

DRAFT MINUTES

Regional Management Board

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

Present:	Roger Prior (RGP)	Chairman
	John Davies (JD)	Board Member
	Lis Hartley (LH)	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):

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

1 **Apologies for absence:**

Apologies were received from Daphne Geer (DG), Ray Hedger (RH), Janet Holdstock (JH) and Trevor Marshall (TM).

2 **Minutes of meeting held 12 September 2006**

The minutes were confirmed as a correct record.

3 **Matters Arising**

Min 6: EK-C informed the Board that 3 South East Swimmers had been classified and that the classifiers were in the process of claiming their travel expenses.

Min 7: RGP briefed the members on the proposed joint Board training day with the ASA South West Region. The date has been identified as Sunday 28th January. After discussion, Swindon was suggested as the most suitable venue. **Action EK-C**

Min 15: JN informed the Board of a possible representative for the ASA Medical Advisory Committee. Once the individual has confirmed their willingness to represent the Region on this committee, the Board will be informed. **Action JN**

Min 15: JN informed the Board that the 50 m pool report was yet to be circulated. This was due to a delay in receiving an electronic copy of it. **Action JN**

4 **Calendar for RMB etc meetings**

The dates set out in the Appendix were agreed for the RMB and other meetings in 2006/2007. The venue has been booked.

5 **Matters arising from ACM Regional Affiliation Fees**

The ACM had adopted, by a narrow margin, a proposal that the Board review the affiliation fees for 2007. RFP presented a paper about the affiliation fees for 2007, setting out a recommendation of the Finance Sub-Group for revised fees, in the light of the debate at the ACM. After discussion, the Board **agreed** to adopt the following affiliation fee structure, with effect from 1 January 2007:

- Category 1 member - £2.75
- Category 2 member - £2.75
- Category 3 member - £1.00

Subject to a minimum payment per club of £25.

It was **agreed** that the office should circulate this information to all clubs and associations, publicise it on the SER website and inform the ASA of the new fee structure. **Action EK-C/JN**

The members were also informed that Sussex County ASA were introducing a County affiliation fee, of 25p for Category 1 and 2 members, in 2007.

6 **Partnership Swimming Development Officers (PSDOs)**

AM introduced a paper setting out recommendations made jointly by the Development and Finance Sub-Groups about support for PSDO positions within the Region. The present situation regarding PSDO posts was appended to the paper. The Board considered the impact this would have on the Regional budget. Support from other partners including sub-Regions was also discussed. The Board **Agreed**

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- 1 To provide financial support for PSDO posts in the 7 county sports partnerships, up to a total aggregate sum of £35,000 per annum, for the 2 financial years 2007/8 and 2008/9.
- 2 To authorise the Regional Director, in consultation with the Development Sub-Group, to allocate the funding to the county sports partnerships, and report on her action.

7 **Composition of Board**

The Board discussed the best way to recruit to two vacant positions of Board Member. It was **agreed** to advertise the position, along with its Role Description, on the website and accept applications until the 13th November, ready for the next RMB meeting.

Action JN

8 **Discipline Managers etc**

Following RGP's request to consider the procedures for appointing / reappointing Discipline managers, EK-C was requested to email the

discipline groups to ask if they wish to recommend for appointment for 2006/2007. Replies to be received by 12th November. **Action EK-C**

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Board Liaisons

RGP asked if the current Board champions for disciplines and Sub-Groups were willing to continue with their role for 2006/2007. All who were present at the meeting agreed. EK-C was requested to email missing Board champions (DG & TM) to ask if they are willing to remain in their roles for 2006/2007.

Action EK-C

Diving – Daphne Geer

Open Water – Trevor

Synchro – Roger Penfold

Swimming – Mike Lambert

Water Polo – Alan Lewis

Masters – Lis Hartley

Officials – Roger Prior

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External funding

JD introduced the recommendation to empower the Regional Director to pursue external funding. The main point of discussion was the maximum level of expenditure allowed by the RD.

The Board **agreed** that the Regional Director may make arrangements with third parties up to the amount of £2000, with a view to obtaining funding from external agencies. It was also **agreed** that the RD would look into a procedure on guidelines for signing contracts, differentiating between budgeted and non-budgeted items.

Action EK-C

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Regional Annual Dinner

RGP asked for authorisation to allow a provisional booking to be made for a venue for the 2007 Annual council meeting and dinner. Discussion took place about the day and date of the events. It was **agreed** to have the ACM on the afternoon of Saturday 8th September followed by the Annual dinner on the evening of the 8th September 2007. EK-C was requested to ask Madge Lyne if she wishes to continue as dinner secretary and if yes, to look into parking issue on a Saturday afternoon, before booking at the Grange Bracknell. The Board asked for a financial overview of the 2006 council and dinner. JN to provide accounts update at the next meeting.

Action JN and EK-C

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Trophies

RFP introduced a paper about trophies, based on briefing notes from Sue Green, Trophies officer. A number of views were discussed and it was **agreed**

1. To adopt the principle that trophies should ideally be available for the winners of all championship events promoted by the Region.
2. To adjust the budget for 2006/7, to provide a fund of £500, so that the Trophies' Officer may make opportunistic purchases of suitable trophies.

3. To ask the Finance Sub-Group to build a trophy purchase fund into the draft budget for 2007/8.

4. To invite monetary contributions towards the purchase of trophies.

13 **ASA Board Minutes**

This item was postponed as RH was unable to attend this RMB meeting. Feedback will be given at November meeting **Action RH**

14 **AOB**

14.1 RGP informed members of the passing away of Wally Clark and the funeral arrangements. It was **agreed** that AL would attend the funeral on behalf of the Region and a donation of £50 be donated to Wally Clark's chosen charities as recognition of his work within the Region.

15 **Date of Next Meeting**

Tuesday 14th November 2006, at the Spectrum Leisure Centre, Guildford at 19.00. Ice Box 3

JN /RGP
24 October 2006
Approved

APPENDIX

CALENDAR OF MEETINGS 2006/7

Date	Event
Tuesday, 14 November 2006	RMB
Tuesday, 5 December	RMB
Wednesday, 10 January 2007	RMB
Thursday, 15 February	RMB
Monday, 12 March	RMB
Tuesday, 17 April	RMB
Wednesday, 16 May	RMB
Thursday, 14 June	RMB
Monday, 9 July	RMB
Tuesday, 4 September	RMB
Saturday, 8 September	Annual Council Meeting and Regional Annual Dinner
Monday, 1 October	Delegates Meeting
Tuesday, 9 October	RMB