

DRAFT MINUTES

Regional Management Board

Minutes of meeting held on Tuesday 12th September 2006, commencing at 19:00,
in the Conference Room at the Spectrum Leisure Centre

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|-----------------|----------------------|--------------|
| 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 |
| | Alan Lewis (AL) | Board Member |
| | Trevor Marshall (TM) | Board Member |
| | Roger Penfold (RFP) | Board Member |
| | Terry Ward (TW) | Board Member |

Also in attendance (non-voting):

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

1 **Apologies for absence:**

Apologies were received from Mike Lambert (ML) and Jack Siddle (JS)

2 **Minutes of meeting held 10 July 2006**

The minutes were confirmed as a correct record.

3 **Matters Arising**

MIN 7: Medals – JN confirmed that Sue Green has been informed of the Board's decision to provide discipline specific ribbons as of 2007/08 season.

Min 10: New Club Affiliation - EKC informed the Board that Surrey County Swimming Association had accepted the allocation of Great Britain Deaf Swimming Club into their Sub-Region.

4 **Proposals for changes to the Regional Constitution**

RGP requested the Board to consider the provisions in the constitution regarding the payment of expenses in view of the latest increase of a mileage rate by the ASA. The Board's expenses for the six months of

2006/07 were just over £1000. If the Board agreed to implement the ASA recommended mileage rate, it would increase the regional budget for this area by 60%.

A number of views were expressed. After a discussion, RFP suggested that the rate of 25p should remain for this financial year, but that any new rate determined by the ASA should be considered from the start of each financial year, so the financial implications can be properly considered and budgeted for.

The Board **agreed** that the motion to change the constitution, 10.3.1 to read "Members of the RMB and of any Sub-Body appointed by the RMB or any person duly appointed by the Region to act with its authority shall be paid their expenses necessarily incurred through that membership or appointment by the Region at a rate determined by the RMB" should be put to the ACM.

Action: RGP

5 **Trophy**

RGP requested the Board to allocate the Jeff Cook Memorial Plate as a President's Plate" to be awarded on an annual basis, at the sole discretion of the President, to an individual who has contributed greatly to the sport.

The Board **agreed** that the Jeff Cook Memorial Plate be awarded, annually, to a person or persons who have made a significant contribution to the sport in the Region;

- b the recipient(s) of award be selected by the President in office;
- c the plate be presented to the recipient(s) at the annual dinner.

Action: TW

6 **Disability Budget**

EK-C, on behalf of the Disability Group, made a request to the Board for additional funding towards the cost of a Classification Day to be held in Southampton on 30 September in conjunction with the DSE Regional Gala. The request was for £360 to cover the cost of a lane hire and travel expenses of two classifiers.

The Board **agreed** to increase the Disability Group's budget by £360 to be diverted from the development budget. The funding is to be used for classifying swimmers from the South East Region.

Action: EK-C

7 **Dates for Board Training**

RGP updated the Board on the changes to the ASA Board Training Day. Due to difficulties in identifying convenient dates for the joint board training days, the ASA has suggested that each region holds its own training day. RGP informed the Board of the South West Region's suggestions to still proceed with a joint training day. The Chairman and RD are attending a pre-planning meeting on 1 October to finalise the content of the training day.

The Board **agreed** to investigate a joint Board training day with the South West Region and suggested 27 or 28 January 2006 at a central venue for both Regions.

Action: RGP

8 **Diving Proposal**

DG outlined the paper, circulated with the agenda for the meeting, on reallocation of the sum previously allocated towards the cost of the Regional Development Officer for Diving.

The Board **agreed** to reallocate up to £3,000 towards some of the Community Sports Coach posts in Tunbridge Wells, Crawley, Guildford and Gillingham, in this financial year.

9 **Goodform Report**

The Board agreed to preliminary investigations into all areas of action outlined in the paper (enclosed)

10 **League Rules**

JD outlined the paper on the process for checking leagues rules. Leagues affiliated to the South East Region are to check their rules against the proposed checklist, draft any amendments and sent their revised rules to the Regional Director by 1 November 2006.

The Board **agreed** the principle and checklist and requested that the regional office forwards this information to the affiliated leagues.

Action JN

11 **Annual Report**

EK-C presented the draft Regional Report, which had been circulated with agenda for the meeting. A few suggestions were made regarding the front cover (logos) and headings.

It was **agreed** that 500 copies of the front cover in colour should be produced and some copies bound for circulation. It was also **agreed** to add a contents page and staff list.

Action: JN and EK-C

12 **Six Month Accounts**

RGP presented the accounts for the period of 1 October 2005 to 31 March 2006. JD enquired if the income and expenditure could be grouped as per current budget headings. TW asked about the balance sheet. RGP confirmed that the accounts could be presented as the current budget format and that the accountants would also add the balance sheet.

The Board **agreed** to adopt the accounts for the period of 1 October 2005 – 31 March 2006, in the format presented, for presentation to the Annual

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Council Meeting.

13 **Motions to ACM**

EK-C informed the Board that one motion had been received from the Berkshire and South Buckinghamshire ASA with regards to affiliation fees 'That, notwithstanding the Region's Constitution, the Council instructs the Regional Management Board to review the affiliation fee set for 2007, with a view to a reduction'.

14 **Nominations**

EK-C informed the Board that JD and TW had both been nominated for re-election to the Regional Management Board. This means that there will be 2 vacancies on the Board after the ACM. The Board would consider the situation at the next Board meeting in October.

Action: EK-C

15 **ASA Board Minutes**

RH drew particular attention to the following items from the minutes of the meeting held on 30 June 2006.

79.2 – 50 metre pool report – **agreed** that this be circulated to Board members

Action JN

80 - Chairman's expenses

82 - Report of the Director of Finance

83 - Report of the Head of Legal Affairs (83.5 – ASA Recommended Constitution for Sub-Regions/Counties will be issued in the Autumn)

84 - Renaming the Amateur Swimming Association- No change to be made at present

85 - Policy Documents - New policy documents have been produced regarding use of mobile phone and email by swimming coaches and teachers and trophies and awards for national events.

91.2 - Communication of Fees – Regional Office to inform clubs of the new ASA and Regional affiliation fees (regions may delegate this responsibility to counties if they choose).

Action: EK-C

The Regional Office to confirm the Regional Water Polo representative and the Region to try to find a representative on the ASA Medical Advisory Committee

Action: JN

ASA Board Minutes and attachments can be downloaded from the ASA website.

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16 **AOB**

- 16.1 The current situation regarding Staines Swimming Club - RGP informed the Board about the progress made regarding the Staines SC. It was **agreed** to wait for a reply from Staines SC as to how they wish to proceed.

16.2 It was **agreed** to affiliate the University of Southampton Swimming Club to the Region.

Action: JN

16.3 Analysis of performance of SER swimmers at Age Groups - It was **agreed** for the Development Group to consider JD's analysis and feed back at the next meeting.

Action: Development Group

16.4 AL mentioned that a lady who is 100 years old was likely to compete in the forthcoming Regional Masters' Championships.

16.5 RH asked for the address book to be updated after the ACM.

16.6 RGP provided his weekday telephone number (01235 543196).

16.7 RH asked for an update on the Regional Dinner.

Action: JN

16.8 NC provided an update on the UK School Games

Date of Next Meeting

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Thursday 19th October 2006, at the Spectrum Leisure Centre, Guildford at 19.00.

RGP/JN
26 September 2006