

**ASA SOUTH EAST REGION**  
**SHADOW MANAGEMENT BOARD**

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

**Present:** Roger Prior (Chairman), John Davies, Daphne Geer, Lis Hartley, Ray Hedger, 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:** Janet Holdstock.

	<i><b>Action</b></i>
<b>133 NOTES OF MEETING HELD ON 11 MAY 2005</b>	
Confirmed as correct record.	<i>ML to place in public area of website</i>
<b>134 MATTERS ARISING</b>	
<b>120 County roadshows</b>	
Bob Moys suggested that it was now unlikely that Surrey would host a roadshow on 12.07.05.	
<b>120 Sub-regional bodies/County associations</b>	
Daphne Geer advised that it was hoped that Kent would shortly resolve its position, vis-à-vis sub-regional status.	
<b>135 ORGANISATION &amp; ADMINISTRATION SUB-GROUP</b>	
John Davies reported that the Organisation and Administration Sub-Group had met earlier on 09.06.05, when it had updated a number of issues/actions, observing that most matters needed, effectively, to be resolved at the next meeting of the Board, on 11.07.05.	
A number of draft job descriptions had been devised, for posts like board member, chairman, etc, which would be circulated initially within the Sub-Group.	<i>JKD to circulate</i>
The Sub-Group also recommended, for reasons of continuity, the submission of a proposal to the first Council Meeting, that the Shadow Management Board be appointed as the Regional Management Board, until another Council Meeting in January	

2006. The implications of this recommendation were discussed.

**AGREED:**

- 1 To submit a motion, in the name of the Shadow Board, to the first Council Meeting, that the Shadow Management Board be appointed as the Regional Management Board, until another Council Meeting in January 2006. *RFP to draft motion*
- 2 To propose that the Chairman perform the role of President of the Region until a Council Meeting in January 2006 *RFP to draft motion*

**136 COMMUNICATIONS SUB-GROUP**

Roger Prior reported that the Communications Sub-Group had not met since 11.05.05. The Board noted, nevertheless, the continuing work on the logo and the County Roadshow presentation. It was observed that Newsletter 2 was still in circulation, and being well received.

**137 FINANCE**

Roger Prior proposed the formation of a Finance Sub-Committee.

The Board was reminded of its previous decision to appoint a book-keeper /financial assistant.

The Board reviewed the notes of the [national] Finance meeting held on 08.06.05, circulated at the last meeting.

**AGREED:**

- 1 To establish a Finance Sub-Committee. *Volunteers to notify RGP*
- 2 To agree the membership figures circulated at Finance meeting on 08.06.05, as the basis for the disaggregation of District assets. *RGP to notify J Nickerson*

**138 MEMBERSHIP ISSUES**

The Board considered an e-mail from Jane Nickerson (ASAHQ), circulated with the agenda, about the collection of membership fees. Members expressed some concern about ASAHQ collecting the affiliation fees on behalf of the Region, because of previous seemingly poor performance and a perceived lack of local knowledge. However, Members believed it was right that there should be only one collection date and place for membership and affiliation fees.

Arising from this, The Board discussed whether the Region should continue the practice of SCASA in making administration grants to county associations, and whether sub-regional bodies/county associations wished to raise levies.

Bob Moys reported orally on a meeting of the Membership Working Group he had attended.

**AGREED:**

- |   |   |  |
|---|---|--|
| 1 | To request ASAHQ to collect affiliation fees from clubs on behalf of the Region.  | <i>RFP to advise JN</i>                          |
| 2 | To advise county associations/sub-regional bodies of this decision, in case they wish to impose a levy on clubs   | <i>RFP to advise CAs</i>                         |
| 3 | To propose the discontinuation of the SCASA practice of administration grants to county associations/sub-regional bodies with effect from 1 April 2007. | <i>RFP to advise CAs and of the implications</i> |

**139 DEVELOPMENT PLAN**

John Davies reported orally on the meeting of the Development Sub-Group with Di Bishop, on 0906.05. Di had been most complimentary about the current draft plan.

Di had alerted the Sub-Group to the need to establish an interim development plan, for the period October 2005 to April 2006, which needed to be submitted to the ASA during August 2005. John proposed a way forward for this, using a simple template provided by Di, which the Board endorsed.

**140 CONSTITUTION OF REGION**

The Board considered a draft constitution (circulated with the agenda), developed by Ray Hedger, with support from John Davies, Roger Penfold and Roger Prior, based on the ASA model constitution.

Arising from consideration of para 2.1.2 of the draft constitution, it was suggested that the ASA Committee be requested to redefine the Region, geographically as it had the ASA London Region.

**AGREED:**

- |   |   |                    |
|---|---|--------------------|
| 1 | To defer consideration of the draft constitution to the next meeting, but any comments thereon be submitted to Ray Hedger or Roger Penfold by 30.06.05. | <i>All to note</i> |
|---|---|--------------------|

- 2 To ask the ASA Committee to redefine the Region, geographically, in line with ceremonial counties or local authority areas.

*RFP to approach Chief Exec, ASA*

#### **141 BADGE/LOGOS**

The Board considered designs for a logo, previously circulated by Mike Lambert, and displayed by him at the meeting. Members then voted on the designs, with design 13 being the most favoured, by some way, followed by Option 10, then Option 19 and Option 9.

##### **AGREED:**

- 1 That design option 13 be adopted as the Region's logo, to be in 2 shades of blue
- 2 To commission medals, with plastic centres based on the adopted logo.

*ML to pursue  
ML to pursue*

#### **142 COUNTY ROADSHOWS**

Roger Prior advised that he had received 3 sets of comments on the presentation for use at County Roadshows, and was seeking to incorporate as appropriate.

**AGREED:** To authorise Roger Prior to settle the county roadshow presentation.

#### **143 ASA COMMITTEE**

Ray Hedger drew attention to the following, from the minutes (circulated with the agenda) of the ASA Committee held on 20.05.05:

- 46.3 ASA Chairman
- 46.5 Changes to Technical Rules
- 47.3 Grant Allocation to Regions
- 51 Institute of Swimming & licensing of teachers and coaches
- 61.1 Circulation of ASA Committee papers

#### **144 DISCIPLINE WORKING GROUPS**

In view of then lateness of the hour, it was suggested, and **AGREED**, that any available reports from discipline sub-groups should be circulated by e-mail.

#### **145 CORPORATE GOVERNANCE/SPONSORSHIP OPPORTUNITIES**

**AGREED:** Ray Hedger and Terry Ward to represent the Board

*RH/TW to*

at the meeting on the above subjects on 24.06.05.

*note*

#### **146 VOLUNTEER AWARDS SCHEME**

The Board considered proposals, circulated with the agenda, by the ASA's National Volunteer Co-Coordinator about the Region's involvement in Volunteer recognition scheme.

**AGREED:** To participate in the scheme, as outlined.

*RFP to  
advise ASA*

#### **147 ANY OTHER BUSINESS**

##### **A REGIONAL DIRECTORS' MEETING**

**AGREED:** In the absence of a Regional Director, Alex Message attend a meeting for Regional Directors on 21.06.05.

##### **B "SWIMMING" MAGAZINE**

**AGREED:** The Communications' Sub-Group write an article on the Board's activities etc for "Swimming" magazine.

##### **C REGIONAL DEVELOPMENT OFFICER**

Alex Message reported that the ASA had employed some temporary support for her, until September 2005. That person would start work on 29.06.05, and cover Berks, Bucks and Oxon, in respect of Active Sports, PESSCLE and similar issues.

#### **148 APPOINTMENT OF REGIONAL DIRECTOR**

Roger Prior reported on applications received for the post of Regional Director, following its readvertisement

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

RFP  
08.07.05