



## **ANNUAL GENERAL MEETING**

**Thursday 21 October 2021, 7.00pm**

**GP Room, Bo'ness Recreation Centre**

### **MINUTES**

#### **Present:**

Rachel McCavish, Graeme Davidson, Udi Tiran, Rachel Bremner, Mark Beetham,  
Alisdair Black, Paul Sexton, Fiona Aitken, Stacey Harrison, Natalie Burke, Susan Grant,  
Valentina Lawless, Don Hamilton, Hazel Hamilton.

#### **1. President's Remarks**

Rachel McCavish introduced herself as the current president of the club. Also here are Club Secretary - Hazel Hamilton, Treasurer – Paul Sexton, Membership Secretary – Rachel Bremner, Our committee members also include Competition and Meet Manager – Ally Black, Communications Manager – Udi Tiran, Child Welfare Officer – Stuart Thompson, STO Manager – Valentina Lawless, Covid Lead – Ashleigh Ferrario, Club Shop Manager – Gillian Strachan, Head Coach – Graeme Davidson, and Improvers Coach – Susan Grant. Our Young Leaders – Jonathan Tiran and William Lawless also sit on the committee.

The President extended a huge thank you to everyone in the club for their continued support and hard work in what has been a very interesting and challenging year and a half under the Covid-19 pandemic. She said we are lucky to have such a supportive and involved club membership and this was clear when we needed extra support and volunteers to meet the Covid Operating Rules and Guidelines. She advised that she was looking forward to continuing working with you all going forward in what we hope will be more normal times.

She advised that with that in mind, she would like to encourage all parents and carers to consider supporting the club either in a committee role or on poolside, advising that the club is run by volunteers, and it is vital for the continuing survival of the club to have this support from the membership. She said many of the Committee members have older swimmers in the club and it would be fantastic if we could see more members

from the parents and carers of our younger swimmers. This gives you more of a say in how the club is run and ensures the longevity of Bo'ness ASC.

The President said 2020/21 has been an extraordinary year and half. The difficulties faced by everyone have been a challenge and all sports clubs have felt the effect of Covid-19. Although training opportunities have been difficult to arrange due to venue availability, restrictions, and costs, and there have been no competitions, our swimmers have maintained momentum and continued to train well and progress. By all accounts they have also managed to have fun and enjoy the sessions. More recently there has been the Festival of Swimming and Open Water events which has allowed some of our swimmers to get back to competitions with great success.

Our coaching team led by Graeme have done a superb job keeping the swimmers engaged during lockdown and once we had returned to the pool making sessions enjoyable as well as good learning environments. We have lost a couple of coaches due to their other commitments, but we wish them well and hope that they might at some point return. Training of poolside helpers has taken place and we should soon see more of these helpers at our training sessions assisting the coaches.

We look forward to an exciting year ahead where we can return to a more normal way of life. We can start planning for more training courses for coaching, timekeeping and other technical roles and progressing with opportunities for our older swimmers to benefit from the courses that Scottish Swimming and FCT offer for development inside and outside of the pool.

## **2. Welcome**

The President welcomed all parents, coaches and members of the committee and thanks them all for attending the 2021 AGM for Bo'ness Swim Club. The President noted that the constitution required an annual AGM, and encouraged all attendees to contribute to the meeting and to support the committee. The President confirmed that the quorum had been reached and that the meeting could go ahead.

## **3. Apologies for Absence**

Ashleigh Ferrario, Stuart Thomson, Hazel Glen, Gillian Strachan, Jonathan Tiran, William Lawless, Mandy O'Donnell.

## **4. Approval of Minutes from Previous AGM and Matters Arising**

The minutes from the previous meeting in 2019 were approved.

## **5. Secretary Report**

Hazel Hamilton said she would like to reiterate Rachel's comments and thank everyone for coming along to our first face to face meeting since February 2020. She said, that our AGM could not go ahead in person in 2020 due to the Covid-19 pandemic, and we reluctantly decided against a Zoom AGM due to the constitutional issues that could have arisen, so it was great to see everyone here tonight.

She said, like Rachel, she would also like to thank all the Coaches and the Committee for their hard work during the pandemic, and for taking the time to attend all our Committee Zoom Call Meetings. She also extended special thanks to the

Coaches for working around the many timetable changes and keeping our swimmers swimming.

She advised that she particularly had to mention Rachel McCavish and Graeme Davidson for their commitment and dedication to the Club over the past 18 months, saying that even during the lockdowns, when it might have appeared there was nothing happening, these two were on a never ending succession of Zoom call meetings to enable the Club to keep our swimmers updated, safe, compliant and engaged. At the same time they were relentlessly trying to secure pool time, which became almost a full time job for them!

Hazel advised that one of the positive that has come out of all their engagement on aquatic forums is we now meet regularly with not only the other Swim Clubs in Falkirk Region, but also with the Synchro and Water Polo Clubs too, which can only benefit our Club.

Finally, she said that whilst Land Training Lets have been put on hold for the moment, until we have coaching cover available, she was really pleased to confirm that we now have all our pool bookings back in place. It took 18 months, but we are finally back to our old swim timetable!

## **6. Head Coach Report**

Graeme Davidson, Head Coach advised "It feels bizarre to stand here and say this is my second year as head coach. Looking over Shannon's report from the last AGM it was funny to read about the clubs successes at SNAGS and to think in the last twelve months we have had 5 swimmers compete in a single competition and I haven't been fired!

It has been a rough last year and a half. The return to water after the initial lockdown was very rough, what with all the travel and early mornings. Then to have the club split between different tiers restricting who could and where we could swim. And then if that was bad enough we went into our 4th lockdown completely stopping swimming for another 4 months.

It would be fair to say the only way we have survived as a club and engaged our members has been to shift our focus. Shift it away from competitions and towards a more social environment. A month in to our initial lockdown I was reading about other clubs having social calls over Zoom and decided that was exactly what we should be doing. The land training and swim focused activities weren't getting much engagement but our first Zoom call seemed to draw in half the club. These calls continued for a whole year nearly uninterrupted, although the number participants might have shrunk the experiences that were shared were pretty memorable, karaoke, telling jokes, me making pancakes with help from Amy, Amy tell us she was pregnant and then getting to see her baby, a wee boy named Shaw. We played Kahoot, Skribblo, had treasure hunts and just chatted. These chat kept us in touch with the swimmers and made the return to water that much easier.

But back to the usual content of this report, we in the last year have had one swimmer progress to FIRST and currently have 4 swimmers trailing with FIRST. In the summer we took part in the Festival of Swimming at Tollcross, this gave us an idea of what competitions are going to be for near future. Although the numbers have shrunk in our top squads most of these swimmers have remained within the club in our non-competitive squad, something other clubs haven't been able to achieve.

Myself and the other coaches are still making moves throughout the club and creating the next generation of swimmers, one of us has made a whole new swimmer. We have had 2 sessions at the 50m pool at Stirling and have another 2 booked before December. In the lead up to our Club Championships we plan to run time trials and introduce some of our newer swimmers to what the competitive side of swimming looks like, they have only been here for 1.5 years. Several of our swimmers are going on a teacher training course which will help bolster the number of coaches and improve the quality of coaching in the club. I think finally the future is looking a lot more clear and a lot more certain and we can begin to shift our Outlook to be more competitive but keeping the social aspects that have kept us together during lockdown.

Finally I want to thank Kevin, Caroline, Susan and Amy for coaching at mad hours and all over the place in the last 2 years. Ashleigh Ferrario our Covid Lead for keeping us safe and compliant. Rachel and the rest of the committee for putting up with me. And the swimmers themselves for engaging and sharing with me over the last year.”

## **7. Financial Report**

Paul Sexton, Treasurer, advised his report covers the account years ending January 2020 and January 2021. It will also give a summary of the financial position thus far in Year ending January 2022, as the impact of the COVID lockdown to the club is quite marked from a financial perspective.

Paul advised that the Treasurer role was passed from Laura Arbuckle to himself in March 2020. The club has two bank accounts. The main club account and the competition account. The competition account is held purely for the purposes of managing income and expenditure associated with swimmers attending galas. All other income and expenditure goes through the main club account. The swimshop also operates a paypal/sumup account allowing for purchases to be completed via credit or debit cards.

Signatories for the main account were updated in January 2021 as Paul Sexton, Rachel Bremner and Rachel McCavish. Signatories for the competition account are in the process of being updated, but at present Jacqueline Smith is still the main account holder.

### Summary of Year ending 2020.

The accounts were handed over to Paul Sexton from Laura Arbuckle for completion. Statements from the competition account were provided by Jacqueline Smith. The income and expenditure summary is appended to this report. The accounts were independently reviewed and approved by Karen Beetham.

Income (excluding gala entries), was broadly stable for the year at £52,941. This includes monthly fees, annual subscriptions, income from events. This was slightly down from the 2019 total purely due to a significant donation in 2019.

Expenditure (excluding gala entries) was also stable at £48,328. However, pool hire expenditure was 24% higher than 2019 reflecting increases charges, but funding to FIRST was reduced by £2000 reflecting a different funding route for FIRST. Other items were broadly similar and are detailed in the account summary attached.

The Treasurer felt that the competition account should stay at a relatively stable cash balance as swimmers gala fees and expenditure should balance after a contribution from the main club account. The balance in the account at the start of the year was £2,622 and finished at £792.54. £829 of swimmers' fees were wrongly paid into the main club account and this is shown as an adjustment.

Overall the income and expenditure accounts show a surplus of £2,544 for the year. This left the accounts with a cash balance at the end of the year of £22,947 between the two accounts. The mini meet continued to provide a good income stream with a profit of £4,748 in the year, as did the Swimshop with a profit of £1,012 in the year.

#### Summary of the Year ending 2021.

The income and expenditure summary is appended to this report. The accounts were independently reviewed and approved by Karen Beetham.

With only a couple of months of normal swimming activity in February and March 2020 before the impacts of COVID were properly felt with the first lockdown, the Treasurer advised that the financial position of the club for Year ending January 2021 is a completely different picture from all previous years.

Despite all the challenges associated with COVID, and the more onerous situation for use of swimming pools compared to other outdoor sports, the club's financial position has remained remarkably resilient with only a small loss of £676 overall. This is largely due to a number of our swimmers continuing to pay full or part fees during the whole period, even when there was no swimming. This has allowed us to continue to meet fixed costs such as those for the Head Coach and insurances, without any material impact on our overall cash balance.

The fee structures were discussed at various points during the year and as traditional swimming groups were reformed into bubbles, fee structures were amended to reflect swim times and revisions to pool hire charges. The committee assessed fees using forward forecasts of expenditure as best we could understand it and tried to ensure that the club was breaking even on a monthly basis.

Fees were generally waived for periods when there was no access to the pool, although many parents continued to pay monthly amounts for which we are very grateful.

Income (excluding gala entries) for the year was £20,713. This includes monthly fees, annual subscriptions, income from events. This is 40% of the previous year's equivalent income with no income from events or sponsorship.

Expenditure (excluding gala entries) was also much reduced at £22,236 reflecting reduced pool hire charges due to lack of time in the pool. There was no FIRST funding in this year and little purchasing for the Swimshop.

The competition account was largely dormant for the year although with some galas in the early part of the year the account showed a surplus of £817, due to some catch up of fee payments from the previous year. Overall the income and expenditure accounts show a deficit of £676 for the year. This left the club with a cash balance at the end of the year of £22,270 between the two accounts.

## Look Forward to Year Ending January 2022

COVID has challenged the club in many ways, but as we recommenced swimming again earlier this year we have seen normal pool hire charges go up and holiday lets at the Academy increase in price with additional cleaning charges. The lack of new swimmers coming into the club during lockdown, plus a reduction in the number of Masters has meant that membership numbers have dipped, reducing income. There has been no Mini-meet which has been a key fundraising event for us. This combination of higher fixed costs and lower income means the club has operated at a deficit for much of this financial year.

The committee have been kept apprised of this situation regularly and a modest increase in fees, a plan to increase swimmer numbers through advertising and future fundraising planning will allow the monthly position to stabilise by the end of the year, but with a draw down of £8000-£10,000 in club reserves expected.

Appendix:

1. Accounts for Year Ending January 2020
2. Accounts for Year Ending January 2021

### **8. Proposed Changes to the Constitution**

All changes to the constitution were approved by a show of hands.

### **9. Proposed changes to the Bye-Laws**

The Club Secretary advised that we had proposed a change to our Club Policy 12. New Swimmer Entry Procedure, to bring it in line with the Scottish Swimming Club Model Constitution Issue 2019, however at the recent SASA AGM in September 2021 a memberships proposal to reinstate the 28 days period for registration and payment of affiliation fees for new club members from the 14 days introduced at the SASA 2019 AGM, was passed. As this SASA change happened after we had put out the Bo'ness proposed changes, we have been advised by Andy Maguire, Regional Manager, Scottish Swimming, to reject the proposed change and put forward a proposal for the timescale to remain unchanged.

Proposal to change New Swimmer Trial Period to 14 days, as per Scottish Swimming Model Constitution 2019, rejected by Rachel McCavish and rejection seconded by Rachel Bremner. Rachel McCavish proposed the Trial Period remain at 28 days, which was seconded by Rachel Bremner and approved.

### **10. Notice of Motion**

None noted

### **11. Election of the Management Committee Members**

The existing committee members were kept in post, with the exception of Rachel McCavish who stepped down as Gala Convener and Susan Grant who stepped down as Forth Valley Rep. Mark Beetham joined the committee as our FIRST Representative.

We have a number of vacancies: Vice President (BASC), Gala Convener, Trophy Secretary, Fundraising Co-ordinator, Forth Valley Rep.

Rachel McCavish encouraged anyone interested in joining the committee, or finding out more, to speak to her or any of the committee and that all would be welcome.

See attached sheet for the record of Proposals and Seconds.

## **12. Appointment of Auditors/Independent Examiners**

Karen Beetham was reappointed for the year ahead.

## **13. Life Members Awards (if applicable)**

None

## **14. Other relevant Business**

There was no other business brought to the attention of the committee and the meeting was closed.



## Bo'ness Amateur Swimming Club

AGM 21 October 2021

### Management Committee Nominations

<b>Role</b>	<b>Nominee</b>	<b>Proposer</b>	<b>Second</b>
<b>President</b>	Rachel McCavish	Susan Grant	Alisdair Black
<b>Vice-President (BASC)</b>	Position vacant		
<b>Secretary</b>	Hazel Hamilton	Rachel McCavish	Udi Tiran
<b>Treasurer</b>	Paul Sexton	Rachel McCavish	Rachel Bremner
<b>Membership Secretary</b>	Rachel Bremner	Udi Tiran	Rachel McCavish
<b>Competition Secretarie(s)</b>	Alisdair Black	Rachel McCavish	Udi Tiran
<b>Wellbeing &amp; Protection Officer</b>	Stuart Thomson	Rachel McCavish	Rachel Bremner
<b>Meet Manager</b>	Alisdair Black	Rachel McCavish	Udi Tiran
<b>FIRST Representative</b>	Mark Beetham	Rachel McCavish	Udi Tiran
<b>Swimmers Reps</b>	William Lawless and Jonathan Tiran	Rachel McCavish	Rachel Bremner
<b>Gala Convener</b>	Position vacant		
<b>Masters Swimmers Rep</b>	Susan Grant	Rachel McCavish	Udi Tiran
<b>Trophy Secretary</b>	Position vacant		
<b>Swim Shop Manager</b>	Gillian Strachan	Rachel McCavish	Rachel Bremner
<b>Fundraising Co-ordinator(s)</b>	Position vacant		
<b>Forth Valley Rep</b>	Position vacant		
<b>Communications Officer</b>	Udi Tiran	Rachel McCavish	Rachel Bremenr
<b>Technical Official (STO)</b>	Vatentina Lawless	Rachel McCavish	Udi Tiran
<b>Covid Lead Officer</b>	Ashleigh Ferrario	Rachel McCavish	Udi Tiran

Appendix 1.

<b>Bo'ness Amateur Swimming Club</b>			
<b>Income &amp; Expenditure Account for the year ended 31 January 2020</b>			
<b>Income ( Non Restricted)</b>			
	<b>2020</b>	<b>2019</b>	
	<b>£</b>	<b>£</b>	
<b>Treasurer Account</b>			
Monthly Subscription	34,828.00	35,097.00	
Annual Subscription	7,361.00	8,867.00	
Mini Meet	6,431.20	6,371.70	
Swim Shop	2,872.13	1,930.43	
Other	1,449.00	816.83	
Sponsorship	-	2,750.00	
<b>Total Income Treasurer Account</b>	<b>52,941.33</b>	<b>55,832.96</b>	
<b>Competition Account</b>			
Gala Entries	18,047.63	£6,991.50	
<b>Total Income Competition</b>	<b>£18,047.63</b>	<b>£6,991.50</b>	
<b>Total Income</b>	<b>70,988.96</b>	<b>62,824.46</b>	
<b>Expenditure (Non Restricted)</b>			
	<b>2020</b>	<b>2019</b>	
	<b>£</b>	<b>£</b>	
<b>Treasurer Account</b>			
Pool Hire	19,135.06	15,409.00	
Coaching	7,501.00	9,904.29	
FIRST Funding	1,000.00	3,175.00	
Annual Subscription-SASA	6,368.75	5,879.60	
Mini Meet	2,511.85	2,746.61	
Life Guards	4,708.80	4,291.20	
Swim Shop	1,859.46	1,763.60	
Club Championship	535.27	576.15	
Other	3,218.34	2,961.20	
Pool/Land Equipment	512.96	645.90	
Non Swim activities	660.00	9.53	
Coach/Club development	33.00	1,436.00	
PayPal charges	10.81		
Insurance	272.89	261.32	
<b>Expenditure Treasurer Account</b>	<b>48,328.19</b>	<b>49,059.40</b>	
<b>Competition Account</b>			
Gala Entries	20,116.50	14,100.67	
<b>Expenditure Competition Account</b>	<b>20,116.50</b>	<b>14,100.67</b>	
<b>Total Expenditure</b>	<b>68,444.69</b>	<b>63,160.07</b>	
<b>Income movements for the year</b>	<b>2,544.27</b>	<b>- 335.61</b>	
Report to the Club Committee on the unaudited receipts and payments accounts of the Bo'ness Amateur Swimming Club			
I have prepared the above Income & Expenditure Account from the main club and competition bank account and records.			
In addition, I have prepared a reconciliation overleaf of the above Income & Expenditure cash movements to explain how these have affected the Club's cash balances.			
Signed:			
Paul Sexton			

Appendix 1. continued

<b>Bo'ness Amateur Swimming Club</b>						
<b>Reconciliation of Income &amp; Expenditure cash movements to Club Bank Accounts as at 31st January 2020</b>						
	Treasurer's account	Adjs between accounts		Competition account	Adjs between accounts	Total
	£			£		£
Cash book balances as at 1 February 2019	17,780.51			2,622.41		20,402.92
Total income movement	53,770.33	- 829.00		17,218.63	829.00	70,988.96
Total expenditure movement	- 48,328.19	-		- 20,116.50	-	- 68,444.69
Bank account transfers	- 1,068.00			1,068.00		0.00
Cash book balances as at 31 January 2020	22,154.65			792.54		22,947.19
Balance as per Bank Statement 31 January 2020	22,154.65			£792.54		£22,947.19
Unpresented Cheques less outstanding lodgements	-					-
Balance as per Cashbook	22,154.65			792.54		22,947.19
<b>Analysis of activities</b>						
	2019-20			2018-19		
	Income	Exp	Profit (Loss)	Income	Exp	Profit (Loss)
Mini Meet	7,260.20	- 2,511.85	4,748.35	6,912.50	- 2,766.61	4,145.89
Swim shop	2,872.13	- 1,859.46	1,012.67	1,930.43	- 1,763.60	166.83
Competition account	17,218.63	- 20,116.50	- 2,897.87	6,991.50	- 14,100.67	- 7,109.17

## Appendix 2.

<b>Bo'ness Amateur Swimming Club</b>			
<b>Income &amp; Expenditure Account for the year ended 31 January 2021</b>			
<b>Income ( Non Restricted)</b>			
	<b>2021</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Treasurer Account</b>			
Monthly Subscription	15,822.19	34,828.00	35,097.00
Annual Subscription	4,635.00	7,361.00	8,867.00
Mini Meet	-	6,431.20	6,371.70
Swim Shop	169.79	2,872.13	1,930.43
Other	86.18	1,449.00	816.83
Sponsorship		-	2,750.00
<b>Total Income Treasurer Account</b>	<b>20,713.16</b>	<b>52,941.33</b>	<b>55,832.96</b>
<b>Competition Account</b>			
Gala Entries	2,042.00	18,047.63	£6,991.50
<b>Total Income Competition</b>	<b>£2,042.00</b>	<b>£18,047.63</b>	<b>£6,991.50</b>
<b>Total Income</b>	<b>22,755.16</b>	<b>70,988.96</b>	<b>62,824.46</b>
<b>Expenditure (Non Restricted)</b>			
	<b>2021</b>	<b>2020</b>	<b>2019</b>
	<b>£</b>	<b>£</b>	<b>£</b>
<b>Treasurer Account</b>			
Pool Hire	6,628.70	19,135.06	15,409.00
Coaching	7,500.00	7,501.00	9,904.29
FIRST Funding		1,000.00	3,175.00
Annual Subscription-SASA	5,816.25	6,368.75	5,879.60
Mini Meet		2,511.85	2,746.61
Life Guards	1,502.40	4,708.80	4,291.20
Swim Shop	60.00	1,859.46	1,763.60
Club Championship		535.27	576.15
Other	444.09	3,218.34	2,961.20
Pool/Land Equipment		512.96	645.90
Non Swim activities		660.00	9.53
Coach/Club development		33.00	1,436.00
PayPal charges		10.81	
Insurance	285.04	272.89	261.32
<b>Expenditure Treasurer Account</b>	<b>22,236.48</b>	<b>48,328.19</b>	<b>49,059.40</b>
<b>Competition Account</b>			
Gala Entries	1,195.00	20,116.50	14,100.67
<b>Expenditure Competition Account</b>	<b>1,195.00</b>	<b>20,116.50</b>	<b>14,100.67</b>
<b>Total Expenditure</b>	<b>23,431.48</b>	<b>68,444.69</b>	<b>63,160.07</b>
<b>Income movements for the year</b>	<b>- 676.32</b>	<b>2,544.27</b>	<b>- 335.61</b>
Report to the Club Committee on the unaudited receipts and payments accounts of the Bo'ness Amateur Swimming Club			
I have prepared the above Income & Expenditure Account from the main club and competition bank account and records.			
In addition, I have prepared a reconciliation overleaf of the above Income & Expenditure cash movements to explain how these have affected the Club's cash balances.			
Signed:			
Paul Sexton			

Appendix 2. continued

<b>Bo'ness Amateur Swimming Club</b>							
<b>Reconciliation of Income &amp; Expenditure cash movements to Club Bank Accounts as at 31st January 2021</b>							
	Treasurer's account	Adjs between accounts		Competition account	Adjs between accounts		Total
	£			£			£
Cash book balances as at 1 February 2020	22,154.65			792.54			22,947.19
Total income movement	20,743.16	- 30.00		2,012.00	30.00		22,755.16
Total expenditure movement	- 22,236.48	-		- 1,195.00	-		- 23,431.48
Bank account transfers	-			0.00			0.00
Cash book balances as at 31 January 2021	<u>20,661.33</u>			<u>1,609.54</u>			<u>22,270.87</u>
Balance as per Bank Statement 31 January 2021	£20,661.33			£1,609.54			£22,270.87
Unpresented Cheques less outstanding lodgements	-						-
Balance as per Cashbook	<u>20,661.33</u>			<u>1,609.54</u>			<u>22,270.87</u>
<b>Analysis of activities</b>							
	2020-21			2019-20			
	Income	Exp	Profit (Loss)	Income	Exp	Profit (Loss)	
Mini Meet	-	-	-	7,260.20	- 2,511.85	4,748.35	
Swim shop	169.79	- 60.00	109.79	2,872.13	- 1,859.46	1,012.67	
Competition account	2,012.00	- 1,195.00	817.00	17,218.63	- 20,116.50	- 2,897.87	