



# Committee Meeting Minutes Sample

Date: Monday 20/01/2020

Time: 7pm-8.30pm

Venue: Irish Sport HQ, Dublin 15

**Present:** Anne Maher (chair), Patrick O’Neill (secretary), Sean Corrigan (treasurer), Andy Cosgrove (CCO), David Donnelly (head coach), Conor Logan (Clubmark officer), Mary Smith (Club kit)

**Apologies:** Adam Shortt (competitions secretary), Jon Conlon (education officer)

	Item	Action
1	<p><b>Minutes of previous meeting</b></p> <ul style="list-style-type: none"> <li>No matters arising from previous meeting</li> <li>Sean proposed and Conor seconded</li> </ul>	
2	<p><b>Correspondence:</b></p> <ul style="list-style-type: none"> <li>Patrick received correspondence from Swim Ireland with a request for assistance at Irish Open Swimming Championships. This will be circulated to club members and a response confirming the club’s involvement has been sent to Swim Ireland.</li> </ul>	
3	<p><b>Head coach’s update</b></p> <ul style="list-style-type: none"> <li>Squad movements 5 swimmers are moving from age group to senior squad over the next 2 weeks, these places will be filled with 8 swimmers moving to age group squad from development. Senior and age group squads will be full, with 15 places available in development squad. It is proposed that trials be held at end February with preference given to siblings of current members.</li> <li>Competitions 25 swimmers competed at Irish SC Nationals in December. We had 10 finalists, 3 silver and 2 bronze medallists. 20 swimmers competed at January development meet and 45 at qualifying competition. Upcoming competitions – development squad attending club gala in February, qualified swimmers competing at McCullagh International</li> <li>Away trip selection criteria Selection criteria was presented to the committee for proposed away competition in November 2020. Criteria includes, lower age limit 13 years old, must be meet event qualifying times, attendance must be 90%. Following discussion, criteria was approved, and it was agreed that selection criteria would be included in points of note.</li> </ul>	<p>David to agree date with development squad coach. Patrick to contact waiting list</p>



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4	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>Monthly statement of accounts</li> </ul> <p>Sean presented up to date statement of accounts, with €25,000 cash at bank. There are several outstanding membership fees, with €960 owing 30-60 days by three members. Sean has followed up with all concerned, in line with club payment and hardship policies.</p> <ul style="list-style-type: none"> <li>Expenditure approval</li> </ul> <p>Mary presented club kit options to all squads over the previous week and shared preferences with the club committee. Swimwear will cost €17.50, T-shirts €12.50, hoodies €24. It is proposed that committee will subsidise the cost of kit, charging €15 for swimwear, €10 for t-shirts and €20 for hoodies. Proposal approved, Mary will organise fitting and orders for each squad over the next few weeks. Total costs will be presented to committee at next meeting.</p> <p>Adam submitted pricing and proofs for gala medals from 3 suppliers. MMI was selected as supplier and it was agreed to purchase enough medals for the next 2 years. Expenditure of €2,300 was approved.</p>	<p>Mary to organise fitting and orders</p> <p>Adam to place order</p>
5	<p><b>Clubmark (standing item on each agenda):</b></p> <p>Conor provided an update on the club development plan with focus needed on the following areas:</p> <p>Succession planning – Anne is due to step down as chairperson at the next AGM. Jon has previously expressed an interest in stepping up into the role, follow up required to proceed with handover.</p> <p>Education – it is planned to host a team manager course in April, Jon has submitted a registration form to Swim Ireland and date has been confirmed as 21<sup>st</sup> April. Notice to be sent out to club members, targeting development and age squad parents. A coaching conference has been announced for September, committee have agreed to fund coaches attending, David will speak to coaches directly about attending.</p> <p>Equipment – LSP grant of €800 has been received to be put towards purchase of 2 new pace clocks. Conor will seek prices and present at next meeting</p>	<p>Anne to follow up with Jon</p> <p>Patrick will send email out to club members</p> <p>David to speak with coaches</p> <p>Conor to price pace clocks</p>
6	<p><b>Club Children’s Officer Update</b></p> <p>Andy confirmed that the child safeguarding statement and checklist has been approved and is displayed on club noticeboard and website. The club has registered for the Club Youth Awards and Andy will liaise with squad coaches on the criteria, awards will be presented at the annual awards night in June.</p>	<p>Andy will follow up with club coaches.</p>



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	<b>Item</b>	<b>Action</b>
7	<p><b>AGM Planning</b> As per club constitution the club AGM is held in May annually. Following a short discussion, it was agreed that the AGM will be held on Tuesday 12<sup>th</sup> May at 7pm. Training will be cancelled on that evening and a room will be requested in the local school. Club constitution should be reviewed for any required updates. Patrick and Mary have agreed to review and will present at the next meeting</p>	<p>Patrick will book venue Patrick and Mary to review constitution</p>
8	<p><b>AOB</b> Club Awards night date and venue needs to be set. Patrick, Andy and David will liaise over email and propose date and venue at next meeting.</p>	
9	<p><b>Points of note</b> The following items were agreed to be included in points of note issued to club members:</p> <ol style="list-style-type: none"> <li>1. Club trials</li> <li>2. Away trip selection criteria</li> <li>3. Club kit fittings and order dates</li> <li>4. Team manager course</li> <li>5. AGM date</li> </ol>	
	<p><b>Next Meeting:</b> next meeting confirmed for Monday 17<sup>th</sup> February at 7pm. Agenda items to be submitted 1 week in advance</p>	