

ASA SOUTH EAST REGION

SHADOW MANAGEMENT BOARD

Notes of meeting held at Spectrum Leisure Centre, Guildford on Wednesday 9 February 2005, commencing at 7.30pm and concluded at 9.35pm.

Present: Roger Prior (Chairman), John Davies, Daphne Geer, Lis Hartley, Ray Hedger, Janet Holdstock, Mike Lambert, Eddie Lyne, Trevor Marshall, Bob Moys, Roger Penfold.

Also present: Helen Mack, Alex Message (Regional Development Officers, ASA)

Apologies for absence: Alan Lewis, Terry Ward.

	<i>Action</i>
79 NOTES OF MEETING HELD ON 12 JANUARY 2005	
Confirmed as correct record.	<i>ML to place in public area of website</i>
80 MATTERS ARISING	
69 Minutes	
Mike Lambert advised that SERSMB Minutes were now to be found at "www.southeastswimming.org".	<i>All to note</i>
70 Sub-Regional Structure	
Helen Mack advised that she had received one further response from a club in Berkshire, Buckinghamshire and Oxfordshire on the consultation about the future pattern of sub-regional structures. That club favoured option 4.	
74 Appointment of Regional Director – Accommodation	
Helen Mack advised that she was pursuing the possibility of office accommodation at Bisham Abbey NSC for the Regional Director.	
75 District trophies and regalia	
Roger Penfold referred to an exchange of e-mails with Peter Shaw. The ASAMD had agreed at its ACM that	
"..... The East and South East region be compensated by payment of a financial contribution from MD funds towards	

the purchase of new trophies....”

Sue Green had agreed to act as trophies officer for the Shadow Region

77 Expenditure 2004/5

Helen Mack reported that Ann Adams –King had approved additional budget of £3,000 to meet the estimated expenditure in the year ending 30.09.05.

81 ORGANISATION & ADMINISTRATION SUB-GROUP

John Davies advised that the Sub-Group had not met since 06.12.04, and that many outstanding issues were awaiting decisions at ASA Council.

82 COMMUNICATIONS SUB-GROUP

Roger Prior reported on the meeting of the Communications’ Sub-Group held earlier on 09.02.05. The Sub-Group had identified that there were 3 constituencies which needed to be addressed – county associations, clubs, and the membership at large.

The Sub-Group had felt that a way to engage the membership at large would be to insert a page into each district competition programme, providing some general information and something discipline specific.

It was proposed that the next Newsletter be published in April, and be circulated direct to clubs or via county associations.

The concept of roadshows had been discussed further, and it was felt that delivery to county associations, via their fora or executive/management committees would be the best way forward. These would be targeted at May or June 2005.

Further enquiries were being made as to a badge or logo for the Region: there might be design fees involved.

ML to progress

AGREED: 1 To seek the insertion of a page about the new Region in District competition programmes, half to be general and half to be discipline specific.

*DG/LH/ML/
EJL/TM/RF
P/RGP to provide discipline specific material*

2 That the next Newsletter be submitted to the April meeting of the Board, for sign off, to include further discipline specific material.

*DG/ML/RG
P to note
DG/LH/ML/*

*EJL/TM/RF
P/RGP to
provide
discipline
specific
material
RFP to
enquire*

3 That enquiries be made of county secretaries as to whether they send to **all** clubs regularly, and, if so, when.

4 To request county associations to permit a regional roadshow at their forum, or an executive/management committee meeting, to be held in May or June 2005.

*RGP to
enquire*

83 DEVELOPMENT AWAYDAY

Helen Mack reported that she had collated the outputs from the 3 groups at the Awayday on 23.01.05, and would circulate the feedback schedule to Board Members shortly

*HM to
circulate*

Helen advised that the funding from Sport England to the ASA, in respect of the whole sport plan, was less than expected. The targets set by the ASA, against which the Board had worked at the Awayday, would, therefore, be reviewed.

Helen also referred to the development, in Alex Message's office, of a schools' database for the Region. Mike Lambert referred to the development, in Hampshire, of a swimmer/competition/development matrix, which might, in the longer term, prove to be a useful model across the Region.

AGREED: 1 To share the outcome of the Awayday with the discipline working groups, where relevant, for any discipline-based moderation.

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

2 To arrange a further Awayday on 10.04.05, from 1000hrs to 1600hrs, to be combined with the April meeting of the Board (scheduled for 12.04.05).

*All to note,
BM to revise
booking*

84 FINANCE

The Board considered notes arising from the meeting on Finance, arranged by the ASA, on 30.01.05, which meeting Eddie Lyne and Roger Prior had attended. The meeting had addressed a number of issues - regional accounting systems, closure of district accounts, division of district funds, facilities' bookings prior to 01.10.05, banking arrangements, IT equipment and moveable assets, trophies, financial year end change, funding for administration, competition and training, regional directors and offices, fee collection, central purchasing and corporate governance.

Following full discussion of the notes, during which it was noted that a "dowry" of c£7,000 would come with Oxon & North Bucks from the Midlands District, it was

AGREED: 1 To the principle of the employment of a part-time book-keeper (or contractor) in the Regional Director's office, with effect from 01.09.05

RFP to draft JD and person spec

2 To defer consideration of banking arrangements, pro tem

3 To compile, at the next meeting, a list of IT and other equipment needed for the future.

HM to compile for RD DG/LH/ML/EJL/TM/RF P/RGP to compile through working groups

85 APPOINTMENT OF REGIONAL DIRECTOR

The Board considered further the appointment of a Regional Director, and in particular the job description, person specification and advertisement, obtained from ASAHQ and previously circulated.

Suggestions were made to amend the job description and person specification, to reflect monitoring of budgets (JD), and management of budgets and knowledge of accounting systems (PS). Reference was also made to the relatively high cost of living in the Region and type of contract to be offered.

AGREED: 1 To amend the job description and person specification, as mentioned above.

RFP to circulate revised documents RFP to raise with ASAHQ

2 That the preferred contract of employment would be for a fixed term of 4 years (coincident with assured Sport England funding), with provision for early termination by either side with 3 months' notice, and with provision for continuation beyond 4 years.

3 To enquire of ASAHQ about the scope for a salary supplement to recognise cost of living in the Region.

RFP to raise with ASAHQ

86 DISCIPLINE WORKING GROUPS

Roger Prior advised that there was still, as yet, no interim report from the **Disabilities Working Group**.

The Board noted the report of the **Diving** "open" meeting, held

on 29.01.05, and thanked Daphne Geer for arranging it.

It was recalled that all working groups were to have submitted their final reports to this meeting. It was suggested that the deadline be extended, to allow the groups to consider the output from the Away day.

AGREED: those final reports from the discipline working groups to be submitted to the meeting/awayday to be held on 10.04.05.

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

87 COMPETITION MANAGERS

The Board considered appointing persons as managers for competitions to be held early in the life of the Region.

AGREED: That discipline working groups recommend, to the next meeting, persons to be appointed as managers for initial Regional competitions.

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

88 ANY OTHER BUSINESS

Helen Mack asked Members to let her know if they wished to receive copies of "Move It! a framework for action on physical activity", published by Sport England South East.

All to note

RFP
16.02.05