

Approved at the RMB meeting on Tuesday 15 January 2008

Regional Management Board

Minutes of meeting held on Thursday 13 December 2007, commencing at 19:00
at the Spectrum Leisure Centre, Guildford

Present:	Roger Prior (RGP)	Chairman
	John Davies (JD)	Board Member
	Lis Hartley (LH)	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
Joan Massie (JM)	Regional Office and Finance Administrator

1 Apologies

Gordon Dart (GD), Dave Harman (DH), Mike Lambert (ML), Alan Lewis (AL), Terry Ward (TW).

2 Minutes of the meeting held on Wednesday 14 November 2007

The following corrections were agreed:

Item 2 – change the date in the heading to 09 October 2007

Item 18 – Swimwear Supplier - replace “by the Communication Group” with “ by the Regional Director, on the recommendation of the Communication Group,”.

Action: JM

3 Matters Arising

Minutes

RFP volunteered to be part of the group to review the Regional Workforce Development Strategy 2009-13. His offer was **accepted**.

Matters Arising Table

None.

4 Regional Handbook

RGP explained his difficulties in circulating the draft Regional Handbook prior to the meeting. RGP would try to email the handbook to Board Members at the

beginning of the following week for final comments.

Action: RGP

5 **ACM & Gala Awards and Dinner/Dance 2008**

The Board was asked to agree either a new date or venue for the 2008 ACM & Gala Awards and Dinner/Dance.

The members discussed the proposed actions, either to retain the date of Saturday 06 September 2008 for the AGM & Gala Awards and Dinner/Dance and seek an alternative venue, as the Grange Hotel was unavailable for this date, or change the date to Saturday 13 September 2008 and hold the events at the Grange Hotel, Bracknell.

After some discussion, the Board **agreed** to change the date of the ACM and Gala Awards and Dinner/Dance to 13 September 2008 and to retain the Grange Hotel as the venue.

It was suggested that the Region should advertise the fact that facilities would be available for those who are staying after the ACM and wish to change for the Gala Awards and Dinner/Dance, and that was **agreed**.

Action: EK-C

6 **Format of ACM/Training Day 2008**

The Board was asked to consider the outlined proposal for the format of the ACM/Training Day 2008.

The Board **agreed** for the Regional Director to take a lead and work with the Regional Development Team, and the Development and Finance Sub-Groups, to produce a more detailed programme for submission to the February RMB meeting.

Action: EK-C

7 **Visit of the Director of English Programmes, January 2008**

The Board was asked to decide on any specific matters they would like to raise/discuss with Anne Adams-King, Director of English Programmes at the January RMB.

The Board **agreed** the following matters for discussion:

1. Swim 21 Target for 2009 – to discuss main reasons that are stopping the Region achieving its Swim21 target of 114 clubs by March 2009. EK-C to prepare a paper for discussion.

Action: EK-C

2. The new Education System – to discuss the lack of materials/tutors and availability of courses. EK-C to liaise with SR, RH and Jenny Norvill (Education Officer) and produce a paper for discussion.

Action: EK-C

3. Board's and RD's Roles and Responsibilities – to discuss with AA-K the ASA vision for the Regions. AA-K to be asked to provide a paper for

discussion.

Action: EK-C/AA-K

8 Procedures for the nomination of ASA Vice President from the SER

The Board was asked to consider possible procedures for a formal proposal, to go to the January 2008 RMB meeting, for the appropriate amendment to the Region's Constitution to be presented at the 2008 ACM.

Members considered the four options put forward by RGP in his paper. After discussion, the Board **agreed** on option 3 – an open nomination system, with the recommendation to the ACM made by the Regional Management Board. RGP to prepare a paper, containing the relevant rule change to be put to the 2008 Annual Council Meeting, for the January RMB.

Action: RGP

It was noted that there was a misprint in point 3 under Supporting Information; the year should read 2014, not 20014.

Action: JM

9 Website

The Board received an update on the meeting with the Webmaster held on 26 November 2007.

The Board discussed the proposed new structure and asked for the Regional Constitution and Affiliation Fees to appear in the "About the Region" section. Members also asked for an explanation on how the speed swimming records are obtained. The Swimming Group is to provide text, which might include a link to the Records. The Board is to receive an update on the progress being made at the February RMB, following a meeting with the Webmaster scheduled for 16 January 2008.

Action: RGP

10 Presidential Chain

The Board considered:

- 1. Whether a more elaborate presidential chain should be purchased, and.*
- 2. Possible patterns and costs for such a chain.*

RGP provided the Board with a number of estimated costs and patterns of a chain, together with a velvet collar, for the Presidential Regalia, made by Toye, Kenning & Spencer.

The Board **agreed** that a more elaborate chain should be purchased; option 2 in the paper was favoured by most members. A final decision will be made at the January RMB meeting, after other suppliers have been approached.

RH to arrange for a catalogue with possible other options to be sent to the Regional Office.

Action: RH

11 Regional Audit

The Board received an oral update on the Regional Audit held on 04 and 05

December 2007.

A full report is being produced by Kay Simnett and should be available at the time of January RMB meeting. EK-C to circulate the audit to all members as soon as it is received.

Action; EK-C

The Chairman and Regional Director felt that the audit went well. A number of policies and procedures need to be put in place, such as procedures for disaster planning, annual register of conflict of interest of Board members, office handbook, fixed assets register or log book for equipment. ASA Board is to approve a number of policies, which the Region would be able to adapt and finish its office handbook.

12 **ASA Board Minutes**

None were available.

13 **Affiliations and Resignations**

The Board was informed of the affiliation of Bucks Disability SC and Oratory School Woodcote SC to the Region, and of a verbal request of change of name from British Armed Forces to Combined Services SC.

The Board **agreed** to the name change once a written request has been received from the club.

Action: EK-C

14 **Correspondence**

Item 1 and 7– the Regional Director provided information for Strategic Leisure feasibility studies for 50m pools in Reading and Newport Pagnell.

Item 8 – an invoice had been sent to claim the ASA Development Grant.

Item 9 – Regional Director is in the process of supplying a support letter for a 50m pool in High Wycombe.

Item 14 – the announcement of Adam Harrington's winning the BBC South Young Sports Person of the Year had been put on the regional and British Swimming websites.

15 **AOB**

Role and Responsibilities of County Volunteer Coordinators

RFP wished to know, on behalf of Berkshire & South Buckinghamshire ASA, how ASA plans to utilise the network of CVCs that had been put in place over two years ago. The Regional Director agreed that the governing body had not given CVCs any clear direction. However, a Welcome Pack for CVCs is being produced and will be launched at the Club and County Conference to be held on 9/10 February 2008. EK-C would send RFP a draft copy of the Welcome Pack in time for the BSB's next Executive Committee meeting. Also, the Region should contact CVCs to let them know of the existence of the packs.

The Chairman expressed his disappointment that a National Initiative should be

launched at an occasion that the delegates, or their Counties, would have to pay to attend.

Action: EK-C

Memorial Donations

The Board was informed of two recent deaths of long-serving SCASA/SER members. The Region would be represented at Maudie Ottaway's funeral by LH and at Tom Chambers' funeral by RGP. It was **agreed** that a contribution of £25 be made to either a floral tribute or a charitable institution *in memoriam*, and that this would be a standard practice in the future, not needing the RMB's approval in advance.

Regional Kit

The Board was asked to state their preference for either a long or short sleeved Regional Kit. It was **agreed** that the ladies were to have short-sleeved blouses and the men to have long sleeved shirts.

Action: EK-C

16 **Date of Next Meeting**

Tuesday, 15 January 2008 at the Spectrum Leisure Centre (*Conference Room*) commencing at 19.00.