

## ASA SOUTH EAST REGION

### SHADOW MANAGEMENT BOARD

Notes of meeting held at Spectrum Leisure Centre, Guildford on Wednesday 11 May 2005, commencing at 7.30pm and concluded at 9.25pm.

**Present:** Roger Prior (Chairman), John Davies, Lis Hartley, Ray Hedger, Janet Holdstock, Mike Lambert, Alan Lewis, Eddie Lyne, Trevor Marshall, Bob Moys, Roger Penfold, Terry Ward.

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

**Apologies for absence:** Daphne Geer.

- |   | <b>Action</b>                                |
|---|--|
| <b>119 NOTES OF MEETING HELD ON 10 APRIL 2005</b>   |  |
| Confirmed as correct record.  | <i>ML to place in public area of website</i> |
| <b>120 MATTERS ARISING</b>  |  |
| <b>105 Badge/logo</b>   |  |
| Mike Lambert displayed a proposed logo, based on the map of the Region with "county" boundaries. Reference was made to the need to settle the logo, in view of the lead times for medal centres.  |  |
| <b>AGREED:</b>  | <i>All to make suggestions</i>               |
| 1 Members to suggest up to 5 logo designs each to Mike Lambert, by 22.05.05.  |  |
| 2 To adopt a logo, if at all possible, at the next meeting.   |  |
| <b>105 County roadshows</b>   |  |
| Bob Moys advised that Surrey would host a roadshow on 12.07.05  | <i>ML/RGP to note</i>                        |
| <b>111 Sub regional bodies/County associations</b>  |  |
| Roger Penfold reported that the Kent and Sussex County Associations had yet to decide whether they wished to become sub-regional bodies. Trevor Lewis submitted a letter on behalf of the Surrey County Swimming Association requesting affiliation as a sub-regional body with effect from |  |

01.10.05.

**AGREED:** That the Surrey County Swimming Association be accepted as a sub-regional body with effect from 01.10.05

*RFP to confirm to AL*

## **121 ORGANISATION & ADMINISTRATION SUB-GROUP**

John Davies reported that the Organisation and Administration Sub-Group had met earlier on 11.05.05, when it had discussed a number matters on the Board's agenda, and also:

- the need to develop job descriptions and terms of reference for various posts/groups, an exercise involving the discipline working groups;
- the need to discipline working groups to make budget submissions
- development of the officials' education arrangements.

*DG/LH/ML/  
EJLTM/RFP  
/RGP to note*

## **122 COMMUNICATIONS SUB-GROUP**

Roger Prior reported that the Communications Sub-Group had not met since 10.04.05. The Board noted, nevertheless, the production of the newsletter, and work on the logo and the County Roadshow presentation.

## **123 COUNTY ROADSHOWS**

Roger Prior had, prior to the meeting, circulated a proposed presentation for use at County Roadshows.

### **AGREED:**

- 1 The proposed presentation to be sent to Members in hard copy.
- 2 Any comments on the proposed presentation to be submitted to Roger Prior by 22.05.05.

*AM to arrange*

*All to action*

## **124 REGIONALISATION UPDATE MEETING**

The Board received a report, circulated with the agenda, on the Regionalisation Update Meeting, organised by the ASA, in Birmingham on 23.04.05. John Davies, Helen Mack, Alex Message, Roger Penfold and Roger Prior had represented the Region. There had been presentations by a Sport England Regional Director on partnership and investment opportunities, and by representatives of the London, South West and West Midlands Regions.

A paper (attached to the report) had been circulated detailing ASA financial support to regions, as had answers to frequently asked questions. There had also been a request that regions indicate what were essential and desirable targets for them from the ASA's list.

## 125 DEVELOPMENT PLAN

The Board received the draft Development Plan, incorporating the work undertaken at the AwayDay on 10.04.05, but lacking a glossary.

Consideration was given to a suggestion, circulated with agenda, by John Davies, for moving the Development Plan forward, with particular emphasis on the engagement of sub-regional bodies/county associations and clubs in this, as the latter would be vital to the successful delivery of the plan. He proposed to take up the offered free advice of Di Bishop, for this purpose.

As requested at the ASA Regionalisation Update meeting (see 124 above), Helen Mack had inserted, into the ASA's list of potential key performance indicators, markers as to whether they were essential or desirable to the Region, based on the Board's work in connection with Development Plan.

### AGREED:

- 1 Relevant members to ensure all gaps in the draft Development Plan are filled. *To advise AM*
- 2 That a group, comprising John Davies, Alan Lewis, Roger Penfold, Roger Prior and Alex Message, access advice from Di Bishop to establish what can be delivered, both by the Region and its potential partners, in the first year of the Development Plan. *JLD/AL/RFP /RGP/AM to note*
- 3 Members to advise Alex Message by 22.05.05 if they have any comments on the circulated categorisation of the ASA's potential key performance indicators. *All to action*

## 126 CONSTITUTION OF REGION

Ray Hedger reported that comments had been received from some Members, but it had not been possible to draw together a set of key issues. The Organisation & Administration Sub-Group had earlier suggested the formation of a sub-group, to assist with the clarification of fundamental issues. The Sub-Group had also suggested that the constitution be based on a business model, and eschew over prescription and detail.

**AGREED:** A group, comprising John Davies, Roger Penfold and Roger Prior, assist Ray Hedger with the drafting of the constitution.

*JD/RH/RFP/  
RGP to note*

## **127 FINANCE MEETING**

Roger Prior had, prior to the meeting, circulated notes from the Finance meeting, organised by the ASA, for representatives of Regions, and held in Birmingham on 08.05.05. Roger had represented the Region and drew particular attention to:

- 6 Bank account facilities
- 7 Asset lists/wish lists
- 8 Reallocation of clubs [to Regions]
- 9 Reallocation of trophies [to Regions]
- 13 Single point fee collection.

**AGREED:** Consideration of the report to be deferred to the next meeting, which should have a strong focus on financial matters.

*All to note*

## **128 ASA COMMITTEE**

Ray Hedger drew attention to the following, from the minutes (circulated with the agenda) of the ASA Committee held on 01.04.05:

- 12.5 Composition of technical committees
- 17.2 ASA Chairman
- 19.12 Mileage rates
- 22.1 Regional Corporate Plan funding
- 26.1 Changes to standard constitutions for regions.

## **129 EXPENDITURE 2004/5**

The Board noted a report by Roger Penfold showing that expenditure of £2,029 had been posted between 1 October 2004 and 30 April 2005, against the budget of £7,000.

## **130 DISCIPLINE WORKING GROUPS**

Roger Prior had, prior to the meeting, circulated a note arising from the meeting of the Disabilities Working Group, jointly with SCASA Disabilities Committee, held on 09.04.05

Lis Hartley reported that the Masters Working Group had recognised that masters' swimming would form part of the business of the Swimming Group.

## **131 ANY OTHER BUSINESS**

Roger Prior referred to a request from ASAHQ for nominations of persons with skills as team managers. Lis Hartley undertook to respond to the request.

### **132 APPOINTMENT OF REGIONAL DIRECTOR**

Roger Prior reported that 2 candidates had been interviewed, but the interviewing panel had felt unable to recommend either for appointment. Accordingly, it had been decided to re-advertise the appointment, at a slightly higher salary. The closing date for applications was 16.05.05.

**AGREED:** That the shortlisting/interviewing panel for the appointment of Regional Director comprise, on this occasion, Roger Prior, Ray Hedger and Janet Holdstock.

*(Roger Penfold withdrew from the meeting during discussion of this matter.)*

RFP  
23.05.05