

ASA South East Region

Regional Management Board

A meeting of the Regional Management Board will be held on Wednesday 14th November 2007 in the Ice Box 3-5 at the Spectrum Leisure Centre, Guildford commencing at 19.00

A G E N D A

1	Apologies <i>To receive any apologies from members unable to attend the meeting</i>	RGP
2	Minutes of meeting held on 9 October 2007 <i>To agree accuracy of minutes from the previous meeting</i>	RGP Enclosed
3	Matter Arising <i>To consider any matters arising from the minutes not covered in the agenda and confirm actions</i>	RGP Enclosed
ITEMS FOR DECISION		
4	Administrative Calendar for 2007/08 <i>To approve the proposed calendar</i>	RGP To Follow
5	RMB Work Programme of Business for 2007/08 <i>To agree the proposed work programme</i>	EK-C Enclosed
6	Regional Report 2008 <i>To consider the recommendations of the Communication Group regarding the content and layout of the Regional Report for 2008</i>	EK-C/RGP Enclosed
7	ASA SER Annual Awards and Dinner/Dance 2008 <i>To consider the recommendations of the Development Group regarding the event in 2008</i>	EK-C Enclosed
8	Remuneration for IT Costs <i>To consider proposed remuneration for IT costs incurred by key volunteers working for the Region</i>	ML To Follow
9	Regional Handbook <i>To consider the latest draft of the Regional Handbook</i>	RGP To Follow
10	Regional Representative to the ASA Members Forum <i>To confirm regional nomination of Alan Lewis</i>	EK-C
ITEMS FOR DISCUSSION / INFORMATION		
11	Regional Directors 6 months Report including KPIs <i>To note the Report</i>	EK-C Enclosed
12	Management Accounts <i>To receive the accounts for 01 April to 31 October 2007</i>	RFP Enclosed
13	Workforce Development Strategy <i>To consider the first draft of the Regional Strategy for 2009-13</i>	EK-C Enclosed
14	Regional Liaison Meeting <i>To inform the Board of any significant issues raised at the meeting held on 19 October 2007</i>	RGP
15	Affiliations and Resignations <i>To inform the Board of any affiliation/resignations</i>	EK-C
16	ASA Board Minutes <i>To consider minutes from the meeting held on 19 October 2007</i>	RH Attached
17	Correspondence <i>To note correspondence received since the last RMB meeting</i>	EK-C Enclosed
18	AOB <i>24 hours notice required</i>	RGP
19	Date of Next Meeting <i>Thursday, 13th December 2007 at the Spectrum Leisure Centre commencing at 19.00</i>	RGP