

Minutes to be approved at the RMB meeting on 12th March 2007

DRAFT MINUTES

Regional Management Board

Minutes of meeting held on Thursday 15th February 2007, commencing at 19:00 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
	Alan Lewis	Board Member
	Mike Lambert	Board Member
	Trevor Marshall	Board Member
	Roger Penfold (RFP)	Board Member

Also in attendance (non-voting):

Eli Karlicka-Cook (EK-C)	Regional Director
Joan Massie (JM)	Regional Office and Finance Administrator

1 Apologies for absence:

Apologies were received from Dave Harman (DH), Shelley Robinson (SR) and Terry Ward (TW).

2 Minutes from meeting held on 10th January 2007

The minutes of this meeting were **agreed**.

3 Matters Arising

All matters arising from previous meetings will remain on the "actions outstanding" document until one month after completion.

Action: EK-C

- 10.01.07 – Min 8: ML asked for clarification on who should be able to access RMB agenda and papers being put on the website. It was confirmed that these documents should be public.
- 10.01.07 – Min 9 EK-C stated that the regional logo with the wording "in partnership with" has been received and the guidelines for use of it in terms of tone, size are being developed. RFP offered his assistance.

Action: EK-C/RFP

- 10.01.07 – Min 11 EK-C and JM were putting together an action plan from the Report received. RH and RFP had agreed to continue work with the RD to recommend an action plan. Members

asked for copies of the Report.

Action: EK-C/JM

4 2007/08 Draft Budget

The Board was asked to agree the draft budget proposed by the Finance Group.

In introducing the report of the Finance Group, RFP

- thanked the Discipline Managers for the prompt submission of their 2007/08 budgets.
- drew attention to a briefing note circulated after the agenda was despatched, which set out reductions in grant agreed by the ASA Board and how their impact might be addressed
- commended the draft budget to the Board, pointing out that it met the aspirations of all the discipline groups, supported the provision/retention of partnership swimming development officers, provided for the development of Swim 21 networks in speed swimming, provided for a strengthened development programme and covered inescapable commitments, without the need to raise affiliation fees in 2008;
- commented that the draft budget was prudent, although not sustainable in future years

He asked the Board to address 2 issues:

- whether to accept a deficit of £36,000
- if accepted, how does the Region cope with a £9,000 decrease in ASA support.

Concern was raised regarding the level of deficit, its long-term impact on regional reserves and justification of the proposed spend on a Swim21 Celebration event. It was felt that the cost of a Regional Annual Dinner with Swim21 celebrations would be a good investment, leading to better attendance at the dinner and potential for future revenue generation.

The convenor of the Swimming Group felt that his Group's submission had understated event entry income, and the Board accepted his suggestion that it would be prudent to increase the net revenue from competitions by £8,000.

It was agreed that the level of proposed deficit could only be sustained for one year, and external funding should be a priority for the Region to ensure that the Region continues its investment into the development of the sport.

It was agreed that the affiliation fees for 2008 should remain at the 2007 level if at all possible.

The Board **agreed**

1. To adopt the budget for the financial year 2007/8 summarised in the Appendix hereto.

2 That the rate of travelling expenses paid to volunteers remain unchanged for 2007/8.

5 **Swim 21 Celebration**

The Board was asked to agree the Finance and Development Groups recommendations to recognise the time and commitment needed to achieve Swim 21 status.

It was pointed out that 2007 would be an exceptional year, as all clubs that have achieved Swim21 accreditation would be offered two free places at the Regional Annual Dinner. Each club should also receive a token / gift which should be visual i.e. a shield / plaque / trophy.

The Board **agreed** for the Swim21 Celebration to go ahead at the Annual Regional Dinner and that £3,000 should be allocated to Swim21 Celebration event. It was recommended that the Development Group should decide on the gift, providing it stays within the allocated budget.

Action: EK-C/Development Group

6 **Regional Directors Report**

The Board was requested to accept the RD's Report for the period of 1 October to 31 December 2006.

It was clarified that the Southern Water Learn to Swim event held in October 2006 was at no cost to the Region. The RD explained that, with regionalisation, the ASA has passed the liaison with Southern Water to the Region.

It was agreed to take out the wording of "non speed" in reference to Reading Royals, synchronised swimming club and replace it with "for a discipline other than speed swimming".

The RD was asked about the use of the Report for anyone other than the Board. The RD confirmed that the RD Reports is used by the Director of English Programmes for her Status Reports to the ASA Board. It was suggested that the Report should be circulated to Sub-Regions and Sub-Group Managers with the RMB Report.

Action: EK-C

Two typing errors were highlighted - one in the headings and one in point 6 – and to be amended.

Action: EK-C

The Board received the RD's Report.

7 Diving

The Board was asked to approve the appointment of Frank Clewlow as the "caretaker" Diving Manager.

The Board **approved** this appointment.

8 Harold Fern/ Alfred Turner Award

The Board was asked to appoint a Group of three Board members to consider the nominations received by 01 April for the Harold Fern/ Alfred Turner Awards and make recommendations to the Board at the April meeting.

DG, LH and RH agreed to be part of the Group. Sub-Regions will be sent information about the awards. Also, terms and conditions for the Awards will be published on the website.

Action: EK-C / Group

9 Communication

The Board was asked to agree the recommendations made by the Communication Group regarding the Annual Dinner / Dance.

Annual Dinner/Dance

The Region should attempt to make the Annual Dinner attractive for members to attend. In this vein, the Regional Annual Dinner should become an awards ceremony with a well-known speaker. The Region should actively seek sponsorship for the awards. A more lively pace to the proceedings should be introduced.

However, not all members shared this view and some believed that the Dinner should remain in its traditional form. A suggestion was made that the incoming President should be installed at ACM, prior to the Dinner. RFP will produce a paper on this for the next RMB meeting.

Action: RFP

The Board **agreed** to the Communication Group's recommendation of having a keynote speaker and to continue liaising with the Dinner Organiser to publicise the event widely and to make it more lively.

It was **agreed** that ML would produce a paper for the next RMB meeting regarding the Dinner being an awards ceremony.

Action: ML

Handbook

The Board was asked to agree the recommendations made by the Communication Group regarding a Regional Handbook.

After discussion regarding the content, it was agreed to put past and present Officers / Presidents / Chairmen at the back of the Handbook, to star or mark affiliated clubs who have achieved Swim 21 accredited status and include ACM minutes, which should be marked as draft.

The Board **agreed** that the Region should produce a Handbook.

The Board **agreed** for a pilot handbook to be produced to cover the period from now until the next ACM.

The Board **agreed** that a Handbook should be issued in November each year.

Action: RGP / EK-C

10 **ONB and BSB Merger**

The RD updated the Board on the outcome of a meeting with the two Sub-Regional Secretaries. The RD asked for a clarification of why the Board wanted to set up a new sub-region in the north of the Region. The RD requested additional support to assist with the process of setting up a new sub-region.

The Board **agreed** to set up a group to discuss and put forward benefits for the new sub-region. JD and ML agreed to be part of the Group (ML stated his difficulties in making meetings and offered communication via e-mails / conference calls). EK-C recommended a facilitator to assist with the process.

Action: EK-C

11 **Partnership Swimming Development Officers**

The Board was informed of the decision taken by the RD and the Development Group to commit £10,000 to supporting the employment of a PSDO within Hampshire in 2007/08

12 **Reports circulated to Board members**

The following had been circulated:

- Notes of Diving Group meeting held on 31.01.07
- Notes of Synchronised Swimming Group meeting held on 06.02.07.

The Board noted the reports from the Diving Group meeting and the Synchronised Swimming Group meeting.

13 **ASA Board Minutes**

Minutes of the meeting on 9 February were not yet available.

14 **AOB**

None received.

15 **Date of next meeting**

Monday, 12 March 2007 at the Spectrum Leisure Centre commencing at 19.00.

APPENDIX

ASA SOUTH EAST REGION

SUMMARY BUDGET 2007/8

INCOME

	Budget 2006/7 £000	Budget 2007/8 £000	Notes
Affiliation fees	38.0	85.4	A
ASA Administration grant	6.5		B
Bank interest	2.5	0.5	C
ASA Development grant	20.0		D
Every day Swim management fee		3.6	
TOTAL	67.0	89.5	

EXPENDITURE

	Budget 2006/7 £000	Budget 2007/8 £000	Notes
Governance	3.5	5.5	E
Payments to sub regional bodies	9.0	9.6	F
Active Sports run-off	4.0	0	G
Communications	2.3	5.0	
IT fund	2.5	1.0	H
Swimming (net)	(9.5)	(3.0)	I
Diving (net)	3.1	3.1	
Water polo (net)	1.7	3.8	
Open Water (net)	0.15	0.5	
Synchronised swimming (net)	3.1	5.1	
Officials (net)	1.0		J
Disabilities (net)	1.0	4.0	
Trophies	0.5	0.5	K
External funding	2.0		L
Partnership Development Officers		35.0	M
Miscellaneous		1.0	N
Development Plan (net)		52.0	
Disciplines	10.85		
Courses	30.937		
CPD	2.812		
LTAD	3.0		
Team managers	1.8		
Other	2.668		
TOTAL	76.35	123.1	

NOTES

- A Full year effect of affiliation fees agreed by Board, October 2006
- B At its meeting on 9 February 2007, the ASA Board decided to discontinue regional administration grants
- C The Finance Sub-Group has requested the Regional Director to explore the possibility of investing some of the Region's reserves in higher interest-bearing accounts
- D Development grant now netted off Development expenditure
- E Cost of ACM, Board and other meetings, accountancy, delegates to ASA Council: no provision made in current year's budget for accountancy (£1.4k)
- F 6 x £1600, agreed by Board, June 2006
- G Active Sports is now dead
- H Provision for IT replacement, but at a lower level than 2006/7: some equipment purchased against ASA funding yet to be allocated
- I This includes the submission from the Masters' Group. Also includes £10k support for Swim 21 hubs
- J Provision for Officials now incorporated the net figure for the Swimming discipline group
- K Agreed by Board for 2006/7, October 2006. Cost of medals assumed to be included in discipline budgets
- L Agreed by Board, October 2006
- M Agreed by Board, October 2006
- N Covers President's expenses, Annual Dinner