meeting Frances and Erol would liaise and sort the job out between them.</p> <p>This issue is now dealt with.</p> <p><b>Subsequent to the meeting, Erol had to resign from all positions within the County due to personal reasons.</b></p>	
<p><b>XC21/015</b></p>	<p><b>Treasurer's Report</b></p> <p>Nothing to add to the report provided by Phillip. Everyone was happy to accept the report as drafted.</p> <p>There was one point which Phil wanted to comment on : disposal of a County asset. The County received £50 towards an old laptop and that laptop was no longer the responsibility of the County.</p> <p>Ian just wanted to ensure that there was no County information on the laptop. Phil confirmed that the owner of the laptop was a County person and so he had no worries. Leah confirmed that she would be clearing down the laptop. Phil commented that he should be the one to take the information off. Leah said she was happy to let him do so if he wanted to.</p> <p>Brian asked if we had a list of all County equipment and where it was. Did we have a value for each item? Leah confirmed that she knows where all the computer equipment is. Brian asked about the projectors and Leah confirmed that Phil would have that information.</p> <p>Andy stated that the Swimming Committee Secretary should know where the projectors are. Pam confirmed that an equipment list was put together and Flo may be the person who knows where it all is. Brian stated that there should be a central list of who has what and where it is.</p> <p>Leah stated that there are 4 PCs, 3 printers and she maintains them.</p> <p>The Exec agreed to let the asset go.</p>	
<p><b>XC21/016</b></p>	<p><b>Committee Reports</b></p> <p>No reports received as nothing has been happening and no committees have needed to meet.</p> <p>Gerry had sent an e-mail to the County coaches regarding what they would like to see in terms of competitions going forward. Jeanette said that she had seen the report but had not counted up the for and against votes.</p>	

<p><b>XC21/017</b></p>	<p><b>Trophy Report</b></p> <p>No report received and Erol was not present.</p>	
<p><b>XC21/018</b></p>	<p><b>Welfare</b></p> <p>Maria said she had nothing to report regarding any issues.</p>	
<p><b>XC21/019</b></p>	<p><b>Health &amp; Safety</b></p> <p>Ralph confirmed that with regard to Health &amp; Safety, Covid issues are still on-going but nothing else is happening. He confirmed that the Swim England Health &amp; Safety Forum had not met for 2 years!</p>	
<p><b>XC21/020</b></p>	<p><b>London Region</b></p> <p><u>London Board</u></p> <p>Ralph said that the London Board met the previous evening. There was very little which needed feeding back to the County. Membership and falling numbers meant that Swim England pushed the membership renewal deadline back to the end of March. As of the previous evening, nationally membership was down by 33%; London was down by 31%. In January, there was a very slow uptake on membership renewals. This did speed up in February and, due to the time extension, meant a great deal of money came in.</p> <p>Clubs were encouraged to contact London if they are struggling – both regarding money and getting pool time arranged. They must tell London as London may be able to assist.</p> <p><u>County Coach</u></p> <p>Gerry had sent an email after his resignation and said that he would be willing to say on until someone new is appointed and that he will help with the handover.</p> <p>Sofia commented that the County has previously had difficulty in finding (and keeping) a coach – after Allan, Rick then Gerry in rapid succession. It is a difficult thing to ask someone to do. If we cannot appoint one person, then she suggested that dividing the job and getting 2 or 3 people to do it might be an option. The County Coach needs to collaborate with all the coaches in the County.</p> <p>Gillian said that we need the other coaches in the County to answer questions when they are. The latest e-mail from Gerry showed that not enough coaches were responding / engaging. Brian stated that he was devastated in the lack of responses from the County coaches following the e-mail with several of the bigger clubs not responding at all.</p> <p>Ralph commented that he had tried to run a FINA update for the coaches in 2017 and only 2 coaches turned up. London has both closed and open coaches forums.</p> <p><u>Closed Forum</u> is for regional events and this will not be chaired by Allan Thornton and is made up of 12 coaches. Normally 8-10 attend the meetings. This number may be reduced to 10.</p> <p><u>Open Forum</u> is open to all coaches. Over the 3 or 4 years which he has been involved with this, coaches are only interested in their</p>	

	<p>own clubs.</p> <p>If we are unable to get a County Coach, the Swimming Committee could invite the Chair of the coaches forum and switch it around – obviously this would need to be a Middlesex coach.</p> <p>Pam made 2 comments:</p> <ol style="list-style-type: none"> <li>1 She had spoken with her coach re: the lack of attendance and response. The coach said he did not see the point as the smaller clubs did not get heard.</li> <li>2 When working with Allan, he tried various ways to get responses from coaches and found the best way was to get together before a meet.</li> </ol> <p>Sofia said that when her club coaches suggested things, they felt they were ignored. It was the same nucleus of coaches who seem to do what they want. Her club's head coach had tried to join the forum but there were lots of obstacles put in the way in order for her to actually get in.</p> <p>Ralph confirmed that Lisa (C&amp;W Head Coach) is a member of the Open Forum. The Closed Forum put that we should not have a Regionals this year, which was agreed unanimously so that clubs could run their own meets and try to raise money. However, at the Open Forum, Lisa had commented that Regionals should not be cancelled until we had heard from Swim England regarding Nationals. Ralph stated that her opinion was heard and acted upon. Regionals have not yet been cancelled and they are waiting to hear from Swim England. This should show to Sofia that coaches voices are being heard.</p> <p>Jeanette said that we should make it easier for coaches to get into the group.</p> <p>Andy said that once we are back to some semblance of normality, Swim England wants us to run 3 training days per year. We need to get the coaches engaged in this.</p>	
<b>XC21/021</b>	<p><b>AOB</b></p> <p>Ralph stated that, as things currently stand, there should be a return to swimming on 12 April for under 18s. 5 weeks after that date, over 18s can return. He cannot see anyone going against that guidance.</p> <p>Level X Meets should be able to resume once pools have re-opened.</p>	
	<p><b>There being no other business the President closed the meeting at 9.15pm</b></p>	
	<p><b>Date of Next Meeting:</b>  <b>Thursday, 13 May 2021 @ 7pm via Zoom</b>  <b>Any changes will be notified.</b></p>	

Signed \_\_\_\_\_

Date \_\_\_\_\_

President