



Dingwall Amateur Swimming Club

Minutes of the Annual General Meeting held virtually via Zoom on Monday 12th October 2020

Attendees: Andrew Clark (Head Coach), Nicola Mitchell (Chair Person), Stephanie Innes (Treasurer), Jordan MacDonald (Assistant Head Coach), Carlan Connon (Secretary), Rhona Morrison (Membership Secretary), Gordon Lyall (Management Committee), Rhona Fraser (parent), Julie Duff (Events Co-ordinator), Claire MacGruer (parent)

Apologies: Rachel Thomson (coach), Nicole Macleod (coach), Melissa MacLennan (parent), Paula Barlow (parent), Sara Simpson (parent), Vicky Moffatt (parent), Lesley Mackenzie (parent), Irene Macdonald(parent), Simon Cook (parent), Gina Cook (parent)

Item	Discussion	Action
1	Nicola and Andrew welcomed everyone to the meeting in these extraordinary circumstances.	
2	Apologies were received and noted above. Please notify a Committee member or Andrew if your name has been missed from the Apologies or Attendee list.	
3	Approval of Minutes from Previous AGM and Matters Arising The minutes of the 2019 AGM were approved – no matters arising due to covid.	
4	Chair Persons Report Nicola read her report to the attendees - full transcript can be found at the end of the minutes.	
5	Head Coaches Report Andrew read his report to the attendees – full transcript can be found at the end of the minutes. Andrew expressed his thanks for the continued support and dedication of the swimmers, parents and Committee throughout the Clubs most challenging period in his many years at DASC. Andrew thanked Kirsty Johnston and Brandon Fenwick for their time as Club Captains despite the challenges of pool closure in Dingwall for repairs and the subsequent restrictions due to covid. Both were an asset to the club over lockdown. Andrew congratulated Beth Mackay & Grace Ewing on becoming Club Captains for 2020/21 which will be a critical recovery period for the Club.	

6	<p>Treasurers Report</p> <p>Steph read her report to the attendees – full transcript can be found at the end of the minutes.</p> <p>Steph confirmed that the previous years accounts need to be audited and submitted for review.</p> <p>Steph noted that in order for her to reconcile the payment fees received to bank account, it is very much appreciated if parents can use the same payment reference each time as this assists with the reconciliation of each swimmers individual accounts.</p> <p>Steph advised that the response to the Co-Op funding application should be received soon and the outcome will be passed to the Committee in due course.</p>	
7	<p>Election of Management Committee Members</p> <p>All current office bearers confirmed that they would be happy to be stand for re-election:</p> <ul style="list-style-type: none"> • Chair: Nicola Mitchell – proposed by Andrew, seconded by Rhona M • Treasurer: Steph Innes – proposed by Nicola, seconded by Rhona F • Secretary: Carlan Connon – proposed by Nicola, seconded by Steph • Membership Secretary: Rhona Morrison – proposed by Andrew, seconded by Nicola • Events Co-ordinator: Julie Duff – proposed by Andrew, seconded by Steph 	
8	<p>Other Relevant Business</p> <p><u>Well-Being & Child Protection Officer</u></p> <p>Andrew confirmed that Fiona Richardson had expressed her wishes to stand down from the role prior to covid but has kindly continued throughout the pandemic. Andrew noted the Clubs thanks for her continued support.</p> <p>The role of CPO is absolutely essential – the Club simply cannot exist without it.</p> <p>If you would like to support the Club in this recovery period and beyond by taking on this role, please contact Andrew direct to discuss.</p> <p><u>Alness Swimming Pool</u></p> <p>Andrew noted that with the current restrictions, Dingwall Pool is tied to High Life Highland which has commitments to both clubs and the public in terms of providing pool time with reduced hours/increased cleaning regimes.</p> <p>The option to explore additional pool time in the new facility within Alness Academy remains on the table. Andrew is reaching out to the Facilities Manager and hopes to have a tour in the coming weeks. He will provide feedback to the committee at a later date with any feasible options for the Club.</p>	

	<p><u>Virtual Meetings</u></p> <p>Rhona Fraser passed her thanks to the Committee for their continued efforts during the pandemic and lockdown. She noted that due to other commitments, some parents who may wish to attend future “in person” meetings but do not have the capacity would welcome the option to have future meetings streamed or hosted virtually. Andrew agreed that recent months have taught us all that we have to work differently now and this should be explored going forward.</p>	
	<p>Date and Time of Next Meeting</p> <p>To be confirmed</p>	

Head Coaches Report AGM – 12th October 2020

Good evening and welcome to everyone joining us for our first (and hopefully our last) AGM hosted via Zoom.

I want to start by thanking all our members, parents, and the Committee for their continued support over these challenging and uncertain times. A special mention to our swimmers who have kept themselves motivated and upbeat and never once lost sight of their goals and aspirations. To our Chair Nicola, and Assistant Head Coach Jordan, I want to thank you both for your invaluable assistance, hard work and commitment both as colleagues and dear friends. Without you both, I do not know where this Club, or I, would be. Thank you.

I would also like to thank Kirsty Johnston and Brandon Fenwick for all that they have done in their time as Club Captains. While their time as Club Captains did not go how we had all planned they were an asset over lockdown and have shown remarkable leadership. I would also like to congratulate our newest Club Captains, Beth MacKay and Grace Ewing, who were elected to lead us through 2020-21, our recovery phase and beyond. Both Beth and Grace were no brainers for the Coaching Staff to nominate and will play a crucial role as we move forward into what is easily the most critical period in our Club's history. Beth and Grace are both fantastic role models for the Club and are shining examples of what it means to be a member of Dingwall ASC.

I think it is safe to assume that we all thought that 2020 would be *our* year after the difficult six-month pool closure of Dingwall Leisure Centre. I remember calling Jordan on Hogmanay and talking about our plans for the year ahead, completely oblivious of what was to come. However, it has not been all doom and gloom, despite not training for 6 months I was blown away by the sheer tenacity and commitment of all our swimmers who took part in several challenges over lockdown. We hosted Zoom Quizzes (I know we are all sick of them now!) and we had regular Squad meetings to check in and continue to keep spirits high and most importantly we looked out for each other.

We are now entering a crucial phase in our Club's history as we begin our recovery phase in the 'new normal' and beyond. I do not know what the future has in store for us, and I do not know when our training season will officially begin for 2020-21 but I do know one thing for certain; our swimmers will continue to be upbeat, positive, and motivated, working towards their goals and never losing sight of who they are. However, in order for our Club to recover from lockdown and COVID-19 we have reached a critical point. Our recovery and the Club's future rest in the hands of volunteers and parents.

I am extremely thankful to all parents that have helped out in the past and to those that are serving on our Committee at present, however in order for us to prosper and take steps to ensure our future it is of paramount importance that we all band together and unite behind this Club with as many parents volunteering to support as possible. Our Club needs you.

Finally, it has been the most profound honour of my life to be Head Coach of this Club for 7 years now and I may be biased, but I see nothing but remarkable things for this Club and its members in the future. I am continually inspired and uplifted by the immeasurable talents and commitment of all our athletes. We may not have had the best 12 months lately, but no matter what is thrown at us we will remain upbeat, we will stick together, and we will move forward, together, as one.

Chair Persons Report AGM – 12th October 2020

Evening and welcome to our AGM for 2020, thank you all for taking time out and joining us on what's now the new normal Zoom meeting.

So, where do I start!! This will probably go down in history as one of the shortest AGM's ever as there isn't really that much to talk about due to a certain pandemic that I am sure we are all sick of hearing about and are probably all hoping and praying will go away soon.

Anyway, here we go. I'd like to begin by saying a massive thank you to all the coaches for their hard work and commitment to the club. The biggest THANK YOU must go out to Andrew Clark our Head Coach. I honestly do not know how he does what he does sometimes and I for one don't think that there would still be a swimming club going if it wasn't for all his efforts this year. He has been working his socks off behind the scenes not only with the regular Zoom meetings and activities for the kids but also dotting the I's and crossing the T's to get all the correct protocols in place for our return to pool. There has been lots of obstacles put in our way but somehow, he has managed to get us over them all and for that I think we are all truly grateful for.

I know this has been a particular hard year for us all, but I am so happy to see that the majority of our swimmers have returned to training and back doing what they love to do, SWIM. We may only have half the pool time that we would like but hopefully in the not so distance future there will be light at the end of this tunnel and we will get back to some sort of normality.

Treasurers Report

AGM - 12th October 2020

1. Previous Financial Year

The previous financial year runs from 1st July 2019 to 30th June 2020. The accounts from this period still require independent audit. There are currently some outstanding items due to cross over and these are being worked on to allow the full accounting year to be submitted for review.

I have also investigated the possibility of using the audit reviewer used in previous financial years and am waiting to hear if this arrangement can continue or a new individual will have to be found to do this.

2. Current Financial Year

The current financial year runs from 1st July 2020 to 30th June 2021.

Crossing over financial years was the impact of the Covid-19 pandemic. UK lockdown came into force on 23rd March 2020. It was agreed by the committee to inform swimmers parents that fees from April onwards should be cancelled due to the inability to provide pool time.

During this time some parents have continued to pay their fees and this has helped us as a club continue to pay coaches. It is to be noted how much the club appreciated these payments being made by these parents who were able.

After much preparation by the coaches, reduced swimming sessions commenced on 7th September 2020. As the pool time was reduced to 45 minutes and the number of swimmer per session being capped, it was agreed that the fees for all swimmers should be £12 per month, unless coming every second week when the fees would be £6 per month.

Due to the ever changing circumstances brought by Covid, forecasts are being constantly prepared and updated to ensure the future economic sustainability of the club.

3. Overview of accounts as at 12th October 2020:

<u>DASC - Accounts 20/21</u>												
Month	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
Opening Balance	4,140.39	3,968.22	3,814.22	4,195.22	4,698.22	4,698.22	4,698.22	4,698.22	4,698.22	4,698.22	4,698.22	4,698.22
Income for month	261.00	236.00	771.00	503.00								
Payments for month	-433.17	-390.00	-390.00									
Closing Balance	3,968.22	3,814.22	4,195.22	4,698.22								
Bank Statement Balance	3,968.22	3,814.22	4,195.22									
Check	0.00	0.00	0.00	4,698.22	4,698.22	4,698.22	4,698.22	4,698.22	4,698.22	4,698.22	4,698.22	4,698.22
Closing Balance - as at 12 October	4,698.22											
<u>Pending Payments</u>												
Timekeepers course (Chq)	-25.00											
Pool time - Alness - Various misse	-424.00											
Pool time - Dingwall - September	-381.12											
Pool time - Dingwall - October	-381.12											
Coach Wages - October	-390.00											
Zoom Invoices	-28.78											
	<u>3,068.20</u>											

4. Forecast

A forecast has been drafted to show if the current session's timings continued with the current fees the club could sustain this (see appendix 1). However going forward if the pool time was to increase, the fees per month would have to be revisited as the club would start to run out of funds (see appendix 2). Depending on the additional pool time that we could receive, these forecasts would need to be updated and decisions based upon these.

Stephanie Innes
12th October 2020

Appendix 1

51 swimmers x £12 per month & 18 swimmers x £6 per month 3 sessions per week £12 per month	Oct-20 (4 weeks)	Nov-20 (5 weeks)	Dec-20 (4 weeks)	Jan-21 (4 weeks)	Feb-21 (4 weeks)	Mar-21 (5 weeks)	Apr-21 (4 weeks)	May-21 (5 weeks)	Jun-21 (4 weeks)	Jul-21 (4 weeks)	Aug-21 (5 weeks)	Sep-21 (4 weeks)	Oct-21 (4 weeks)	Nov-21 (5 weeks)	Dec-21 (4 weeks)
Beginning Balance	3,365.10	3,285.20	3,138.80	3,087.68	2,941.28	2,890.16	2,743.76	2,692.64	2,546.24	2,495.12	2,444.00	2,297.60	2,246.48	2,195.36	2,048.96
Income															
Swimmer Fee's	720.00	720.00	720.00	720.00	720.00	720.00	720.00	720.00	720.00	720.00	720.00	720.00	720.00	720.00	720.00
Expenditure															
Coaches Wages	-390.00	-390.00	-390.00	-390.00	-390.00	-390.00	-390.00	-390.00	-390.00	-390.00	-390.00	-390.00	-390.00	-390.00	-390.00
Swimming Pool Time	-381.12	-476.40	-381.12	-476.40	-381.12	-476.40	-381.12	-476.40	-381.12	-381.12	-476.40	-381.12	-381.12	-476.40	-381.12
Zoom Invoices	-28.78														
Closing Balance	3,285.20	3,138.80	3,087.68	2,941.28	2,890.16	2,743.76	2,692.64	2,546.24	2,495.12	2,444.00	2,297.60	2,246.48	2,195.36	2,048.96	1,997.84

Appendix 2

51 swimmers x £12 per month & 18 swimmers x £6 per month 3 x 45 minute sessions until end of October 6 x 45 minute sessions from November onwards £12 per month	Oct-20 (4 weeks)	Nov-20 (5 weeks)	Dec-20 (4 weeks)	Jan-21 (4 weeks)	Feb-21 (4 weeks)	Mar-21 (5 weeks)	Apr-21 (4 weeks)	May-21 (5 weeks)	Jun-21 (4 weeks)	Jul-21 (4 weeks)	Aug-21 (5 weeks)	Sep-21 (4 weeks)	Oct-21 (4 weeks)	Nov-21 (5 weeks)	Dec-21 (4 weeks)
Beginning Balance	3,365.10	3,285.20	2,662.40	2,230.16	1,797.92	1,365.68	742.88	310.64	-312.16	-744.40	-1,176.64	-1,799.44	-2,231.68	-2,663.92	-3,285.72
Income															
Swimmer Fee's	720.00	720.00	720.00	720.00	720.00	720.00	720.00	720.00	720.00	720.00	720.00	720.00	720.00	720.00	720.00
Expenditure															
Coaches Wages	-390.00	-390.00	-390.00	-390.00	-390.00	-390.00	-390.00	-390.00	-390.00	-390.00	-390.00	-390.00	-390.00	-390.00	-390.00
Swimming Pool Time	-381.12	-952.80	-762.24	-762.24	-762.24	-952.80	-762.24	-952.80	-762.24	-762.24	-952.80	-762.24	-762.24	-952.80	-762.24
Zoom Invoices	-28.78														
Closing Balance	3,285.20	2,662.40	2,230.16	1,797.92	1,365.68	742.88	310.64	-312.16	-744.40	-1,176.64	-1,799.44	-2,231.68	-2,663.92	-3,286.72	-3,718.96

- Forecast beginning balance is taken from September's ending balance minus the following outstanding payments due to be made:
- Timekeepers course £25.00
- Pool time not invoiced by Alness pool before lockdown £424.00
- Pool time yet to be invoiced by Dingwall for September £381.12