

Regional Management Board

Minutes of meeting held on Thursday 14th November 2006, commencing at 19:00,
in Ice Box 3 at the Spectrum Leisure Centre, Guildford

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):

Eli Karlicka-Cook (EK-C)	Regional Director
Jenny Norvill (JN)	Regional Education Officer

1 Apologies for absence:

Apologies were received from Trevor Marshall (TM) and Natalie Cunningham (NC).

2 Minutes of meeting held 19 October 2006

The minutes were **agreed** subject to the following amendments:

- Delete the word *who* from Min 8
- Re-number from Min 11 onwards
- Delete number 5 in Min 11 that makes reference to the Trophies item.

3 Matters Arising

Min 8: The Board confirmed the following Sub-Group Managers for 2007:

Swimming Group Convenor	- Mike Lambert
Swimming Group Competitions	- Lis Hartley
Masters Group Manager	- Geoff Stokes
Water Polo Group Manager	- Mike Clark
Diving Group Manager	- Ricky Smith
Synchro Group Manager	- Janet Holdstock
Disability Group Manager	- Sue Barker
Open Water Group Manager	- Keith Barber

Min 9: Board Champions were all re - appointed as follows:

Swimming Group - Mike Lambert

Masters Group - Lis Hartley
Water Polo Group - Alan Lewis
Diving Group - Daphne Geer
Synchro Group - Roger Penfold
Disability Group - Roger Prior
Open Water Group - Trevor Marshall

Min 10: EK-C informed the Board that a meeting is being scheduled with the Fundsport UK to discuss any future collaboration. RFP enquired about the progress with regards to guidelines for signing contracts. EK-C confirmed that a paper would be presented to the Board at the next meeting.

Action EK-C

4 **Annual Dinner**

RGP explained the financial statement for the Annual Dinner clarifying some of the accounts entries. JN was asked to change the headings in Sage to be more transparent and clear on the costs relating to the Annual Dinner and Annual Council Meeting. Also, remaining final invoices were to be obtained from Eddie Lyne to finalise the accounts for both events.

Action JN

A discussion took place regarding future plans for holding a Regional Annual Dinner. The main points raised were:

- *Members' support for the event* – in total 53 individuals attended the dinner. Excluding those who were invited and staff, the support from the members was limited.
- *Communication* – lack of publicity was sighted as one of the reasons for relatively small number of attendees. The issue of club secretaries not passing the information received from the Region was also highlighted. AL made a suggestion of communicating with club chairman. It was agreed that with a long lead up time i.e. eleven months to the event, the Dinner Secretary with the assistance from the Communication Group have the opportunity to put in place an effective marketing / communication plan (for instance, individual invitations).
- *Venue* – all agreed that the Grange Hotel in Bracknell was a good venue and a provisional booking has been made for 2007. It was suggested that in future, the location should be spread around the Region.

The Board **agreed** to hold an Annual Dinner on the evening of Saturday 8th September 2007 but felt that any future arrangements would depend on the success of this event.

Action: Dinner Secretary and Communication Group

5 **Appointment of Board Members**

RGP informed the Board that two written and one verbal expressions of interest for the vacancies on the Board ha been received. EK-C circulated two CVs received by the deadline of 13 November. After consideration the Board **agreed** to appoint Shelley Robinson and David Harman as Board members until September 2009.

6 **Regional Directors Report**

The Board received the Regional Director's Report outlining the most significant developments achieved between July and September 2006 and progress made against KPI's for the first six months of 2006/07.

A discussion focused on areas where targets were unlikely to be achieved. The Board expressed concerns regarding the underspend on development budget and limited claims made with regards to the ASA Development Grant. EK-C confirmed that the staff was acutely aware of the situation and were totally focused on areas where the underspend was occurring namely course subsidies. JN has now been appointed as the Regional Education Officer and would ensure that membership is aware of the opportunities and have courses more available to them.

TW queried the statement made regarding the Regional Championships competitive standards being improved. EK-C explained that these referred to minor disciplines such as diving rather than speed swimming. It was **agreed** that any reference to competitive standards should be deleted.

Action: EK-C

DG asked about rigging courses for diving. JN informed the Board that this was an add on course for Level 2, and that it is hoped that the Region would be able to support such a course in the new financial year.

RFP raised the issue of the Region not achieving KPI's and the impact it might have on the ability of the Region to access funding in the future. EK-C did not have a definite answer but felt that the Region would be judged by the ASA on delivery of its KPIs over a period of three years. If the Region were not spending on development than the ASA would not contribute as much as it has offered in 2006/07.

The Board thanked EK-C for the Report.

7 **Budget to date**

RFP outlined the budget paper to the Board drawing specific attention to the fact that the ASA would be reducing its support to Regions in the near future. Concerns were raised regarding the ASA timing of this and some of the principles mentioned in the ASA paper.

A discussion took place about external funding and how the Region should begin to make inroads into securing external funding.

JD expressed his concern that the Region might be penalised for lack of progress in accessing external funding. A use of agent / consultant to seek commercial funding was considered and the Board **agreed** to allocate up to £5,000 in this financial year for this purpose.

JD requested a progress on the Goodform action plan.

8 Work Programme for RMB

The RMB work programme for 2007 was discussed and the following amendments were **agreed**:

- ACM agenda should be finalised at the RMB held in July not September
- Submission of motions to ASA Board should be considered at the RMB held in June
- The Sub-Regions should be asked to submit their requests for funding of any developments that they can deliver as identified in the Regional Operational Plan for 2007/08
- Sub-Groups should be invited to attend a Board meeting between January and May 2007 and requested to submit their budgets for 2007/08 by January 2007.

Action: EK-C

DG asked for a job description for non-discipline officers i.e. Welfare Officer, Volunteer Officer and Swim21 Officer. DG also requested that technical regional representatives should provide brief reports to the Board for information and necessary action.

Action EK-C

9 Talent Development

EK-C outlined the Talent Development Pathway (TDP) paper prepared by NC. The process of consultation with disciplines regarding the TDP has now begun. The Board will be kept informed of the progress being made. Board members asked for a copy of the leaflet distributed at the recent Regional Winter Championships.

Action: JN

10 Affiliations

RGP informed the Board of the British Armed Forces request to change their name to Combined Services Aquatics Team or Combined Services Aquatics Club. The Board did not object to that change.

11 ASA Board Minutes

RH brought to the Board's attention the following agenda items covered in the ASA Board minutes of the meeting held on 22nd September:

- 102 - Note to be added to ASA Handbook stating that it is to Region's discretion to offer 40p mile
- 103.1.4 - STA is considering a legal action against the ASA for introducing licensing
- 103.1.5 – Some progress is being made in regards to House of Sport
- 106 - National Swimming Trust has produced a glossy Report
- 107- the Finance Department is under Jane Nickerson's control
- 108.3 - draft County Constitution has been put on the back burner. Instead a set of guidelines will be produced. Article 5 should be in any County constitution
- 110.2 - refers to no change being recommended to the current

- arrangement for funding the Regions
- 113 - there has been no progress on licensing of Officials
 - 114 - an explanation of how the regional representatives to the ASA Council will be calculated. This means that Regions will not know their number of delegates required when nominations are sent out
 - 129 - Mr S Le Fevre has resigned from the ASA Board due to his appointment as a Deputy Director in the Performance Directorate at the UK Sport.

12 **AOB**

Membership Working Party - RGP raised the issue of regional representation on the Membership Working Party. There were no volunteers, hence RGP suggested that Anthony Gimson is asked to fulfil this role.

Action: EK-C

Aquaforce – RGP was asked about the progress. He confirmed that the Regional awards would be actioned.

Action: RGP

3 **Date of Next Meeting**

Tuesday, 5th December 2006 at 19.00, Conference Room at the Spectrum Leisure Centre, Guildford.