



Middlesex County Amateur Swimming Association

(www.middlesexswimming.com)

Minutes of the Senior Executive Meeting held on 14 June 2023

Via
Zoom at 7.30pm

Item		Action
	<p>Those in attendance: - Colin Jones (President), Phillip Prentice, Pam Crofts, Leah Pullen, Jeanette Edmiston, Gillian Neal, Samantha Whitmore</p> <p>Apologies for absence:</p>	
	<p>Background</p> <p>Continuation of the CJ initiative on a catchup session at approximately the mid-way point between each full executive meeting, as before limiting the attendance to representation from the Secretarial Team, Finance Team, Senior heads of other specific committees and welfare.</p> <p>Agenda as such again would initially be limited to three questions:</p> <p>With hindsight were there any items that should have been included on the most recent full executive meeting agenda that were missed which should be noted now to be included on the next agenda?</p> <p>Any urgent business/senior executive decisions taken since the previous full meeting which needed to be minuted and/or included as part of the minutes of the next full committee meeting?</p> <p>Any actions etc to be undertaken by individuals/collectively as per most recent full executive meeting minutes which are not going to be completed before the next full executive meeting?</p> <p>Here to provide awareness so as not a complete surprise to all attendees.</p> <p>There would then be an opportunity to discuss any other current topics of interest to those present.</p>	
1	<p>Items not included on previous full executive agenda</p> <p>LP- Either the creation of a new individual Zoom account or alternatively an account which could be used as the 'County' account to remove the</p>	

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	<p>dependency on LP not only to set up meetings but be present to start the meeting/allow attendees onto it etc .</p> <p>LP to investigate what various cost options might be available</p>	
2	<p>Urgent business/officer's decisions</p> <p>(A) Agreed officer's decision to purchase a new printer for LP which together with various initial consumables supplied with it amounted to £661.</p> <p>LP- Depending on a technical review the old printer now longer required might be donated to charity.</p> <p>(B) Ongoing issues with amending bank mandates to include GN and SW as authorised signatories- Several attempts so far with HSBC but to no avail.</p> <p>SW- Adopt dual approach- revisit electronic signatory process again and in addition offload forms and bring to next full executive meeting and complete manually again on that evening and then resubmit.</p> <p>Formal minutes documenting new signatories identified historically but in case required again 'Accepted that Gillian Neal and Samantha Whitmore be added to the MCASA HSBC bank account as approved signatories.</p> <p>(C) SW currently does not have full access to all functionality associated with managing the HSBC bank account, required as part of handover process from PP.</p> <p>PP to review, amend permissions where necessary. Also begin the access process for Evelyn I , who will technically become Assistant Treasurer at the ACM in November.</p> <p>Actions from previous full executive meeting minutes</p> <p>No issues identified.</p> <p>CJ- Update on Coaching Team</p> <p>CJ- 2 conversations with AT since Executive Meeting – Still keen to be part of the coaching collective group and providing support when possible – but not keen to be the recognised 'head' /'lead' contact as such.</p> <p>If further interest in joining the coaching collective is shown agreed at times working in pairs on topics would make sense.</p> <p>No obvious lead contact would still provide an issue for JE/Marc B</p> <p>LP- Possibly GG (Enfield) might still be prepared to provide admin support</p> <p>JE- Coaches Forum- Creation of one had been talked about previously but no clear signs on any progress – if too be in place it would be prudent to have a person from Executive/Swimming Committee present at any discussions.</p> <p>Agreed by those present.</p>	

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	<p>Other Topics</p> <p>CJ-Middlesex Open Meet May</p> <p>CJ aware a more detailed review would be included as part of the next Swimming Committee meeting but as there had been concerns as we approached the gala on numbers entering, availability of officials and non-technical volunteers but in the end the gala had run successfully, acknowledging the fact that on the second weekend when required the gala had to be cut from 8 to 6 lanes.</p> <p>CJ impressions from weekend number 1 were that club representatives poolside all seem pleased how the gala had been organised and run.</p> <p>LP- Overall a healthy surplus produced – over £7K</p>	
	<p>London Region Open Water July 2</p> <p>Previous discussions on the request for a voluntary £100 donation towards the organisation of the event – number of emails between members of the Executive /London Region. No change to previous views expressed.</p> <p>PS- Part of the debate was in effect geographical, Middlesex County being the only one of the home counties which in effect resided within one Swim England region.</p> <p>Historically using the results from the event Middlesex would have created their own set of results and awarded as appropriate- Discussion on the practicalities of continuing this for on the day of the event this year /after the event. Consensus appeared to keep an open mind.</p>	
	<p>Len Babcock Disability Meet June 25</p> <p>LP- Entries now closed – summary files etc for the event now created and available.</p> <p>LP- Overall volunteer numbers, officials, non-technical volunteer’s currently way down on the number that were required.</p> <p>Request Marc B sent reminders to his club contact listings.</p> <p>Appreciated that few clubs in Middlesex would have representation at the event and so obtaining volunteers would be more challenging than normal.</p> <p>Parking arrangements at Barnet – note from LP as part of her communication to those competing clubs/Executive etc -parking machines at the venue – can pay by an App or cash/card.</p>	

Item		Action
	<p>AOB</p> <p>Next Executive meeting</p> <p>Agreed as face to face</p> <p>Perivale Community Centre Tuesday July 11 7.30PM</p> <p>Meeting Closed at 8.30pm</p> <p>Next Meeting TBC Via Zoom</p>	

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