



**Mid Sussex Marlins**

**Annual General Meeting**

**12 September 2019 at 19:45 at The Bent Arms, Lindfield**

**Minutes of Meeting**

**Attendees:**

26 voting members were present as per signing in sheet.

No non-voting members.

Minutes	Action
Les Hawkey, Chairing the meeting, opened the meeting with a welcome.	
<b>1. Apologies for Absence</b>	
<p>Apologies were received from:            Anthony Gimson            Richard and Jubby Arthur            Caroline Heeley            Leigh Marshall            Kerry Escott            Howard Stone</p> <p>Tom Forcier, acting as Secretary for the meeting, declared the meeting Quorate as per the club's rules.</p>	
<b>2. To receive and approve the Minutes of the AGM of 3 September 2018</b>	
<ul style="list-style-type: none"> <li>• Three changes were notified by Pauline Draper: two were name changes and spelling corrections and one a correction on disability achievements.</li> <li>• No further amendments to minutes were made.</li> <li>• The minutes of the 2018 AGM were duly agreed and signed.</li> </ul>	
<b>3. Matter arising from previous minutes</b>	
<ul style="list-style-type: none"> <li>• <b>Reserves and expenditure on improving the club:</b> Dan Valovin asked why the restricted reserves hadn't moved from last year and asked if any money had been spent, specifically the head coach funds. Les Hawkey confirmed that PFP have upgraded the timing systems and strobe lighting has new been set up for the timing system. He also confirmed that waterpolo hats and balls had been purchased.</li> <li>• Tom Forcier commented that these have been spent and replaced.</li> <li>• The AGM noted that perhaps more could be spent to support disability. A request form for spend ideas could be established.</li> </ul>	Board

<ul style="list-style-type: none"> <li>• <b>Volunteers:</b> Glenise Buck asked about volunteers. There had been a big campaign at start of the year asking for people to be involved, but people haven't stepped forward.</li> <li>• The AGM felt that perhaps some form of volunteering should be mandatory, but this was not pursued further.</li> <li>• General comments focused on the teaching groups and development; engaging parents then. The Club is still too transactional.</li> <li>• Glenise saw that the Club Champs are when most people are recruited. The Lifeguard qualification was another great way.</li> <li>• The Board to consider</li>   <li>• <b>Sponsorship:</b> Martin Parvin asked a question regarding sponsorship. Les responded that we did approach a few companies but there is much more to do, but without a volunteer and focal point, this becomes difficult.</li> <li>• We also need a partner that fits the club, or small events and opportunities to sponsor e.g. at the club championships or on kit.</li> <li>• Les commented that any idea would welcome.</li>   <li>• <b>Finances:</b> Martin Parvin, asked if we can we get the financial numbers earlier next year. He questioned if we are we in breach of rules as financials were not posted 14 days prior to AGM.</li> <li>• Tom Forcier noted that these should have been posted earlier but were going through external examination. He asked for a motion if the AGM was happy to continue. All agreed.</li> </ul>	Board
<p><b>4. Chair Report</b></p>	
<p>The Chair, Les Hawkey, took the AGM through the annual report:</p> <p><i>General</i></p> <ul style="list-style-type: none"> <li>• This has been a very busy year. The success and heights have been wonderful. But there have also been difficulties.</li> <li>• There have been some great individual performances and senior success. Mid Sussex Marlins are now a top club. We won every age group category at the county championships and this has not been done before. This takes effort and work from coaches and swimmers. Thank you.</li> <li>• Les noted the Squids gala, the 280+ World record and great performances at the World Masters championships.</li> <li>• He noted that Waterpolo have done extremely well.</li> <li>• Meanwhile the community side of the club continues to develop and we have many young development swimmers.</li> </ul> <p><i>Investment</i></p> <ul style="list-style-type: none"> <li>• Les commented that we have invested in the future of the club and its swimming pathway. Both competitive and community.</li> </ul>	

<ul style="list-style-type: none"> <li>• We have invested in coaches – new coaching staff and paying people properly. And also moved towards a more stable base of paid coaches.</li> <li>• Andrew has been established as the new head coach for Masters</li> <li>• Nic Piper now leads a new focus on Development.</li> <li>• The flip side is that price have increased and club members have felt this financially. We have had to ensure we have level 2 coaches at each session to meet Swim mark criteria.</li> <li>• Les Thanked everyone involved - team managers and officials, coaches, volunteers and swimmers.</li> <li>• Les said it was a pleasure to be part of team Marlins. Also thanks to the Board.</li> </ul>	
<p><b>5. To consider and approve the Accounts for the year to 31<sup>st</sup> March 2019 and to approve the proposed fee schedule for 2019/20</b></p>	
<p>Sarah Johnson (Treasurer) presented the report and accounts to y/e 31<sup>st</sup> March 2019 and the fees for 2019/20 as per copies distributed at the AGM.</p> <p>Sarah apologised for late accounts. These had been in the wrong format and had to be redone.</p> <p><i>General</i></p> <ul style="list-style-type: none"> <li>• Sarah noted that both income and costs have significantly increased. This has been from investment in coaches as described by Les above. We have more swimmers and roughly 1,000 members now.</li> <li>• Staff have been recruited: teaching groups, Masters, and Performance Coach to stabilise our delivery of swim sessions and ensure a core capacity.</li> <li>• We have also given pay rises for all coaches across the Board to make salaries competitive and ensure staff don't leave to other schools and companies just because of low pay.</li> <li>• We have also had to ensure we have level 2 coaches at each session to meet Swim mark criteria and this has been an additional cost.</li> <li>• The club has made an overall surplus of £23,000 for the year.</li> <li>• The club aims for a reserve balance of £81,000 and now reserves are £130,000 which is good. However, we are a bigger club now and will need to rework our reserves policy. We also have plans to spend this additional money on staff and IT improvement.</li> <li>• The accounts have been reviewed by Steve Braine, our independent examiner.</li> </ul> <p><i>Fees</i></p> <ul style="list-style-type: none"> <li>• The increase in fees is to pay for the staffing structure and build our compliance for SwimMark. Sarah confirmed that the Board looked at pool time and placed this on cost per line basis.</li> </ul>	

- Sarah confirmed that we will run a small deficit for this year's budget. After that will generate income from sponsorship or an open meet.
- Les confirmed we are trying to be more efficient; with more swimmers per lane and greater usage of pool time; this is being done through the Poolside Committee. The club should break even, but we need to invest now. Need right people in right places to do that. We have 1,000 members and 560 in teaching groups.
- Les also confirmed that with previous lack of coaches, we came close to cancelling sessions.

*IT*

- Mark Salway noted the costs for the new IT system. An additional £8,000 has been set aside for implementation.
- Mark also confirmed that we have chosen Swim Manger as our new system but that security for the new IT system is a key block: they are implementing two-factor authentication for us. This should be implemented in the new year and Kerry is working on this.
- A question was asked if squads are being subsidised to the detriment of other areas of the club. Les said we are very careful to assure that squad income stays above 70% of their costs, but that all major swim clubs subsidise their squads to some extent; or have sponsorship.

*Questions*

- Glenise Buck commented that we should be cutting back on pool time before holidays. Kerry is being told in advance about notification and needs for holidays. This has improved over last year.
- Martin Parvin asked about the rationale for Youth Squad increase? This is based on water time to make this fair against other squads.
- Dan Valovin noted some big increases. A robust discussion followed where the AGM were told that the Board had done a complete analysis of cost per lane per session and removed anomalies. Each pool time has a cost and each is different. We have used principle of number sessions and made the cost the same across each session as far as possible.
- Martin Parvin asked if regional and youth group can get more Long-Course training; so that everyone gets the slice of the pie. [Head coach to consider]

Head Coach

The members present voted on the three proposals:

- To adopt the accounts as presented; all agreed
- To approve the 2019/20 budget; all agreed
- To agree the presented fee increases; motion carried. 4 abstained, 1 against.

The proposals were duly approved.

<p><b>6. To elect an external examiner</b></p>	
<p>Sarah Johnson confirmed that a copy of the report was available. Steve Braine had given an unqualified sign off.</p> <p>It was proposed that Steve Braine be reappointed as the Club's external examiner. This was agreed unanimously by vote. [Steve was also happy to do this!]</p>	
<p><b>7. Constitution</b></p>	
<ul style="list-style-type: none"> <li>• The document has changed the governing body from ASA to 'Swim England'</li> </ul> <p>Unanimously passed.</p>	
<p><b>8. Section Reports</b></p>	
<p>The section reports were presented in the following order:</p> <p>Swimming Masters Teaching Groups Disability Water Polo</p> <p>Highlights were as follows - success:</p> <ul style="list-style-type: none"> <li>• <b>Swimming.</b> Steve Murphy said that we have really moved forward as a club. Want to say thank you to everyone.</li> <li>• <b>Masters:</b> Judith McKerchar noted the great appointment of Andrew Hamilton as Masters Coach. This was a significant step forward. He has worked well across all areas.</li> <li>• She noted several master's top 10 world rankings. MSM does, however, lack men and youngsters.</li> <li>• Competitive swimmers are just 12.5% of all master's swimmers. So we have great diversity and a real community spirit.</li> <li>• Our open water swimming continues to attract interested people.</li> <li>• Andrew Hamilton addressed the AGM.</li> <li>• <b>Disability:</b> Pauline Draper noted that the disability gala had been fabulous. Thanks to all.</li> <li>• David has joined us as a Level 2 coach.</li> <li>• But, no candidates for our volunteer adverts. We need volunteers.</li> <li>• <b>Water Polo:</b> Highlights have been the development of an extra one-hour pool time. Quality of session now really made a difference.</li> <li>• Liv Henderson picked to play for GB Under 19.</li> <li>• We have attracted talent from all over the area. Our concern is where do we go to find good opposition.</li> <li>• We have had a recruitment drive and now have ten new members.</li> </ul>	

<p>Questions:</p> <ul style="list-style-type: none"> <li>• <b>Promotion.</b> Martin Parvin questioned that promotions had been done with no notice; can this be right? This had been done at two days' notice and an email. This means we have failed in Wave Power and give swimmers no dignity.</li> <li>• Steve murphy (as Head Coach) held up his hands for this error and apologised to Martin. There is a process and we didn't follow it.</li> <li>• Les Hawkey comments that we need to get details out of changes at least one month before changes happen and talk to swimmers and parents in advance. Les also confirmed that welfare have worked hard to address this mistake and apologised.</li> </ul>	<p>Head Coach and PS</p>
<p><b>9. To Receive the Welfare Officer's Report</b></p>	
<ul style="list-style-type: none"> <li>• The welfare officers noted that they have dealt with some issues, but overall the club has moved forward as fewer issues in changing rooms.</li> <li>• They ran online sessions for all swimmers.</li> <li>• Please any issues – contact us!</li> </ul>	
<p><b>10. To elect Directors for 2019/20</b></p>	
<p>Tom Forcier, as Secretary, noted that two Board members were retiring but offering themselves for re-election.</p> <ul style="list-style-type: none"> <li>• Les Hawkey</li> <li>• Mark Salway</li> </ul> <p>The board members were duly elected or re-elected.</p> <ul style="list-style-type: none"> <li>• Les Hawkey (Chair)</li> <li>• Sarah Johnson(Treasurer)</li> <li>• Sarah Davison</li> <li>• Mark Salway</li> <li>• Andrew Barns</li> <li>• Tom Forcier (Secretary)</li> <li>• Leigh Marshall</li> </ul> <p>No objections were received and all appointed unanimously.</p> <p><b>Tim Fraser:</b> Les and the Board thanked Tim Fraser for his years of service to Board and noted his huge contribution to Water Polo. Thank you.</p> <p><b>New Board members</b></p> <ul style="list-style-type: none"> <li>• A new member of the Board was proposed - Howard Stone. He brings skills as both company secretary and financial management. Howard gave apologies that he couldn't attend the AGM but gave a statement saying that</li> </ul>	

<p>he had lots of experience of managing Boards and teams. He also has a connection as a parent of two swimmers</p> <ul style="list-style-type: none"> <li>• Mark Salway said that as a matter of principle (and not aimed at Howard) that there had been no observation session and no chance for the Board to meet Howard. He asked for the process of bringing on Board members to be changed. At very least we should have a resume to decide. Tom Forcier agreed. [<b>Action:</b> board to review the potential way to bring on new members]</li> <li>• Tom said that all Board members should have potted resumes displayed for re-election.</li> </ul> <p>A vote was taken on Howard Stone as new Board member: 1 person against, 3 abstained, others agreed. The vote was carried.</p>	Board
<p><b>11. To elect Club President for 2019/20</b></p>	
<p>It was proposed not to appoint a Club President. This was accepted.</p> <p>Mark Salway asked that this be re-instated in future. This was not put to a vote.</p>	
<p><b>12. To present the Morgan Trophy</b></p>	
<p>The Bernard &amp; Nanette Morgan Trophy is presented to an individual or team annually who has provided an outstanding contribution to the Club.</p> <p>This year Les awarded the trophy to Dan Valovin. He quietly gets on with managing the club behind the scenes. Just a fabulous asset. Thank you. The trophy is in recognition of his hard work.</p>	
<p><b>13. AOB</b></p>	
<ul style="list-style-type: none"> <li>• <b>Angela Curry.</b> The AGM noted Angela Curry’s incredible contribution to the club and thanked her for her years of hard work. They asked how do we handle the handover? She does a huge amount. We need succession planning and the Board were asked to consider this.</li> <li>• Les Hawkey said that with Swim Manager coming in; we need to have multiple access and therefore more people involved. Need volunteers and more people to get involved.</li> <li>• <b>John Boyden Gala:</b> Les Hawkey thanked John for his kindness and sponsorship of the gala. Also guidance over the club for many years.</li> <li>• <b>State Schools:</b> A gala with eleven teams from local community and schools had been run by MSM. Fabulous and community. This was noted.</li> <li>• <b>Marlin’s Trophy to Sussex:</b> Les Hawkey felt this was important to put in place and would take forward with the County.</li> </ul>	Board          Chair

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| <ul style="list-style-type: none"><li>• <b>Trophy cabinet:</b> Les noted the new trophy cabinet. This has had issues with tampering but will be resolved.</li><li>• <b>Vote of thanks to the Chair:</b> Mark Salway thanked Les Hawkey for his hard work as Chair. The AGM thanked Les in return.</li></ul> |  |
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**MEETING CLOSED at 21:45**