

Minutes approved at the RMB meeting on Wednesday, 16th May 2007

Regional Management Board

Minutes of meeting held on Tuesday, 17th April 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
	Dave Harman (DH)	Board Member
	Ray Hedger (RH)	Board Member
	Janet Holdstock (JH)	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
Alex Message (AM)	Regional Development Officer
Frank Clewlow (FC)	Manager Regional Diving Group
Joan Massie (JM)	Regional Office and Finance Administrator

1 Apologies

Mike Lambert (ML), Alan Lewis (AL), Terry Ward (TW).

2 Regional Diving Group

FC circulated to the Board a report from the Regional Diving Group. The Board was asked to note the following points from the report:

- FC has now fully taken over as the Diving Group Manager from Ricky Smith;
- After a difficult time the group is back on track focusing on their delivery of KPIs;
- A successful Judging course was held in March 2007;
- Two successful squad sessions were held at the end of March 2007;
- The group is planning to run 'flip and fun' sessions across the region, when the resources become available, hopefully, in June 2007;
- Two Regional events are to be held in the near future – the Diving Championships, shared with the South West Region on 5/6 May, and the Level 2 Skills Competition on 10 June 2007;

- Four divers from the Region went to the World Championships in Melbourne held in March 2007.
- FC thanked DG, AM and Jo Calvino for their support;

DG, on behalf of the RMB, expressed her gratitude to FC for stepping in as the Group Manager and moving it forward under difficult circumstances and RGP added his thanks and those of the whole Board.

Board members asked a number of questions. FC added that there were 14 active clubs in the region with varying facility access; that the group aimed to move the regional competitions around the region to encourage clubs to participate as many of them are not prepared to travel; a questionnaire is to be sent to all diving clubs to find out what developments they would like to see.

3 **Minutes of meeting held on 12 March 2007**

The minutes of this meeting were agreed as a correct record.

4 **Matters Arising**

The following queries/updates were raised/made relating to the Matters Arising Table:

Minute ref 05.12.07 Min 11 – The Presidential and Vice Presidential Regalia had been delivered and were shown to the members.

The matter of bars, with the names of previous holders, to be affixed to the collar was raised. It was **agreed** that bars would not be produced, but that a plaque engraved with the names of all previous Presidents would be investigated.

Action: RGP

Minute ref 15.02.07 Min 3 – a date for the Sub-Regions and Sub-Groups Training Day has been set as Sunday, 24 June 2007.

Minute ref 15.02.07 Min 9 – RGP was asked to confirm the date for the Pilot Regional Handbook, which he believed would be ready by late May, so it would be available at the BAGCAT Championships.

Action: RGP / JM

Minute ref 12.03.07 Min 8 – A question was raised as to the number of free places to be offered at the ASA South East Region Gala Awards and Dinner/Dance. It was **agreed**:

1. That, over a two-year period, each Swim 21 club in the Region would be offered two free places at a Regional Gala Awards and Dinner/Dance. The Development Group would decide which clubs were invited in each year.
2. That three short-listed candidates for each of the six Regional awards, with partners, would be invited to the Regional Awards and Dinner/Dance.

3. The ASA President would be invited to the 2007 Regional Awards Gala and Dinner/Dance.
4. The Sub-Regional Presidents would be invited to the Regional Awards Gala and Dinner/Dance at their own expense (it was thought that most Sub-Regions budgeted to cover that expense).
5. Because of the extra business of the evening, it was decided not to seek an after dinner speaker, but that a suitable person from the attendees would be asked to propose the Toast to the Region and the President.
6. The invitations to the Swim21 clubs would involve a cost in the region of £3,000, to be met from the development budget.
The cost of the invitations to the nominees for awards would be in the region of £972, but £1,000 is available from the ASA for an AquaForce awards ceremony.

**Action: JM/EK-C
LH
Development Group
Dinner Secretary**

Minute ref 12.03.07 Min 9 – RH confirmed that the ASA does not have Fidelity Guarantee Insurance cover. After discussion, it was **agreed** that the Finance Group should consider the information gathered by RH on this issue and recommend whether the Region should purchase Fidelity Guarantee cover.

Action: RH / Finance Group

Minute ref 12.03.07 Min 10 – The Board asked that there should be some progress towards quantifying the benefits to the existing sub-regions of forming a new single sub-region covering Berkshire, Buckingham and Oxfordshire by the next RMB meeting.

Action EK-C

Minute ref 12.03.07 Min 11 – ASA has been awarded around £90K for the Capacity Building from Sport England. ASA would have to prioritise posts as funding was received for only one post. ASA is likely to prioritise a Lifelong Participation Officer post over a Club Development Officer post.

Minute ref 12.03.07 Min 11 – The reference to the 'Membership Committee' should refer instead to the 'Audit and Probity Committee'.

Action: JM

5 **Petty cash Guidelines**

The Board was asked to approve the Guidelines for Petty Cash arrangements.

The Board **agreed** to adopt the proposed Guidelines, Petty Cash Request Form, Regional Event Petty Cash Voucher and Regional Events Cash Flow Voucher, and the information to be circulated to the Discipline Group Managers.

Action: JM

6 **Suspended Clubs**

The Board was requested to agree actions that the Region should take in regard to clubs that are on the ASA Suspended Clubs List.

The most up-to-date list of ASA Suspended Clubs was circulated. It was **agreed** to send a letter to any club that is still on the list at the end of April outlining the fact that they were now not covered by ASA insurance and their members could not take part in ASA activities outside the club; furthermore, if they do not re-affiliate by the end of June, they will be removed from the list of the Region's clubs and any request to re-affiliate after that date will involve a completely new application for affiliation.

Action – EK-C

7 **RD Report including 2006/07 High level KPIs**

The Board was asked to receive and accept the RD's Report for the period of January and March 2007.

RD briefly introduced the paper. The table with High Level KPIs shows the actuals achieved in 2006/07. Where KPIs have not been achieved an explanation is provide as to a reason why the target was missed. The Development Group was asked to consider KPIs that have not been achieved and report back with an action plan for future achievement, where appropriate.

Action: Development Group

A number of queries were raised:

- The Board was informed of the first Club Funding Workshop held on 30 March with clubs from SCSA. The members asked for dates of other Club Funding Workshops.
Action – EK-C
- RD was asked to clarify the source of income for the Family Learning Fund. The Family Leaning programme is part of the Big Lottery Fund.
- It was noted that the Region should be clear about the principles of Swim 21 Networks Pilots.
- A request was made for a comparison of Swim21 clubs achieved in the South East Region with those achieved by other regions.
Action – AM
- KPI 3.5.4 The reason for non-achievement was not correct and should be deleted.
Action – EK-C

The Board **accepted** the report, with thanks to the Regional Director.

8 **Sub-Regional Bodies – Affiliation Fees**

The Board considered a report on affiliation fees for sub-regional bodies (SRBs) having individual members: it had been decided that such SRBs

should pay the minimum affiliation fee of £25.

The Board noted the report and endorsed the action.

9 **PSDO**

The Board was requested to receive an update on the progress made in regard to a PSDO post in Kent.

In addition to the paper AM was asked to give a brief oral update on the situation of PSDOs across the Region:

- The PSDO post in Berkshire has been terminated due to lack of funding;
- The funding for the PSDO in Oxfordshire is secured until October 2007;
- The PSDO post in Buckinghamshire is currently secured through Active Sport funding and its remaining underspend;
- A new PSDO has been appointed for Hampshire and Isle of Wight for at least one year;
- Discussions regarding a PSDO post in Surrey are ongoing;
- Progress is being made with a PSDO post in Sussex.

The Board noted the report.

10 **Supplier for 2007 Regional Championships**

The Board was informed that, as a result of the tender process for the provision of shop / sponsorship of ASA South East Region Championships 2007, the contract had been awarded to Mailsports.

It was **agreed** that RMB members should be issued with a shirt / blouse, while discipline group managers should be given a choice between a shirt / blouse or a polo shirt. It was also **agreed** that staff should be issued with two garments (one formal and one casual).

LH and EK-C were asked to decide on the colour for the regional kit that would blend well with the Swim South East logo.

Action LH / EK-C

11 **ASA Board Minutes**

The next ASA Board meeting was to be held on 27 April 2007. RH and RGP stated that they were yet to receive board papers. It was noted that the papers for the Board meetings are not available for the RMB members to make comments or raise issues in time for the next meeting. RH thought the ASA Board had agreed that papers should be circulated in batches as completed, rather than all together just ten days before the ASA Board meeting. He would bring this up again.

Action – RH

A point was made that Derek Mapp, Sport England Chairman has circulated an interesting document on future funding of sport. EK-C was asked to circulate this document to board members.

Action: EK-C

12 **AOB**

12.1 **Harold Fern and Alfred Turner Awards**

The Board was informed of the working group's decision for the regional nominees for these two awards. The Board **accepted** the nominations proposed. The group also offered advice as to how the citations could be fine-tuned to make the prospects of success better.

The final citations should be returned to EK-C by 30 April so that these can be forwarded to the ASA by the deadline of 1 May 2007.

Action: EK-C

12.2 **Club and Coach Funding Application to Sport England**

The Board was informed that the Region had been awarded £300,000 for a period of three years towards its talent development pathway. The offer letter specifies that the funding should be used for:

- A full time Beacon Club Coach;
- A full time Disability Skill Development Coach

Following a meeting with Sport England, EK-C is to produce a paper to explain the process of funding distribution from Sport England South East Region.

Action – EK-C

13 **Date of next meeting**

Wednesday, 16 May 2007 at the Spectrum Leisure Centre commencing at 19.00.