

**MINUTES OF THE 44th ANNUAL GENERAL MEETING OF POTTERS BAR
SWIMMING CLUB HELD ON THURSDAY 17th NOVEMBER 2011 AT THE
FURZEFIELD SPORTS CENTRE**

1. About Thirty five members were present, apologies were received from Jacky Tape (President), Jill Over and Paul Newman.

2. Annual Reports

- a) Chairman's – presented by Ian Bays, copy of report attached.
- b) Treasurer's – presented by Catrina Church, copy of report attached
- c) Coaches – presented by Wray Shewell-Cooper, copy of report attached
- d) Membership – presented by Jackie Gardner, copy of report attached
- e) Gala and open meets –presented by Martin Higgins, copy of report attached

3. Election of Officers – The following members were elected: -

- | | | |
|----------------------|----------------|----------------|
| a) President | Jacky Tape | |
| b) Chairman | Ian Bays | |
| c) Secretary | Chris Andrew | |
| d) Treasurer | Catrina Church | |
| e) Committee members | Dani Harrison | Jacqui Gormley |
| | Jacqui Tallon | Claire Formby |
| | Martin Higgins | Karen Lawson |
| | Paul Newman | Anthea Papa |
| | Eleanor Burt | Bill Letts |
| | Graham Hunt | Tania Houben |

4. Two changes to the Club Rules and Constitution were passed, copy of the changes attached.

- a) Revised 3.2 - Membership
- b) New Rule 18.2 – Acknowledgement

One proposal regarding Honorary members was voted against by those members present

5. Meeting Closed

Potters Bar Swimming Club – Chairman's report for the AGM

17th November 2011

1. I am delighted with the progress made on a number of fronts by the club and its members in the year since November 2010.
 2. Wray and Bronwen have led the **coaching and teaching** of the swimmers with great enthusiasm and professionalism. This shows in retaining numbers of swimmers and the regular crop of personal best times recorded at galas. Our Herts Major League team was promoted during the year and has to rise to the challenge of division one this next year. They will be joined by a second team who will start at division 3 and this will provide competition experience for a broader range of our swimmers. Both Peanuts teams swam well despite being short of swimmers in the younger ages.
 3. The interest from our swimmers in open competitions many of which led to competing at the Herts County Championships and beyond to East Region has been on the increase. We can already see new swimmers coming through with competitive determination that look likely to match our top swimmers.
 4. With the large number of team competitions and having two teams in Majors and Peanuts the **selection committee** has been working long and hard and looks likely to continue to do so. We are thankful for the selection reports from the club database which helps keep the selection process manageable and objective. Additionally with the increase in **open meets** attended there has also been a great contribution of effort in publicising and submitting these entries.
 5. I would like to thank the **officials** who enable us to run our own galas and enable us to compete at team galas. Not only do I want to thank Andy, Jackie, Richard McGonegle and Gary Wright but I also want to thank Karen, Tania, Jacqui G, Samantha Burt, Niamh and all the club members who are putting in effort to qualify so they can support the club and the swimmers. We are also blessed with four youngsters on the Inspire programme which leads to qualifications. We need to continue to support and develop our officials.
 6. Catrina our new **treasurer** has not been in office a year and it is with some relief that this office is running smoothly and has reduced some of the pressure on Andy's time.
 7. This year we welcomed **Lidl** as our **sponsors**. Their contribution enabled us to purchase new starting equipment and some software for galas. More recently we have also been sponsored by **Third Eye Installations** which enables us to provide the new **club shirts** at a subsidised price. The new shirts seem to attract sponsorship attention as we have had two additional approaches offering sponsorship. Buffera continues to sponsor events with their products although financial sponsorship is currently not possible.
 8. The **club website** has been a continuing centre of focus for the whole club and it has been maintained effectively. **Newspaper reports** have been patchy recently and they are good for morale and recruitment. So if we have any budding reporters in the club we have a local paper willing to print our stories.
 9. **Masters section** is going great guns with many club, county, regional and national records broken this year.
 10. **Membership** seems to be under control although we would always like more swimmers for the younger Peanuts teams.
 11. The club's **welfare** activities are running smoothly. Thanks to Jacqui G for that.
 12. The **social events** have been very enjoyable whether at a whole club event such as the summer social or the presentation party or just when a number of families get together at an open meet.
 13. As we understand that Hertsmere Leisure is likely to have won the contract to manage **Furzefield** for a number of years we will continue to develop our relationship with the managers and staff at the centre. We are also in dialogue with **Queenswood** about a cooperative venture for morning training sessions.
- Altogether a good year.

PBSC Treasurers Report for Year Ending 31st July 2011

1. All figures in the accounts are based on a cash flow basis and have been signed-off by an independent examiner, Brian Judson.
2. The underlying position is that the club enjoyed a net profit of £5,032 for the year to 31st July 2011, which means that we have increased reserves to £39,914.
3. Income showed an increase of £9,286 (+13%) versus the previous year. The main form of income was fees and subscriptions which accounted for £62,866 against a total turnover of £78,074.
4. Other forms of generating revenue included social events and sponsorship, including a sponsorship sum of £1,500 from Lidl, which was used to purchase new starting equipment. It is appropriate to recognise this generous donation and also note that for the coming year sponsorship from Third Eye has allowed us to subsidise the new club T-shirts.
5. The main item of expenditure continues to be Pool Hire, accounting for £36,436 against a total annual expenditure of £73,042 (+£4,003 or +6% versus last year). Pool hire costs continue to rise, with Queenswood indicating that charges will increase in the coming year. Additionally, we await the outcome of the tender for the management of Furzefield, with uncertainty about the level of pool hire charges for the future.
6. Coaching fees continue to show a downward trend; however, in the current financial year this decline may be arrested due to additional coaching time. Finally, ASA registration is continuing to increase due to changes in categories of registration.
7. The vast majority of reserves are held in both a current and deposit account at HSBC.

Catrina Church, Treasurer

POTTERS BAR SWIMMING CLUB

ANNUAL ACCOUNTS 2010/2011

Year Ending 31st July 2011

	2010/11	2009/10	2008/09
Income			
Fees & Subscriptions	£62,866	£57,798	£59,883
Entry Fees	£4,506	£2,592	£1,255
PBSC Open Meet	£5,672	£5,746	£5,805
Club Championships	£328	£232	£286
Social Events	£1,860	£884	
Sponsorship / Donations	£1,700	£750	£750
Interest	(£12)	£81	£631
Swim Clinic	-	£390	£1,335
Club Kit	£1,154	£314	
Miscellaneous	-	-	£6
	<u>£78,074</u>	<u>£68,788</u>	<u>£69,950</u>
Expenditure			
Pool Hire	£36,436	£34,562	£32,976
Coaching	£18,411	£19,747	£24,377
Entry Fees	£5,544	£2,730	£1,512
PBSC Open Meet	£3,175	£3,031	£2,426
Club Championships	£1,150	£1,240	£473
Social Events	£1,023.00	£256	
ASA Reg	£4,158	£3,215	£2,634
League Membership	£230	£170	£170
Trophies & Badges	£301	£530	£159
Swim Clinic	-	£711	£1,217
Club Kit	£1,162	£1,370	-
Equipment	£1,097	£120	£4
Travel	£189	£350	£450
Postage & Stationary	£137	£328	£259
Training	-	£555	£1,520
Donations / Gifts	-	£125	-
Miscellaneous	£29	-	-
	<u>£73,042</u>	<u>£69,039</u>	<u>£68,177</u>
Net Surplus/(Deficit)	£5,032	(£251)	£1,773
Accumulated Funds b/f	£35,752	£31,562	£29,946
Closure of Supporters A/c	-	£4,298	
Decrease in shares value	(£871)	£143	(£157)
	<u>£39,914</u>	<u>£35,752</u>	<u>£31,562</u>
Represented by			
Lloyds	-	-	-
HSBC	£39,021	£33,988	£29,941
Woolwich	£184	£184	£184
Barclays Shares (476)	£709	£1,580	£1,438
	<u>£39,914</u>	<u>£35,752</u>	<u>£31,562</u>

signed *C Church*
Honorary Treasurer

J R Bay
Chairman

Examiner's Report

The above accounts and explanations given represent a true and fair view of the state of affairs of Potters Bar Swimming Club based on the records provided by the Treasurer at 6/9/2011

signed *[Signature]*
Examiner

Notes to the Accounts

- The accounts are constructed on a cash flow basis.
- The 476 Barclays shares were acquired following the demutualisation of the Woolwich Building Society and subsequent purchase by Barclays Bank, the shares are valued at £1.49 per share at 6/9/2011 (previously £3.32 at 31/7/2010)

Coaches Report

In the 18 months since I took over as Chief Coach I am very proud of our achievements and progress made over the last year. A brief summary is as follows:-

1. We finished second in the Major league confirming our promotion to Division 1. Next year to cater for all of our swimmers we are entering two teams in this competition.
2. We had 21 County Qualifying swimmers at the Herts ASA 2011 County Championships resulting in 13 medals. Two swimmers were also selected to attend the Herts ASA Development day as a result of their performances in the BAGCAT's competition. Already this year we have exceeded this number of qualifiers.
3. Georgina Lawson, Phoebe Love, Andrea Lawson and Ben Harrison qualified for the East Region Championships with Ben finishing in third place in Regional Bagcats competition.
4. The Peanuts A team finished fifth in Division 1 and the B team finished third in Division 3 narrowly missing out on promotion to Division 2. It gives me great pleasure that we have the ability to field 2 Peanut teams providing competitive swimming experience for over 70 of our younger swimmers.
5. Georgina Lawson has qualified for the Scottish Open Short Course Championships in December and Phoebe Love has also attained qualifying times for the Welsh National Short Course Championships. Katie Gormley also competed at the Irish National Age Group Championships this year.
6. The Learn to Swim programme goes from strength to strength filtering up and coming swimmers into the lower squads. We are always on the look out for new members particularly boys aged 8 and 9.
7. I am pleased to report that swimmers have been attending training sessions more regularly and I hope to expand on our present number of sessions and introduce regular morning sessions. We have also seen a large increase in the number of swimmers competing in Open Meets.
8. With more swimmers now attending regular open meets we have already passed last year's county entries and I am confident we will have more swimmers attaining CQT's before the Closing date for 2012 County Championships
9. We are presently competing in the National Arena Swim League and are in a strong position going into the final round. We are looking at promotion to Division 2.

I would like to take this opportunity to thank this year's committee for their support both at gala's and social events and I look forward to continuing and building on our ongoing success.

Wray Shewell-Cooper

MEMBERSHIP REPORT

The number of members has risen, the biggest increase being the Masters section

	Oct 2011	Oct 2010	Oct 2009	Oct 2008	Oct 2007	Oct 2006	Oct 2005	Oct 2004
Squad 1 & 2	66	47	45	47	40	37	38	34
Retro	3	4	6	4	4	3	7	8
Squad 3	19	23	19	24	22	20	23	19
Squad 4	24	24	33	27	30	20	25	28
Squad 5	36	29	26	36	30	33	35	38
Groups	52	59	55	58	60	66	73	106
Masters	49	36	24	16	11	9	7	7
Total	249	222	208	212	197	188	208	240
Fees & Subs	£62,866	£57,798	£59,883	£53,584	£47,474	£47,118	£50,990	£46,710

**2005 Fees & Subs includes the collection of arrears from prior years*

The total fees and subs have risen by £5,068 (9%), as the total membership and the numbers in the higher / more expensive squads has increased.

Section	Age							Total	
	5 to 7	8 / 9	10 / 11	12 / 13	14 / 15	16 / 17	18+		
Squads	4	41	41	36	16	8	2	148	59%
Groups	31	20	1	-	-	-	-	52	21%
Masters	-	-	-	-	-	-	49	49	20%
Total	35	61	42	36	16	8	51	249	
Male	18	23	21	14	9	5	37	127	51%
Female	17	38	21	22	7	3	14	122	49%
Total %	14%	24%	17%	14%	6%	3%	20%		
<i>Last Year</i>	<i>18%</i>	<i>21%</i>	<i>22%</i>	<i>12%</i>	<i>7%</i>	<i>3%</i>	<i>17%</i>		

A continuing concern is the turnover of swimmers, which has worsened over the last twelve months, we have attracted 123 (77 previous period) new members but had 96 (63) leave and 57% (50%) of current members have been with the club less than 2 years.

We continue to attract swimmers from a large catchment area but the majority are still very local :-

Post Code	No.	
EN6	149	60% Potters Bar, Northaw, Cuffley & South Mimms
AL9	41	16% Brookmans Park, North Mymms & Welham Green
EN4	14	6% Hadley Wood, Cockfosters & New Barnet
EN7	14	6% Cheshunt

ASA Registration fees have continued to rise (2011/12 expected to exceed £5,500)

	2010/11	2009/10	2008/09	2007/08	2006/07	2005/06	2004/05	2003/04
ASA Regs	£4,158	£3,215	£2,634	£2,004	£1,689	£1,740	£1,256	£1,187

Potters Bar Swimming Club AGM - 17 November 2011 Open Meets Report

Our strategy this year has been to encourage all swimmers of all abilities to compete in Open Meets. We have offered more meets this year than in previous years, and have been selective in only attending ASA licensed meets. This is important as the Herts ASA have made it a mandatory requirement that all swimmers entering their County Championships have achieved qualifying times in an ASA licensed meet. For the first time ever we licensed our own Summer Open meet.

Attendance at open meets and championships has increased massively each year for the past 3 years.

	Meets Attended	PBSC Swims	YOY % Increase
2009	11	498	
2010	12	860	72%
2011	25	1505	75%

Over the past year Potters Bar swimmers have competed in eighteen open meets and seven championship, including; the Herts County Championships, the East of England Regional Championships, the Herts Masters Counties, the Irish Age Group Championships, and the East Region Open Water Championships. We have also entered swimmers into the upcoming Scottish National Short Course Championships, and the East Region Winter Championships.

Over 80 Potters Bar squad swimmers have competed in at least one Open Meet this year (a 27% increase on last year) representing over half of the club membership in Squads 1 – 5. The Masters swimmers have also shown a huge increase in swimmers competing with over 40 Masters and Novice Masters swimming competing throughout the year.

Open Meets Attended

Meet	Date	Swimmers	Swims	Gold	Silver	Bronze	PBs	Club Records
1 Watford County Qualifier 2011	16/01/2011	38	185	12	10	14	55	0
2 Barnet Copthall Winter Sprints	31/01/2011	27	84	18	9	3		0
3 Herts County Championships	20/03/2011	21	98	0	8	5	59	1
4 Luton Open	16/04/2011	14	46	14	12	5	24	0
5 Stevenage Open	07/05/2011	20	49	4	1	2	20	0
6 Beckenham Open	07/05/2011	12	41	0	0	1		0
7 Barnet Copthall Kate Lack	15/05/2011	48	127	18	13	8	51	0
8 East Region Championships	04/06/2011	4	20	0	3	2	9	0
9 PBSC Summer Open	18/06/2011	62	209	16	3	6		0
10 Herts County Masters	25/06/2011	33	159	26	17	18	26	1
11 Irish Age Group Championships	08/07/2011	1	2	0	0	0	2	0
12 Watford Open, Alt Nationals	09/07/2011	5	21	11	2	0	7	8
13 East Region Open Water	17/07/2011	8	8	0	0	0		0
14 Dukeries Meet, Sheffield	27/08/2011	13	71	2	4	1		0
15 Hoddesdon Open	03/09/2011	26	97	18	12	9	40	0
16 Barnet Copthall Novices	09/10/2011	21	68	14	6	9	50	0
17 Barnet Copthall Masters Sprints	04/09/2011	7	35	16	7	2	2	0
18 Romford Town Open	15/10/2011	2	10	0	0	0		0
19 Barnet Copthall 200s Meet	16/10/2011	23	41	3	3	1	21	0
20 Celtic Open, Irish Masters	22/10/2011	1	5	5	0	0	0	0

21	Barnet Copthall 100s Meet	13/11/2011	26	82					
22	Herts Development Meet	20/11/2011	9	1					
23	Watford Middle Dist & Sprints	27/11/2011	35	117					
24	East Region Winter Champs	04/12/2011	2	7					
25	Scottish National SC Champs	15/12/2011	1	7					
26	Watford County Qualifier 2012	15/01/2012	55	274					
TOTAL 2011			1505	131	84	67	309	10	

Highlights of the past year include;

- 1505 swims in 2011 across 25 Open Meets & Championships, a 75% increase on total swims last year
- 21 PBSC swimmers competed at the 2011 Herts County Championships (up from 18 swimmers in 2010, 11 in 2009, and 5 swimmers in 2008)
- 101 County Qualifying times have already been achieved this year (up to 13/11/11) compared to 102 in total last year. We expect many more CQTs will be achieved before next year's championship.
- Around 50% of swims have been swum in personal best times. This is consistent year on year and shows how important it is for swimmers to compete regularly.
- 10 Club records broken
 - Ben Harrison (10) 200m Backstroke 2 53.72
 - Daryl Mason (Open) 50m Breaststroke 31.74
 - Georgina Lawson (13,14) 50m Backstroke 33.65
 - Georgina Lawson (13, 14, 15,16, Open) 50m Freestyle 28.89
 - Georgina Lawson (13) 100m Freestyle 1 02.70
- Katie Gormley qualified for the Irish National championships held in Dublin in July, and Georgina Lawson has qualified for the Scottish National Short Course Championships to be held in Inverness in December.

Herts County Championships

21 swimmers competed in 98 swims winning 13 medals, our best medal tally since 2005.

Silver

Ben Harrison - Boys 10yrs 50 Fly
 Ben Harrison - Boys 10yrs 200m Back
 Ben Harrison - Boys 10yrs 50m Breast
 Ben Harrison - Boys 10yrs 200m Free
 Ben Harrison - Boys 10yrs 100m IM
 Ben Harrison - Boys 10yrs 200m Fly
 Ben Harrison - Boys 10yrs 50m Back
 Andrea Houben - Girls 11yrs 50m Breast

Bronze

Jack Higgins - Boys 10yrs 50 Backstroke
 Georgina Lawson - Girls 13 yrs 100m Back
 Georgina Lawson - Girls 13 yrs 50m Back
 Andrea Houben - Girls 11yrs 100m IM
 Andrea Houben - Girls 11yrs 100m Fly

Nearly two thirds of PBSC swims were swum in personal best times..

East Region Championships

Georgina Lawson, Phoebe Love, Andrea Houben, and Ben Harrison competed in the East Region Championships in June.

- Ben won 4 silver & 2 bronze medals and came 3rd overall in the BAGCATS competition
- Georgina reached two finals in the 100m and 200m free where she came 5th.
- Phoebe swam a PB in the 100m free and finished 9th
- Andrea reached her third successive regional championship and finished 11th in the 100m Breaststroke.

Herts County Masters Championships

Potters Bar had great success at this year's championship entering its largest team for many years (possibly ever!) with 33 swimmers (up from 18 swimmers in 2010) in 159 swims (up from 38 swims in 2010). Our winning performance included; 2 County Championship records and 2 East of England Regional records for Cate Jackson and Jackie Jackson, and 1 Club record for Daryl Mason in the 50m Breaststroke. In total we won 26 gold, 17 silver and 18 bronze medals.

Potters Bar Summer Open

The gala attracted 240 swimmers from around the county in 836 swims. Potters Bar had a very good representation with 50 swimmers in 234 swims (a 37% increase on last year). 60% of all PBSC swims were personal bests, and we won 18 gold, 9 silver and 5 bronze medals, a significant improvement over last year's medal tally.

The Next 12 Months

The selection of Open Meets for Potters Bar swimmers to attend is planned several months in advance by the swimming coaches. Open Meets are selected throughout the year to complement the coaching training cycle, with the aim of providing peak performance for the Herts County Championships in March, and the East Region Championships in June. Over the next year we will look to offer a range of ASA licensed Open Meets to cater for our novice, county, regional, and hopefully national standard swimmers. Higher level meets will always have strict eligibility criteria where swimmers must achieve minimum qualifying times to compete. We will aim to target meet entry invitations to the relevant groups of swimmers.

Potters Bar SC
AGM 17-Nov-2011
Martin Higgins, Gala Secretary

Changes to PBSC Club Rules and Constitution
(as passed at the AGM on November 17th 2011)

Revised - Membership

Paragraph 3.2

The sentence "The committee shall not be required to give reasons for the refusal of any application for membership" to be replaced with "The committee shall give reasons for the refusal of any application for membership"

New Rule - Acknowledgement

Paragraph 18.2

The following statement needs to appear on Club membership forms and is to be signed by the member and must also be countersigned by the parent, or a person having parental responsibility for the member, if under 18 years of age:

"I acknowledge receipt of the rules of Potters Bar Swimming Club and confirm my understanding and acceptance that such rules (as amended from time to time) shall govern my membership of the Club. I further acknowledge and accept the responsibilities of membership upon members as set out in these rules."