

Minutes from UK AGM Meeting

Date : 12 February 2020

Present : Bryan Avery (BA)
Dale Roberts (DR)- Chair

Jody Fry (JF) Secretary
Lorraine MacKie (LM)

Minuted by : JF

Section	Points raised	Discussion	Action
Welcome		The Meeting was opened at 17:03 PM (UK) and it was noted by BA that next year, the meeting would be publicised for public/others to attend if they wish	
Reports from Founders	BA	<p>Bryan's report is attached - see link at the end</p> <p>Summary:</p> <ul style="list-style-type: none"> ● Fantastic sponsorship from Zoggs last year ● LM volunteered in Bahamas ● The complete separation from STUSA ● Up and coming events for 2020 ● WCDP in Durban - October <p>DR proposed report is accepted LM seconded Accepted by all</p>	
Documents to Adopt	Job Descriptions	<p>The newly written job descriptions were reviewed as they have been stylised into the same format. All agreed that they should be adopted in principle acknowledging they are subject to change as ST needs change anyway.</p> <p>Links to documents are at the end BA proposed they are accepted DR seconded Accepted by all</p> <p>It was agreed that whoever created the job description, should lead any ensuing interviews for those roles.</p> <p>Emails to be crafted for responses & shared - please emphasise these are <i>volunteer</i> roles in responses.</p>	<p>BA to publish on the website</p> <p>BA to circulate on SMED</p> <p>ALL to publicise wherever you can that is appropriate</p> <p>DR to draft letter of intent to accompany JDs going out</p>

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	Safe Guarding Children Policy	BA raised that this does not need changing, just resigning and reissuing as Dena Marshall is no longer a Trustee	<p>BA to send a 'DocuSign' to all to sign</p> <p>JF to upload a newly signed document to Charities Commission website</p>
Finance report	The report	<p>As all trustees have had the opportunity to read the report prior to the meeting, questions were invited. see link at the end.</p> <p>It was noted that as we have no Treasurer at the moment, the report is fragmented but balances at 31.12.19 are:</p> <ul style="list-style-type: none"> ● Paypal balance £6699.35 ● Metro Bank balance £9903.41 ● Total £16,602.76 ● A further £3348.76 can now be claimed through Gift Aid as we now have registration confirmed after 18 months of trying! <p>DR Proposed the accounts are adopted LM seconded Accepted by all</p>	BA to claim
Projects 2020	Peru	Huanchaco Project in progress - being run with Peruvian volunteers this year and a very good Project Coordinator in place; Paul, who is leading this year.	
	Brasil	For the first time, we have 2 teachers going out this year, Tom & Louise. Their remit is to work out how we can make it sustainable.	
	Indonesia	ST has partnered with SwimDo in Bali for this project and as it is also relatively cheap to run, just £900 per person including fees and accommodation, we anticipate huge interest in this one. It will run 4-6 weeks, July to August in 2-week slots.	

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	Mozambique	<p>This runs for 2 weeks in August. Love the Oceans are a very professional NGO who will also have their very own pool thanks to a donation of £5k from Prince Archie - his very first donation.</p> <p>This NGO is 5-6 year old and well established and has an excellent environmental programme</p>	
	UK Refugee Programme	<p>We are going to brand this as a programme for vulnerable children which will include not only refugees but also vulnerable children in the local area. We feel this will not only be better accepted in localised communities where projects and resources may be limited but has the added benefit of helping all children who need help, not just refugee children.</p> <p>BA is currently working with Julian House Foundation in Bath on this to trial the programme with the hope to roll this out to more cities in following years.</p> <p>There is a feeling that this may be something the STA or SwimEngland may take over</p>	
Positions for election 2019		<p>DR proposed that all positions remain for a further year BA Seconded The vote was carried</p> <p>positions are Chair - BA Vice-Chair - DR Secretary - JF</p>	
Organisational Development	Split from STUSA	<p>BA confirmed the split happened on 5th Dec 2019 as originally requested by STUSA.</p> <p>He advised that the only technical hitch was the google account which was registered to STUSA however he has registered a new ST account in the UK and all data has been transferred now.</p> <p>He confirmed that all monies promised to STUSA have been paid and the USA members have been removed from the Board</p>	
	Structure of ST 2020	BA discussed options for strengthening ST Board;	

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		<ul style="list-style-type: none"> that we recruit good operational people first, then if they prove to be a real asset to ST then we offer a Trustee position further down the line. He suggested that we bring in non-execs for an initial 6 month period. He advised that our previous Trustee SS is still very receptive to helping with projects again in the future he believes that sub-committees are an excellent way to make progress and develop ideas Trustees should be a decision-making Board <p>Everyone was in general agreement and agreed that this discussion would be continued at our regular operational meetings</p>	
	Branding	<p>The logos submitted were discussed and comments passed however it was unanimously agreed that we should approach a professional Brand Designer to help create a strong logo that says more about what we do. The bank account is healthy and we are all prepared to pay a small amount to pay for this although until quotes come in we could not say how much this would cost.</p>	<p>JF add this item to next Ops meeting agenda</p> <p>DR - make enquiries within Canada and BA to make enquiries in the UK</p>
AOB	none was submitted for the agenda	BA announced he has sourced a book-keeper - Catherine and a social media volunteer - Caroline. He estimated her services are valued at approx £250 per month	
Date and time of next AGM	Wednesday 17 February 2021 - 5 pm UK time		
Links	<ul style="list-style-type: none"> BA's Founders' report Job description - Finance Officer Job Description - Campaign Manager Job Description - Sector Knowledge Advisor Job Description - Fundraiser Job Description - Policy/Legislation Advisor Job Description - Strategic Planner Safe Guarding Children Policy Finance report 		

Meeting concluded 19:29 (UK)