

**MATTERS ARISING FROM RMB MEETINGS**  
**Updated as at 1 March 2007**

<b>SUMMARY OF AGREED ACTIONS</b>	<b>MIN REF</b>	<b>ACTION</b>	<b>COMMENTS</b>
To keep all matters arising on this chart until one month after completion	15.02.07 Min 3	EK-C	<b>COMPLETED</b>
Develop the guidelines for the use of the Regional logo.	15.02.07 Min 3	EK-C/RFP	In Progress
Put together an action plan from the Report of the joint Board Training Day and circulate to members	15.02.07 Min 3	EK-C/JM	In progress
To choose an appropriate gift for the Swim21 celebration held at the Annual Regional Dinner	15.02.07 Min 5	EK-C/ Dev Group	In progress
Circulate the RD report to Sub-Regions and Sub-Group Managers	15.02.07 Min 6	EK-C	To be circulated by 3 March
Edit the typing errors on RD Report	15.02.07 Min 6	EK-C	<b>COMPLETED</b>
To send to Sub-Regions information, terms and conditions of the Harold Fern/Alfred Turner Awards	15.02.07 Min 8	EK-C/ RGP	<b>COMPLETED</b>
To produce a paper on who should preside at the Annual Dinner.	15.02.07 Min 9	RFP	<b>COMPLETED</b>
To produce a paper regarding the Annual Regional Dinner becoming an awards ceremony	15.02.07 Min 9	ML	In progress
To produce a pilot handbook to cover the period from now until November, then to produce a handbook in November each year.	15.02.07 Min 9	RGP/EK-C	In progress
A group (JD/ML/EK-C) and a facilitator to discuss and put forward the benefits for the new Sub-Region	15.02.07 Min 10	EK-C	In progress
Medals - Group Managers should decide on the engravings / ribbons for their events and inform Sue Green, Regional Trophies Officer of their decision	10/01/07 Min 2	Group Managers EK-C	<b>JM – COMPLETED</b> GMs – still awaiting confirmation from Sue Green, re-sent email 01.03.07

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RD to approach Agencies /Universities regarding working with the Region to generation additional income	10.01.07 Min 5.2	EK-C	13 Universities and 7 Agencies have been sent an initial letter
RD to work with Fundsport UK Ltd to seek funding for initial two workshops	10.01.07 Min 5.3	EK-C	Met with Fundsport UK Ltd 21 Feb. Began to work on family learning and club funding workshops applications
To approach HNI and develop a Regional Workforce Development Strategy	10.01.07 Min 7	AM	Developing RWD Strategy with HNI
To publish agenda/papers prior to an RMB meeting and continue the practice of putting RMB minutes on the website after they have been approved	10.01.07 Min 8	JM	<b>COMPLETED</b>
To inform relevant partnerships of the Board's decision regarding their use of the Swim South East logo	10.01.07 Min 9	EK-C	Developing guidelines
Regional Development Group to consider KPI's for 2007/8	10.01.07 Min 12	RDG/EK-C	<b>COMPLETED</b>
To inform Secretaries of ONB & BSB of RMB decision to instruct the two Sub-Regions to merge	5/12/07 Min 6	EK-C	<b>COMPLETED</b>
To Provide Presidential Regalia for the President	5/12/06 Min 11	RGP	Delivery expected late March / early April

Revised 01.03.07