



Committee Meeting October 2025

Date: Monday 6th Oct 2025

Time: 8:00 PM

Location: via Google Meet

Committee Members:

Present: Cath Bishop, Ed Phillips, Jim Cotter, Joel Evans, Julie Lyons, Lorna Loretto, Magda, Al-Nugaidi, Mike Parsons, Richard.

Apologies: Ruth Nylor, David Wells, Alex Kennett, Mel Shelton.

Meeting Minutes:

1. Welfare (Julie)

- Nothing to report.

Actions: None.

2. Finance (Mike in David's absence)

- Financial report available on the system.
- Management accounts showing positive progress.
- Clarify timeframes for latest accounts.

Actions:

- David to confirm timeline for final accounts.
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3. Second Site (Ed)

- Four possible sites still under review/discussion
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4. Health & Safety (Jim)

- New circulation pattern to be distributed to all members.
- Reminder to take care of equipment.
- Issue with singles going out without high-vis gear (includes juniors, some seniors, and coaches).
- Induction meeting scheduled for **Friday 17 October** (Lorna, Ed, Mike, Jim).
- Discussion: establish a formal channel for member feedback (to reduce direct complaints to Jim).
- Junior parents discussion: appropriate high-vis clothing; review kit catalogue and remove non-compliant items.
- No safety pins to be used on life jackets.

Actions:

- Jim to send new circulation pattern to all members.
 - Lorna, Ed, Mike, Jim to meet 17 Oct for induction planning.
 - Mike & Joel to propose a formal member feedback process.
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5. Governance (Mike)

- Review Mike's document outlining roles and responsibilities; discuss at next committee meeting.
- Advertise vacant roles in next *Splash* issue and at the club.
- Make volunteer features a regular *Splash* item.
- Discussion: minimum volunteering hours per member; possible link to membership discounts; tracking system needed.

Actions:

- All committee members to review Mike's governance document before next meeting.
 - Mike to arrange for role ads in *Splash* and at the club.
 - Joel & Mike to explore volunteer hour tracking and incentive options.
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6. Mid-Term Plan (Mike)

- Member survey draft to be reviewed by **13 October**.
- Surveys (adult & junior) to launch by end of October.
- Fundraising: Joel to engage key individuals in the next month.

Actions:

- Committee to review survey draft by 13 Oct.
 - Joel to initiate fundraising conversations within a month.
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7. Recognition

- Acknowledgement and thanks to **Jim** for his contribution to Health & Safety and club operations.
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Our Values

1. **Respect & Inclusion:** We treat every person with kindness, fairness and empathy.
2. **Open & Honest Communication:** We listen first and speak with honesty and care.
3. **Accountability & Integrity:** We take ownership of our actions and model the behaviour we expect.
4. **Collaboration with Purpose:** We work together strategically, positively, and with shared intent.