

## ASA SOUTH EAST REGION

### SHADOW MANAGEMENT BOARD

Notes of meeting held at Spectrum Leisure Centre, Guildford on Monday 6 December 2004, commencing at 7.30pm and concluded at 9.20pm.

**Present:** Roger Prior (Chairman), John Davies, Daphne Geer, Ray Hedger, Janet Holdstock, Mike Lambert, Alan Lewis, Eddie Lyne, Bob Moys, Roger Penfold, Terry Ward

**Also present:** Helen Mack (Regional Development Officer, ASA), Alex Message (Regional Development Officer, ASA, designate)

**Apologies for absence:** Lis Hartley, Trevor Marshall.

- |  | <b>Action</b>                                |
|--|--|
| <b>59 NOTES OF MEETING HELD ON 8 NOVEMBER 2004</b>   |  |
| Confirmed as correct record.   | <i>ML to place in public area of website</i> |
| <b>60 MATTERS ARISING</b>  |  |
| <b>50 Peter Shaw</b>   |  |
| Roger Prior reported that he had met Peter Shaw, who was happy to be involved on the basis agreed at the last meeting.   |  |
| <b>52 49A Sub regional bodies</b>  |  |
| Roger Penfold reported that there had been informal discussions between delegates from the South East, London and East of England about this issue, at the Regionalisation Up-date meeting on 04.12.04 |  |
| <b>54 Report of Communications Sub-Group</b>   |  |
| Roger Prior confirmed that the web address "Southeastswimming" had been reserved.  |  |
| <b>57 Regionalisation Up-date meeting</b>  |  |
| As the Region had been permitted to expand its delegation to this meeting to 5 persons, Helen Mack had also attended.  |  |
| <b>58 The Late Jeff Cook</b>   |  |
| The ASA had been approached about memorials to the late  |  |

Jeff Cook elsewhere in the country

## 61 ORGANISATION & ADMINISTRATION SUB-GROUP

### A Meetings

The Board received the notes of the meeting of the Organisation and Administration Sub-Group, held on 08.11.04.

John Davies reported orally that the Sub-Group had met earlier on 06.12.04, when it had reviewed progress on the various identified tasks.

*JD to  
circulate  
notes*

Arising from this, the Sub-Group had been concerned that the funding available from the ASA, for the period to 30.09.04 - £4,000 – might prove insufficient, in the light of expenditure to date, in the current financial year. In light of this, the Sub-Group suggested that each sub-group and discipline working group should report back to the next meeting, estimating their expenditure for the remainder of the shadow period.

**AGREED:** To adopt the suggestion from the sub-group

*JD/DG/LH  
ML/EJL/TM/  
RFP/RGP to  
provide  
estimate*

### B Future organisation

John Davies had previously circulated a working paper on organisation, which covered ways of working, a proposed structure, ideas for the appointment of the Board, the Chairman and the President and comparisons/differences in organisation and operation.

Comment was made on the particular issues listed below:

- the president should have a purely ceremonial role, but be invited to attend Board and other meetings, with the power to speak, but not to vote: no conclusion was reached on how nominations for the office would be achieved;
- the suggested method of election of the Board was endorsed;
- responsibility for issues relating to technical officials would lie with appropriate discipline management group initially, with a view to migration to the Education function in due course: John Davies was asked to draft a strategy for achieving this;
- a water polo management group should be included;

*JD to action*

*JD to revise*

- the discipline managers should be appointed by the Board, on recommendations of the discipline management groups, against previously approved job descriptions and person specifications devised by the management groups;
- arrangements should be made for discipline fora, the membership of which would include sub-regional representation, to meet on occasions when good attendance could be expected, eg during regional championships.

**AGREED:** That the proposed structure and ideas for appointments be adopted by the Board, subject to the comments above.

*ML to place in public area of website, adjusted as necessary*

## 62 COMMUNICATIONS SUB-GROUP

Roger Prior reported that the Communications Sub-Group had met briefly, earlier on 06.12.04. A further meeting was planned.

Terry Ward reported on the offer, made at the Regionalisation Up-date meeting, of space on the ASA website for each Region, at a cost of £350 per annum.

**AGREED:** To refer the offer from the ASA, of space on the ASA's website, to the Communications' Sub-Group, for consideration and report back.

*RGP to note*

## 63 REGIONALISATION UP-DATE MEETING

Quick notes, prepared by John Davies, with an addition from Roger Penfold, arising from the Regionalisation Up-date Meeting were circulated at the meeting. The answers, from ASAHQ, to questions posed prior to the meeting, held on 04.12.04, were appended to the notes.

The presentations from the Up-date meeting had been circulated, by e-mail, to each member.

**AGREED:** 1 To defer, to the next meeting, consideration of any questions arising from the circulated note.

*All to note*

2 To go through the presentations, swiftly, at the Away Day on 23.01.05.

*JD/RGP to arrange*

## 64 ASA COMMITTEE

The unadopted minutes of the meeting of the ASA Committee

held on 20 November 2004 had been circulated.  
Ray Hedger drew particular attention to:

- Minute 141 – Report of Director Finance: accounting year end change, customary meeting of District Treasurers. The latter would be expanded to include regional representation in 2005.
- Minute 155.2 – Regionalisation Project Board: basis for appointment of funds would be club membership as at March 2003.
- Minute 177 – Review of Membership: the narrative of the report (posted on ASA website) had been noted, but ASA Committee was reviewing the recommendations.

**AGREED:** That Roger Prior, Roger Penfold or Helen Mack represent the Board at the meeting of District Treasurers in January 2005.

*HM/RFP/R  
GP to note*

## **65 SUB-REGIONAL STRUCTURE**

Helen Mack reported the results, thus far, of the consultation with clubs in Berkshire, Buckinghamshire and Oxfordshire on the future pattern of sub-regional structures in those 3 ceremonial councils.

5 of the clubs presently assigned to Berks & South Bucks had responded. Of those, 4 had favoured Option 5 (one sub-regional body) and 1 Option 4 (2 bodies, but with revised boundaries). 9 of the clubs presently assigned to Oxon & North Bucks had responded. Of those, 6 favoured Option 5, 1 favoured Option 4, 1 favoured Option 3 (retention of status quo) and 1 had no preference between Options 4 and 5.

**NOTED:** the strongest support was for Option 5 – 71% of respondents.

## **66 DISCIPLINE WORKING GROUPS**

It was noted that interim reports were not yet available from the Disabilities and Masters Working Groups.

Bearing in mind the Away Day on 23.01.05, it was suggested that the receipt of the final reports of the discipline working groups be deferred to February 2005.

**AGREED:** That the final reports of discipline working groups be submitted to the meeting on 09.02.05 (see below), rather than 12.01.05.

*DG/LH/ML/  
EJL/TM/RF  
P/RGP to*

*note*

**67 OTHER BUSINESS**

**A Dates of meetings**

In order to avoid clashes with meetings organised by SCASA, and in the hope that SCASA would avoid a clash of dates in July it was **AGREED** to change the dates of the February and September meetings to 09.02.05 and 15.09.05 respectively.

*All to note*

**68 SEASON'S GREETINGS**

The Chairman wished everyone a happy Christmas.

RFP  
08.12.04