

Minutes 11th January 2026

Attendees: FM, LS, RF, LS, FS, MLR, MN, SH, DS, MM, MI DW

Apologies: VM, LSt, KS, IL

Outstanding Actions:

- Role profile amendments - reminder to review role profiles and submit any changes to FM. The secretary, members' secretary, meet secretary, gala convenor and Technical official coordinator have been amended and uploaded to the website.
- Photos for website - ongoing. Will arrange following AGM with new committee
- New coaches advert has been posted on Scottish Swimming website
- There are still some outstanding code of conduct forms
- Coached code of conduct forms - LM has completed. Other coaches outstanding
- Bounce Bingo - Artwork will be produced so tickets can be set up. AR will help organise as part of YVP. Prizes etc will be arranged after presentation dance
- Executive committee funds discussion will take place after AGM

Standing Agenda Items

- **Dates for the Diary**

None of note

- **Aquamark**

Aquamark 2 accreditation in progress

- **Junior Committee**

The first junior committee took place in December and the next will be held in February. Good feedback from swimmers. Plan to hold it every 2 months. Looking for volunteers to help.

Tasks will include working on club of the year entry

- **Club of the Year**

Nothing of note

Discussion Points:

- **Presentation Dance**

final arrangements made. Around 150 tickets sold. Some sundries and food to be ordered but all in hand

- **Overdue payments**

MM has been sent a list of overdue payments to KS. Discussion around preventing swimmers from entering further meets if balance has been outstanding for >2months.

ACTION: DS will contact individuals regarding outstanding payments.

ACTION: MM and DW to check functionality of App to see if reminders can be sent automatically

- **Bank**

Signatories on bank accounts to be changed to new treasurers. The committee has agreed to mandate this request and authorise the current signatories to arrange this. New signatories will be Donald Shanks and Susan Gibson

ACTION: Change bank signatories (KS, FM, DS)

- **Membership Fees**

Proposal to increase annual membership fee from September. Currently £30 pa

ACTION: Communicate increase of fees to parents/guardians

AGM

Reminder that AGMS will take place on 1st Feb 2026.

ACTION: Book room, send reminder create agenda and circulate (FM)

Handovers

ACTION: FM to arrange handover with new secretary

ACTION: KS to arrange handover with new treasurer

Committee Updates and AOB

Treasurer

The invoice for the pool for the gala in November arrived between Xmas and NY and has been paid. Normally this is the last payment for a gala however some clubs haven't paid - it was the first time we've invoiced after the event and more clubs than normal are paying late - need chased.

Up to the start of January the gala made the club £5000, (not taking into account cost of medals or coaches) expected to increase when clubs pay.

To change the signatories at the bank a set of minutes from a meeting giving authority to the mandate request and authorising the Authorised Signatories is required (as above).

Payments received and made up to the start of January for the presentation dance show a small profit, with the balance for the hall, photo booth and the cost of the food still to be paid.

Ticket sales will increase now as we get nearer to the event which will help.

Cash required on the night needs to be ordered in advance with a list of what's required i.e notes, pound coins etc.

Head Coach

LM has requested updated medical forms for the swimmers and for any changes to be communicated to coaches and also obtain permission to allow swimmers to take paracetamol if necessary. Could parents also add medical info onto the app.

ACTION: Arrange updated medical forms and for medical info to go on the App (DW)

Entries secretary

Many issues reported following the last gala regarding SMB - broken score board, microphone not working, start machine not charged, broke lane rope, broken pads and start button left overnight in a pool of water.

Club inflatables disposed of by SMB staff

ACTION: MLR will contact SMB about the issues

Next gala will be 27th Feb to 1st March

Lanzarote

Activities to be arranged -pickleball/badminton. Kayaking will be spilt into 2 groups and require to pay for an instructor for each group. The committee agreed to this.

Leeds

Code of conduct will be required and LM will distribute the room list.

ACTION: LM to contact MacPhails for bus

Swim Shop

Arena have changed their bags - will order one to check quality. Leeds T-shirts to be ordered.

Bounce Bingo

Company will provide artwork in early January and FM will set up online ticketing and start sharing event

- Next Meeting and AGM 2nd Feb 2026