

Barrow ASC – Committee Meeting, minutes (Exec Summary)

Held: 8th June 2025 at 4.00pm

Venue: Barrow Park Leisure Centre

Committee present at the meeting:

- Mark Ralph (MR) - Chair
- Ray Browne (RB) - Vice Chair
- Diane Armstrong (DA) - Secretary

Paul Douglas (PD), Lee Van Haren (LVH), Neil Bell (NB), Helen Graham (HG), Emma Parker (EP), Alan Parker (AP), Michelle Mahony (MM), Peter Lee (PL), Lois Gay (LG), Rachel Moss (RM).

Members present at the meeting:

None

Meeting was chaired by: Mark Ralph - Chair (MR)

Agenda

1. Meeting opened promptly at 4.00pm. Quorum of the meeting was established. - 13 Committee present.
 2. Apologies for absence
Chloe Sullivan (CS) – Treasurer. In attendance at venue, but coaching. Available if required.
 3. New Committee members were welcomed by the Chair, MR
- A confidential matter was discussed.
4. Allocation of Committee Roles

MR provided brief details of the responsibilities for each role prior to allocation. The following role vacancies were filled.

- a) **Welfare Officer** - Lis Postlethwaite (Independent Non-Committee member)
- b) **Club Affiliation Coordinator** - Lee Van Halen
- c) **Compliance Officer** - Ray Browne
- d) **Officials Coordinator** - Ray Browne
- e) **Membership Secretary** - Helen Graham. Emma Parker (Deputy)
- f) **Gala Secretary** - Peter Lee. Al Parker (Deputy)
- g) **EDI Lead** - TBC awaiting further guidance or role responsibilities from SE
- h) **Risk Assessment Lead** - Rachel Moss. Lee Van-Haren (Deputy)

- i) **Committee Coach Liaison** - Paul Douglas
- j) **Fundraising Committee Liaison** - Rachel Moss

Note: A fundraising sub-committee to be formed from parents/members

- k) **Cumbria ASA representative** - Diane Armstrong. Neil Bell (Deputy)
- l) **Disability Liaison** - Paul Douglas

Action 1 (MR): Establish and forward a central BASC committee e-mail address for all Committee members/enquires. Upload details on Barrow ASC website.

5. Actions from the recent (18th May 2025) AGM

- Barrow ASC club rules have been approved by Swim England.
- The AGM minutes have been drafted and are ready for uploading onto Barrow ASC's website for members.

6. New Membership strategy

A productive discussion took place, with many ideas suggested. A further, separate session should be held to discuss the ideas in greater detail.

HG presented an example draft letter, to be sent to local education/swim schools.

**** In the interim, there is a local school's swimming gala, to be held at Barrow Leisure centre on 23rd June 2025. It was agreed to target swimmers, schools and parents at this event.**

7. Halloween gala

Conditions: Proposal to have mixed heats (heat declared winner). Results will be published as Male/Female by age group. Agreed.

Entry fee: Proposal = £5.50 per event. Agreed.

Event stream: There is an option to stream the gala. Agreed to pilot this event.

8. Club Champs

Spectator fees: Proposal for fees to be £2 adult / £1 child. Agreed.

MR thanked the RM, HG, MM, LG and other parents for the fundraising efforts to buy chairs for spectators at club champs.

9. Date of Next Meeting:

Sunday 13th July @4:15 pm. Venue: Barrow Leisure Centre

10. AOB

None discussed.

11. Meeting closed at @5:55pm