

MINUTES

Regional Management Board

Minutes of meeting held on Thursday 15th June 2006, commencing at 19:00,
in the Conference Room at the Spectrum Leisure Centre

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|-----------------|----------------------|--------------|
| Present: | Roger Prior (RGP) | Chairman |
| | 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 |
| | John Davies (JD) | 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 |
| Anne Adams-King (AA-K) | Director of English Programmes |

1 Apologies for absence:

Apologies were received from Terry Ward (TW), Trevor Marshall (TM) and Jack Siddle (JS).

2 Presentation from Anne Adams-King

AA-K made a presentation to the Board giving a national and regional perspective on a number of areas such as: regionalisation, health and activity, workforce development, talent development and funding. Board members had an opportunity to ask AA-K some challenging questions. A copy of the presentation is available on request.

3 Minutes of meeting held 10 May 2006

The minutes were confirmed subject to two amendments:

Min 5.1 – change principal to principle

Min 9 - change Sub-Regional Groups to Discipline Groups.

4 Matters Arising

Min 11.1 Board members asked for an update on the status of the previously suspended clubs and league affiliations. JN to email Board members with an update.

Action JN

Min 11.3 AL enquired about the outcome of the complaint letter regarding the licences of Easter open meets from Leatherhead. ML explained that the Swimming Group had replied to the club outlining that it was not the Region's role to prevent open meets occurring on the same day, but just to advise. ML explained that if the Swimming Group publicises the levels of meets for next year this may prevent this situation happening in the future. ML was asked to prepare a paper on this issue for next RMB.

Action ML

Min 11.8 Movement on Presidents chain. RGP outlined that the officers of SCASA had asked John Carrie to make a decision as to which Region the old SCASA chain should go to, and he had awarded it to London. The Chairman of London had intimated that he was considering asking his Board to make a contribution towards a new chain for the South East Region.

5 **Operational Plan**

The Board **accepted** the South East Regional Operational Plan.

6 **ASA South East Region Credit card**

RFP explained that there is a need for a credit card to allow the Regional office to purchase stamps and other Regional goods. After a short discussion with regards to the cardholder and the credit limit, the Board **agreed** that the South East Region should have a credit card.

Action JN

7 **Medals**

DG outlined her paper regarding the logo on medals for diving. The Board members felt that the Swim South East Logo should stay on the front of the medals however it was **agreed** to have discipline specific ribbons. This will be effected as soon as possible.

Action JN

8 **Commercial audit by Goodform**

RGP informed the Board of the commercial audit undertaken by Goodform. The South East Region was chosen to be one of only two Regions to be audited. The Board **agreed** to RGP's request for the chairman of Goodform to attend the next Board meeting to present the findings of the audit. The draft report is being finalised and will be circulated prior to the next RMB.

Action EK-C

9 **Regional affiliation fees**

RFP explained that the Finance Sub-Group felt that the Board should address the issue of the Regional affiliation fee for 2007 at this meeting, to ensure that Sub-Regional bodies may consider whether they should set an affiliation fee in 2007. After discussion it was **agreed**:

- That the affiliation fee for 2007 be £3 per member, subject to a minimum fee of £25.
- That administration grants of £1,600 be paid to sub-regional bodies in the financial year ending 31 March 2008.

Action EK-C

10 **Banners**

JN presented information and artwork for the Regional banner to be used at events and roadshows. The Board **agreed** to go ahead with the proposed artwork but to brush out the swimmers name on her hat. The aim is to have the banner available for the forth-coming roadshows.

Action JN

11 **Regional Director's Report**

EK-C presented the Director's Report for January- March 2006. JD raised his concern over the level of grant claimed from the ASA and asked if the development group could meet with the RD and RDO to ensure that this situation improves in 2006/2007.

Action EK-C

12 **Report of Sub-Regional six month plans**

AM outlined the main aspects of her report. RFP suggested that a target column be added on the Key Successes chart in order to better illustrate outcomes achieved in the areas where professional staff are in place.

Action AM

13 **AOB**

13.1 RGP circulated the skill gap matrix audit to the Board for the Board training, which is proposed for sometime in the winter. The Board were asked to complete these sheets and return them to RGP. The Board members were asked to inform JN of any problem weekends around Oct/Nov/Dec.

Action All

13.2 EK-C informed the Board of the future appointment of a Regional Education Officer for the South East. ASA has provided funding for this post. EK-C was asked to circulate Job description and Person specification to the Board for information.

Action EK-C

13.3 RGP asked JD to defer his item about League constitutions/rules to the next RMB meeting.

13.4 RH confirmed the need to revise Sub-Regional and club constitutions by June 2007. The Board raised concerns over the volume of work and who will do this. AA-K suggested using the ASA administration grant to cover the cost of the manpower. The Region needs to inform clubs to revise their constitutions. It was suggested that we include a letter and model constitution in papers for ACM.

Action EK-C

13.5 RGP informed the Board that the constitution working group could not meet before the 3rd July therefore limiting the time in which the Board could receive papers for the RMB on the 10 July. The Board **agreed** that 5 days prior to RMB would be sufficient for this one item.

14 **Date of Next Meeting**

Monday 10th July 2006, at the Spectrum Leisure Centre, Guildford at 19.00.

Approved