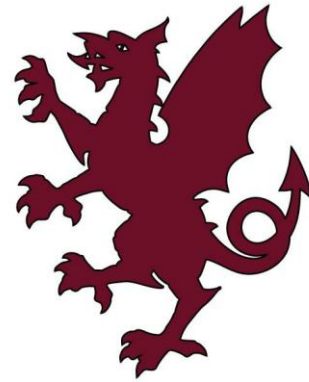


Somerset ASA

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SOMERSET ASA

Meeting Minutes

Meeting: 90th Management Committee Meeting **Date:** 23rd February 2026 **Location:** Virtual (Zoom)

Attendees

- **Present:** Kelly (Chair), Mike (Treasurer), Isabel, Kay, Karen, Paul, Chris Metcalf, Rachel, Daisy (via chat).
- **Apologies:** Pat, Steve, Laura, Amanda.
- **Not Present:** Neil Chambers, Brad.

1. Welcome and Apologies

- Kelly welcomed everyone to the 90th meeting and noted the apologies.

2. Minutes of the Last Meeting & Matters Arising

- **Corrections:** Neil Chambers marked as not attending. The Masters meet date in section 9.1.2 amended to Sunday, June 7th.
- **Approval:** The minutes were proposed by Mike and seconded by Isabel.

3. Matters arising from minutes not on the agenda

Constitution Changes (Election of Officers)

- A contradiction was noted between clauses 7.4 and 7.5 regarding the length of terms for elected officials.
- **Decision:** Executive officers (Chair, Secretary, Treasurer) will serve four-year terms, with a maximum limit of eight consecutive years. All other committee members will be elected on an annual basis.
- **Action:** Clauses 7.4 and 7.5 will be amended and swapped. Mike proposed the change, seconded by Paul. This will be put forward for approval at the upcoming AGM.

4. Correspondence

- **None received.**

5. Financial Update

- **Current Standing:** The committee is in a strong financial position, projecting an underspend of £5,000 - £6,000 for the year.
- **Millfield Pool Costs:** Rental costs have increased significantly (roughly 42%). Base day rates have risen, and new "meet supplements" and steward charges have been introduced by Millfield Enterprises.
- **Booking Constraints:** The daily booking allowance has been reduced from 12 hours to 10 hours. Any overruns will incur a £250/hour penalty.
- **Action:** Mike to contact the Region to compare Millfield booking rates.
- **Action:** Kelly to review and adjust warm-up times and session schedules to fit the new 10-hour limit.
- **Action:** A proposal to increase race entry fees by approximately 75p will be considered to offset the new pool costs.

6. AGM Planning

- **Date & Location:** Tentatively set for Sunday, May 17th in the afternoon, likely in Keynsham.
- **Notice Periods:** Papers must be published 28 days prior (mid-April). Nominations are required 21 days prior.
- **Data Protection:** Taunton Prep requested a data policy. Mike agreed to draft a formal Data Protection Policy detailing document retention guidelines.

- **Vacancies & Nominations:**
 - **Action:** Kelly to email clubs requesting nominations for President-Elect.
 - Vacant roles to be advertised: Masters Representative (Paul covering temporarily), Open Water Representative, Press/Information Officer, and Swimming Team Manager (Kelly has confirmed she cannot take this role this year).
 - **Action:** Pat to be approached regarding the regional Swimming Committee representative role.

7. Sub-Committee Updates

- **Masters (Paul):** Strong representation at the Royal Navy meet, with Cheddar and Wincanton fielding relay teams. Upcoming dates: Gloucester Open (April 12), Tiger Sharks (April 18), Joint Glos/Somerset Meet (June 7), Nationals in Aberdeen (June 12-14).
- **Officials (Paul/Chris):** Currently 15 referees (13 active), 22 starters, 31 Judge 2s, and roughly 82 Judge 1s. World Aquatics rules have been updated, with a major referee briefing set for March 19th. Chris and Paul will serve as assistant technical directors at the regional championships.
- **Para-Swimming (Kay):** Four Somerset swimmers competed at the Aquatics GB Winter Para Nationals in Swansea, achieving great PBs and final placements.
 - **Action:** Kelly and Izzy to explore ways to make medal presentations at Millfield more inclusive and accessible for para-swimmers.
- **Swimming (Kelly):** The County Championships were highly successful. 60 feedback forms have been received and will be reviewed at a dedicated swimming committee meeting in March. Medals and trophy presentations were highlighted as a positive addition.

9. County Development Programme - CDP (Isabel/Rachel):

- Term 1 received highly positive feedback from 93 swimmers. There remains a chronic shortage of male Team Managers. For Term 3, two paid assistant coach positions are being created for young volunteers. Video analysis was trialled over the weekend with great success.

10. Development Plan

- Take-up on club bursaries and small item grants remains low, contributing to the annual budget underspend.
- **Action:** Increase social media outreach (via Daisy) to highlight successful grant applications (e.g., lane ropes, fins) to encourage other clubs to apply.
- **Action:** Re-establish the Development Panel to review incoming claims.

12. Calendar & Dates

- Kelly is consolidating all committee and event dates into a single master document to be hosted on the website.
- Future committee meetings will be scheduled for the second Monday following the end of each quarter.
- **Event Clashes:** The John Bolton meet and the 100 IM/Relay day currently clash with the Arena League and Bristol North meet.
- **Action:** Kelly to review and adjust these dates (potentially moving the Relay Day to early October).
- The Regional AGM is scheduled for Sunday, April 19th at 10:30 AM.

13. Any Other Business (AOB)

- **Artistic Swimming:** Taunton is temporarily without a coach, but there is still active artistic swimming in the north of the county.
- **Operational Risk & Succession Planning:** Isabel raised concerns about the lack of backup for critical roles (e.g., Kelly's championship management, Mike's financial duties).
 - **Action:** Succession planning and operational redundancy to be a dedicated agenda item at the next meeting.
- **Membership Returns:** Kelly is currently processing the Swim England membership returns, due at the end of February.
- **Meeting Structure:** Kelly and Mike will implement "themed" agendas for future meetings to ensure all key seasonal topics are covered throughout the year without repetition.

14. Date of Next Meeting Monday, April 13th at 7:00 PM via Zoom.