

Minutes approved at the RMB meeting on Tuesday 4th September 2007

Regional Management Board

Minutes of meeting held on Monday, 9th July 2007, commencing at 19:00 at the Spectrum Leisure Centre, Guildford

Present:	Roger Prior (RGP)	Chairman
	John Davies (JD)	Board Member
	Daphne Geer (DG)	Board Member
	Lis Hartley (LH)	Board Member
	Ray Hedger (RH)	Board Member
	Janet Holdstock (JH)	Board Member
	Mike Lambert (ML)	Board Member
	Alan Lewis (AL)	Board Member
	Trevor Marshall (TM)	Board Member
	Roger Penfold (RFP)	Board Member
	Shelley Robinson (SR)	Board Member

Also in attendance (non-voting):

Eli Karlicka-Cook (EK-C)	Regional Director
Joan Massie (JM)	Regional Office and Finance Administrator

1 Apologies

Dave Harman (DH), Terry Ward (TW)

2 Regional Swimming Group Report

ML gave an overview of the progress made by the Swimming Management Group:

- *Governance* - the Group has not managed to appoint a manager due to the workload expected of this position. ML acts as a group convenor while LH fulfils the role of a competition manager.
- *Development* – ML has asked for the Board to recognise the huge amount of work and support provided to the group by Natalie Cunningham (RDO). With NC's help a talent development pathway is being established including 3 x 1 day camps and 3 x 2 day camps in 2007/08; a Regional Coaches' Panel has been established and, a Beacon Club programme is being developed.
- *Competition* – the group has established a competition structure, however the lack of adequate 50m pools for regional events is proving to be a significant barrier.

The Board raised a number of issues:

- The lack of a group manager. The group agreed to review this situation.
- The Regional Coaches' Panel's idea of adopting a brand name of England South East for the development squad. The Board felt that the regional name should be used and permission for the squad to compete internationally sought from the ASA.

Action: ML/EK-C

3 Minutes of meeting held on 14 June 2007

Regional Management Board
Minutes of meeting held on 9 July 2007

Five alterations were to be made to the minutes:

Item 4 – No 27 min ref 16.05.07 Min11 - to add to the second sentence that “a full set of competition rules, terms and conditions will be made available on the regional website”.

Item 9 – To put a comma in the second paragraph after regional fee.

Item 10 – The sentence should read “ *Limited progress had been made*”.

Item 11 – First sentence in italic should state “...*the benefits of the proposed new sub-region to BSB and ONB...*”

Item 14 - ASA Board Minutes 195.1 should be replaced with “RH updated the Board on ASA credit control process, which has been tightened up.”

Action: JM/EK-C

4 **Matters Arising**

Matters Arising Table:

No. 6 – The ASA President has been invited and accepted the invitation to the Regional Gala Awards and Dinner/Dance.

No 7 – The ASA President has agreed to propose a toast at the Regional Gala Awards and Dinner/Dance.

No 9 – The Synchro Group should offer to reimburse officials expenses at the current regional rate.

No 10 – RD had approached ASA Legal Department and Local Association for Voluntary & Community Action for the appropriate wording for the regional constitution that would categorically state that the ASA SER is an organisation that is “not for profit.”

No 14 – A proposal from another region has been submitted regarding the eligibility of paid staff as members of ASA Council and/or ASA Committees.

No 16 – EK- C and RGP attended a meeting on 07.07.07 regarding the progress made with the new coach/teacher education system. RGP gave an update on the main issues discussed.

Minutes:

Item 7 – Regarding the 80:20 split of surplus on education courses, it was explained that once the £55,000 barrier had been reached it was stated that the IOS needed to repay a substantial loan back to the ASA and that money would be needed to develop new resources.

Item 15 - Volunteer Aquaforce Nominations: The Regional Selection Panel had met to consider the nominations received. The Board was asked to agree to allow up to 4 nominees in some categories due to the high standard of applications. The overall number of nominees to be invited would be 17 rather than 18, as in some categories less than three nominations were received. The Board **agreed** to this proposal.

ML also suggested that the region should seek sponsorship for the individual awards and he agreed to sponsor one award.

Action: EK-C

5 **Website Survey analysis**

The Board was to receive an update on the website survey carried out by the Region.

ML explained that a full report on analysis of the website survey is being prepared and will be presented to the Board at its next meeting on 4 September 2007. ML was able to confirm that 20% of respondents found the website difficult

to use; 30% found the website easy to use; and 50 % were indecisive.

Action: ML

6 **Annual Report and Accounts**

Annual Report

The Board was asked to consider the draft Annual Report.

The Board was asked for comments on the content and layout of the draft Annual Report. A point was raised regarding the length of the report in both the sub-regional and the discipline content. It was suggested that there should be guidelines when requesting information for future reports. Future guidance should recommend a page to a page and a half from each discipline and sub-region. The report should also reflect how disciplines and sub-regions contributed to the regional key performance indicators within the timelines the report is covering i.e. a twelve-month period between April and March. The Board requested that the draft report be changed to include shorter reports from some of the disciplines and sub-regions.

ML agreed to re-submit the report from Hampshire County ASA by Monday, 15 July 2007.

Action: ML

The Communication Group is to consider guidelines for future reports and make recommendations to the Board.

Action: EK- C

RD's report for 2006/07 should include a summary of Joint Board Training Day held in January 2007 and make reference to the Regional Development Day.

Action: EK- C

Annual Accounts

The Board was asked to receive an update on the progress made with the Accounts.

RGP informed the Board that the Regional Accounts were with the accountants and explained that the delay was caused by lack of prompt response from the ASA whose advice was necessary with the new Sage accounts system. The Chairman recommended that the Finance Group be allowed to sign off the accounts. It was **agreed** that the Chairman and the Finance Group should complete this task after the accounts had been circulated to Board members for any comments or queries.

Action: RGP/Finance Group

7 **Agree Affiliation Fess for 2008**

The Board was asked to agree the Affiliation Fees for 2008.

The Board **agreed** that the affiliation fees for 2008 should remain as follows:

Category 1 member - £2.75
Category 2 member - £2.75
Category 3 member - £1.00

The minimum payment per club (including leagues, schools and other affiliated organisations) would remain at £25.

Action: EK-C

8 Finalise ACM Agenda

The Board was asked to comment on the draft ACM Agenda.

The Board **agreed** the Agenda for the ACM with the following changes:

- Item 2 - in paragraph two to alter the year to 7 October 2006
- To include an item covering the ASA Annual Report and Accounts
- Item 6.2 – to state, “the recommendations of the Regional Management Board will be announced”
- To delete item 9 and replace it with “Short presentation to be followed by an Open Forum”. The meeting will finish by 5pm
- To include the time of the close of the ballot
- Add item regarding constitutional changes to the organisation’s not for profit status and quorum.

Action: RGP

RD to ask other regions for their quorum for ACMs.

Action: EK-C

Amended agenda is to be circulated to the Board.

Action: EK-C

9 Agree any proposals from The Board for Regional Annual Council Meeting

The Board was asked to agree any proposals from the Board to the ACM

There were none other than those detailed in minute 8

10 Past Presidents Record

The Board was asked to agree the expenditure for a silver plate with engraving.

The Board **agreed** the cost of a plate and engraving for a record of Past Presidents.

Action: RGP

11 Update on Regional Development Day

The Board to be provided with feedback on the Regional Development Day.

EK-C provided the Board with an update on the Regional Development Day held on 24 June 2007. The attendance was good though a little less than anticipated. The evaluation of the day was positive and the event had stayed within budget. A more comprehensive report will be circulated to the Board and made available on the regional website in August.

Action: EK-C

12 Key Partner Consultations

The Board was updated on the progress of the forthcoming Key Partners Consultation events.

The response has been good with a wide range of partners attending the three consultations. The agenda covers presentations and discussion groups on five key strategic priority areas.

13 ASA Board Minutes

Minutes of the meeting held on 29 June were not available.

14 **AOB**

- **Regional nomination for the ASA President** – it was agreed that a procedure should be written and presented to the Board. The Board **agreed** to have a discussion at the RMB meeting in November.
- **Open Water** – The Board was informed that the Regional Open Water Championships had to be cancelled due to poor weather conditions. The rescheduled date is 9th September 2007. A request from the Open Water Group to purchase a number of trophies was **agreed** providing that the expenditure would be within the budget and agreed with the Regional Trophy Officer.

Action: EK-C

- **Suspended Clubs List** – The Board was informed that all clubs on the Suspended Club List have been deleted and are marked on Integra as inactive.

15 **Date of next meeting**

Tuesday 4th September 2007 at the Spectrum Leisure Centre commencing at 19.00.