

Regional Management Board

Minutes of meeting held on Tuesday, 11 April 2006, commencing at 19:00,
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
	Trevor Marshall (TM)	Board Member
	Jack Siddle (JS)	Board Member
	Terry Ward (TW)	Board Member

Also in attendance (non-voting):

Eli Karlicka-Cook (EK-C)	Regional Director
Alex Message (AM)	Regional Development Officer
Jenny Norvill (JN)	Office and Finance Administrator

1 **Apologies for absence:**

Apologies were received from Roger Penfold (RFP)

2 **Minutes of meeting held 13 March 2006**

The minutes were confirmed subject to **three** amendments.

- RFP highlighted that the names of attendees should be in alphabetical order.
- Min 2.1. Swimming Group withdrew its proposal for a paid swimming manager **for 2006/2007**.
- Min 10. The correct name was highlighted to be Oxford City Council and not Oxfordshire City Council.

3 **Matters Arising**

Min 5. EK-C questioned the effectiveness of sending a profile for the Independent Dispute Panel members to clubs. After a short discussion it was **agreed** that the request for volunteers would be advertised in the newsletter and the profile will be put on the website and sent to Sub-Regional Secretaries.

4 Constitution

RGP told the Board that he thought some changes to the ASASER Constitution needed to be made at the October Council Meeting, such as moving the ACM to September from 2007.

- 4.1 DG had some comments regarding the ASA Sub-Regional model constitution, which she was asked to forward to the Regional office.
- 4.2 It was **agreed** that RFP, RGP, RH and JD be appointed to review the ASASER Constitution and recommend any necessary amendments.

Action: RGP, RFP, RH,JD

5 Communication on the proposed regional fees

The Board discussed the proposed budget statement and **agreed** a revised version. The option of keeping minimum and maximum levels of regional affiliation fees was also discussed.

6 Communication Plan

The Board was asked for general comments on the communication paper. Discussion took place about a number of the recommendations.

Agreed: The paper be accepted with the following amendments and comments:

- The length of time after RMB that the report should be made available to Sub-Regions. It was **agreed** that a period of 2 weeks was more appropriate allowing board members to approve the report;
- **Agreed:** guidelines on Discipline group minutes for the website to be produced; **Action: ML**
- Regional handbook was discussed. It was **agreed** that the Communication Group should put a proposal together for the June RMB meeting; **Action: Communication Group**
- The Board discussed the best ways for individuals to access information on the Regional website. It was **agreed** that a leaflet about the website would be produced and sent out to clubs; **Action: ML**
- The Board discussed the need for clubs to write articles for Swimming Times to maximise publicity of events occurring in the Region. It was **agreed** that this should be included in the mail out to clubs. A volunteer would be needed to co-ordinate the Regional input; **Action: EK-C**
- Discussion took place regarding the geographical spread of the Regional Forums/Roadshows. It was **agreed** that three rather than two would take place and the preferred locations would be High Wycombe, Camberley and Crawley.

7 **Affiliation of New Clubs**

7.1 **Agreed:** To affiliate Dorking and Mole Valley Mermaids, Deal Tri Masters Swimming Club and Bishops Waltham Swimming Academy Mitres.

7.2 A recommendation to modify the process of affiliation of new clubs was before the Board.

Agreed: Regional Director and Chairman to have the authority to affiliate new clubs if their club constitution has been approved and no objection from their Sub-Region or the Board has been raised. The Board to be kept informed of such decisions. In such cases where there are issues with either the club's constitution or the Sub-Region having objections to the club's affiliation, the current procedures of the Board making a final decision should be followed.

8 **Fundsport Uk Ltd**

EK-C reported on a meeting that the RDs had with Fundsport Ltd, who had been working with the ASA and some other Regions on fund-raising.

After a discussion regarding the proposed funding agreement and the legal status of Fundsport Ltd, the Board **agreed** that the advanced payment of £1000 + VAT should be negotiated and only made once Fundsport Ltd brings in promised income of £10,000. If Fundsport Ltd does not agree to the Board's decision, the Region should wait until evidence of success with bids from other regions can be provided.

Action: EK-C

9 **Up-dates**

EK-C up-dated the Board on recent development programmes.

9.1 **Kellogg's Swim Active**

Two applications from within the Region had been selected for a full application submission to the National Panel. These were:

- Brighton & Hove Partnership
- Aylesbury Partnership

9.2 **Everyday Sport**

The Regional Panel considered five applications and selected three for submission to the National Panel.

9.3 **Course Subsidies**

EK-C updated the Board on the applications that had been approved to date.

9.4 **Launch of new Swim 21 Club Accreditation Scheme**

AM reported that the ASA has updated Swim 21. The main launch of the new Swim 21 in the Region will be at the Regional Youth Swimming Championships.

10 **Swimstop**

The Board received an update on the sponsorship contract with Swimstop at the region's swimming championships.

ML explained that due to tight timescales, the Region would continue with the current contract with Swimstop for the next Youth and BAGCAT championships. However, a tender process should be put in place for future competitions soon after this round of Regional Championships.

Action: ML

11 **ASA Committee**

The minutes of the meeting on 3 March 2006 had been circulated.

RH brought to Board members' attention issues raised in items 6.2, 8.4, 9.3, 11, and 13. It was noted that Appendices 1 (10.2) and 2 (18.2) had not been circulated with the minutes. JN to distribute the attachments with the minutes of the April Board meeting. It was noted that the Weadon Memorial Trophy was awarded to Simon Burnett, a South East member. It was explained that new branded ASA clothing for ASA staff would be provided by the sponsor at no cost to ASA.

Action: JN

12 **Any other business**

12.1 DG reported on the Diving Group's disappointment with the lack of specific discipline engraving on championships medals and the lack of trophies following regionalisation.

Agreed: diving should utilise existing trophies.

12.2 RGP informed the Board that Helen Mack, RDO had made a decision not to come back from her maternity leave. RGP suggested that a thank you letter should be sent to Helen. In light of this, EK-C was asked to prepare a paper for the next RMB outlining possible future staffing structures.

Action: RGP / EK-C

12.3 ML raised the issue regarding permitted use of equipment owned by the Region.

Agreed: ML would draw up guidelines for this to distribute to all holders of aquatic resources.

Action: ML

12.4 EK-C informed the Board that the new Regional Business Manager for the South East Region had started on 3 April 2006. Anne-Marie Slade can be contacted on 07909 951896 or anne-marie.slade@swimming.org .

12.5 EK-C informed the Board that JN is to fulfil the position of Regional Administrator for ASA Helper and Level 1 Teacher courses for the immediate future.

13 **Date of Next Meeting**

Wednesday 10 May 2006, at the Spectrum Leisure Centre, Guildford at 19.00.

JN/RGP