

Regional Management Board

Minutes of meeting held on Thursday, 16 February 2006, commencing at 20:30,
in the Conference Room at the Spectrum Leisure Centre

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
	Roger Penfold (RFP)	Board Member
	Terry Ward (TW)	Board Member

Also in attendance (non-voting):

Alex Message Regional Development Officer

Apologies for absence were received from Trevor Marshall (TM), Jack Siddle (JS), Eli Karlicka-Cook (EK-C) Regional Director.

1 Minutes of meeting held 18 January 2006

The minutes were confirmed as a correct record.

2 Matters Arising

2.1 **Min 2.5** – RGP reported that the Region's insurance certificate had been received.

2.2 **Min 2.9** – RGP reported that, at a meeting for regional finance personnel on 5 February, it had been stated that the ASA would pay grants for regions' competitions and training camps.

2.3 **Min 6.7** – RGP reported comments from John Carrie about

- collecting affiliation fees for new members who join clubs during a registration year;
- collecting fees from newly affiliated clubs.

In connection with the latter, it was **agreed** to allow a period of 3 weeks from approval of constitution to pay affiliation fees due.

Action: EK-C

2.4 **Min 10.3** – RGP confirmed that JH could attend ASA Council as a delegate of the Region.

2.5 **Min 10.4** – RGP advised that he had fixed the allowance for Friday evening meals for delegates attending the ASA Council 2006 at £25.

- 2.6 **Min 16** – A paper by Madge Lyne was circulated at the meeting. It was **agreed** that the Chairman and the Regional Director be authorised to approve arrangements for a dinner in October 2006, subject to a ticket price c £30.

Action: RGP/EK-C

[Post meeting note – Madge Lyne offered to perform the role of dinner secretary.]

- 2.7 **Min 17.1** – The Board **accepted** the offer of AL to be Water Polo Champion from June 2006. RGP **agreed** to perform the role in the interim

Action: RGP/AL

3 **Vacancy for Board Member**

- 3.1 The Board considered filling the vacancy for Board Member, vice RGP. A nomination had been received, via a Board Member. A suggestion was made that further nominations should be sought, by means of advertisement. However, as RGP would have retired as a Board Member in October 2006, it was

- 3.2 **Agreed:** not to fill the vacancy before the Annual Council Meeting in 2006.

4

Budget 2006/07

- 4.1 The Board considered a report submitting the proposals of the Finance Sub-Group for the Region's budget for the financial year 2006/7. Appendices to the report set out the submissions of various discipline groups, one of which post-dated the Sub-Group's report.

- 4.2 In the light of the late circulation of the report, for reasons outside the Board's control, RFP proposed that the report be deferred. There was debate about

- the proposed paid post of swimming manager;
- the proposed increase in affiliation fee wef 1 January 2007.

- 4.3 **Agreed:** 1 To defer consideration of the report.

- 4.4 2 To submit the job description and person specification for the post of swimming manager to ASA Human Resources for evaluation as to salary.

Action EK-C

5 **IT "Wish" List**

- 5.1 The Board considered a report by RGP advising that a sum of £2,500 was available, until 31 March 2006, from the ASA, to spend on IT equipment, as a result of the demise of the districts and the creation of the regions. The "wish" list compiled by the Shadow Board was attached to the report.

- 5.2 **Agreed:** 1 To authorise the purchase of IT equipment as requested by the Swimming Group, up to a maximum of £1 200, together with 3 laptops for other disciplines.

Action: ML

- 5.3 2 To request the Finance Sub-Group to consider the allocation of the balance of the available funds, and make recommendations to the next meeting.

Action: RFP

6 **Communication With Sub-Regions**

- 6.1 Due to time constraint, it was **agreed** to defer consideration of a report by RGP about strengthening communications between the Region and its sub-regions.

Action: EK-C

7 **Any Other Business**

- 7.1 **SCASA training/development events** – LH requested the Board's support for meeting a share of the cost of the final phase, in April 2006, of a series of training development camps, originally promoted by SCASA. RFP argued that the Region had inherited an obligation to meet a share of the cost.

- 7.2 **Agreed:** To meet a share of the cost of the training camp in April 2006, commensurate to the number of participants from the Region.

Action: LH/RFP

[Post meeting note – The Region's share of the cost will be c£2130.]

- 7.3 **Administrative Officer** – RGP reported that the part-time Administrative Officer, in the Regional Director's office, would shortly be in post.

8 **Date of Next Meeting**

- 8.1 Monday 13 March 2006, at the Spectrum Leisure Centre, Guildford at 1900.

For Information.

none

RFP
Provisional – 02.03.06