

Regional Management Board

Minutes of meeting held on Wednesday 13 February 2008, commencing at 1900
at the Spectrum Leisure Centre, Guildford

Present:	Roger Prior (RGP)	Chairman
	John Davies (JD)	Board Member
	Dave Harman (DH)	Board Member
	Lis Hartley (LH)	Board Member
	Ray Hedger (RH)	Board Member
	Janet Holdstock (JH)	Board Member
	Alan Lewis (AL)	Board Member
	Roger Penfold (RFP)	Board Member

Also in attendance (non-voting):

Geoff Stokes (GS)	Regional Masters Group Manager
Eli Karlicka-Cook (EK-C)	Regional Director
Joan Massie (JM)	Regional Office and Finance Administrator

The Chairman welcomed Geoff Stokes to the meeting.

1 Apologies

Gordon Dart (GD), Mike Lambert (ML), Trevor Marshall (TM), Shelley Robinson (SR) and Terry Ward (TW).

2 Regional Masters Group

The Board received the Report and update from the Masters Group Manager.

The Board was informed of the sad news that John Walker, a Master swimmer from Brighton SC, had passed away at the recently held South East and London Masters Long Course meet. GS informed the Board that the funeral would be held on Monday 18 February. It was **agreed** that LH would attend the funeral on behalf of the Region and that a contribution would be made towards the family's chosen charity, RLSS.

Action: EK-C

GS gave an overview of the progress made by the Masters Group and some discussion took place, which can be summarised as:

- GS requested for the Region to approach Guildford Spectrum LC to establish if Mailsports could have their shop there at the next Masters events

Action: EK-C

- As the Region has no preferred photo supplier, the Masters Group would

- appoint a supplier as and when required
- 9 out of 12 targets set in the Development Plan for 2006/07 have been achieved. Two targets that have been missed, relating to encouraging adults to become active in swimming, required more resources than were available
- 26 individuals attended a training day held at Eastbourne on 1 March 2007
- Competitions held have, on the whole, been successful
- The National Masters Committee are looking at the benefits of Swim21 for Masters
- The ASA Lifelong Participation Officer is looking to run a Timekeepers course at the British Masters and the ASA National Masters Championships to increase the numbers of officials

On behalf of the Board, the Chairman thanked GS and the members of the Masters Group for their dedication and commitment to driving the development of Masters swimming in the Region.

3 **Minutes and appendices of the meeting held on Tuesday 15 January 2008**

The minutes and appendices were agreed as a true record with the following amendment:

- the final sentence in appendix 3.2 to be moved to appendix 3.1.

Action: JM

4 **Matters Arising**

The Regional Director was asked to provide a paper on the role and responsibilities of the Board and Regional Director at the next RMB meeting.

Action: EK-C

JH thanked the Board for expressing their congratulations to her for being awarded the Mary Black Award.

Matters Arising Table

Item 6 – The Regional Director requested a decision from board members regarding what personal information should be included on the website.

The Board agreed on the following details being made available with regard to each Board member:

- Full Name
- Generic e-mail address
- Club Name and/or Sub-Region
- Membership of any sub-group and/or liaison to any discipline group (RH to be noted as a regional representative to the ASA Board).

Action: JM

5 **Regional Development Day**

The Board considered the first detailed draft programme for the Regional Development Day.

The Board suggested that the ACM should be held between the two sets of workshops. RD informed the Board that she had a conference call arranged with Steve Parry in the next two days. The Board asked the RD to continue developing the programme and to update the Board on the costs and format, as they develop, at future Board meetings.

Action: EK-C

The Chairman thanked the RD and the members of the Development and Finance Sub-Groups for their hard work to date in producing the programme for the Regional Development Day.

6 **Budget 2008/09**

The Board considered the draft Budget for 2008/09 prepared by the Finance Sub-Group.

RFP introduced the budget and explained the rationale for some of the proposals. The draft budget meets the submitted aspirations of all budget holders.

Following a question from RH, the Board discussed whether the current mileage rate should be increased, in the light of the adoption of a higher rate by the ASA. It was agreed to defer a decision on this matter to the March meeting, pending a report from the Finance Sub-Group on the financial implications.

Action: JM to provide further information of amount claimed for travelling in past 12 months

Action: Finance Sub-Group

It was established that the Region had no outstanding Corporation Tax due on interest earned during the year 2007/08, as the bank had deducted tax at source. RFP proposed the retention of the figure for Corporation Tax, however, against any possible claim from HMRC in respect of another area of income.

The Board **accepted** the recommendation to adopt the budget summary set out in the appendix, with an amendment to the Corporation Tax item, and subject to a review of the current mileage rate.

It was **agreed** the Region would request financial accounts from the Sub-Regions, to enable an informed decision, in due course, on the future of administrative grants to Sub-Regions.

Action: EK-C

GS informed the Board that the Region should claim £200 from the ASA, towards the costs of pool hire for the Inter-County Masters competition held at the end of last year.

Action: JM

7 **Regional Handbook**

The Board considered the latest version of the proposed Regional Handbook.

The latest version of the Handbook was circulated to Board members. Several suggestions were made regarding the layout and content. Sub-Regions are to be

asked to check the list of their clubs/associations to avoid any unnecessary mistakes.

An updated copy is to be circulated to the Board as soon as possible.

Action: RGP

8 Constitutional rule Change in regards to the nomination of ASA Vice President for the SER

The Board considered the draft proposal for submission to the 2008 Annual Council meeting to make provision in the Regional Constitution regarding nomination to ASA Council when relevant.

The Board **agreed** the rule changes, subject to the addition of "In the relevant year" before "nominations for ASA Vice-President shall be submitted to the Regional Director by 31 July".

A motion to effect this will be put forward to the next Annual Council Meeting.

Action: RGP

9 Internal Audit Report

The Board was informed of the responses provided by the Chairman and Regional Director to the recommendations outlined in the Internal Audit Report.

The Board noted the report and approved of the responses. RD is to oversee the implementation of the recommendations and the Finance Sub-Group is to monitor the progress.

Action: EK-C/ Finance Group

10 Affiliations and Resignations

The Board was informed of the affiliation of Witney & District Synchronised Swimming Club to the Region.

The Board **noted** this affiliation.

Action: EK-C

11 Date of April RMB meeting

The Board was asked to consider changing the date of the April RMB meeting to Wednesday 16 April 2008.

RGP explained that he would be unable to chair the RMB meeting scheduled for 10 April due to attending the World Short Course Championships to be held in Manchester.

The Board **agreed** that the new date for the April RMB meeting to be Thursday 17 April 2008

12 Correspondence

The Board was asked to note the correspondence received since the last RMB meeting.

Regional Director was asked to explain the service level agreements (SLA) for Berkshire CSP and Freedom Leisure. RD agreed to circulate the final copy of the SLA signed with Berkshire CSP to RFP, the Secretary of BSB.

Action: EK-C

13 **ASA Board Minutes**

ASA Board minutes from the meeting held on 8 February 2008 were not available for the Board members to consider.

As minutes were not available it was **agreed** that the minutes will be circulated by e-mail to Board members once published on the website.

Action: JM

14 **AOB**

- RH reported that the proposed 50m pool at the University of Kent was not to go ahead. The RD agreed to produce, for the March RMB meeting, a facility paper on the planned/proposed 50m pools in the Region.

Action: EK-C

- The Board members were informed that John Ramsay and Anne Collins who were the Regional Aquaforce winners both won the National Aquaforce Awards.
- EK-C informed the Board that Robert Aubrey had been appointed as the Regional Skill Development Coach for Disability Swimming. **Post meeting note:** Robert will start in post on 07 April.

15 **Date of Next Meeting**

Wednesday, 12 March 2008 at the Spectrum Leisure Centre (*Conference Room*) commencing at 1900.