

MATTERS ARISING FROM RMB MEETINGS

Updated as at 7th June 2007

	SUMMARY OF AGREED ACTIONS	MIN REF	ACTION	COMMENTS
1	RD to work with Fundsport UK Ltd to seek funding for initial two workshops	10.01.07 Min 5.3	EK-C	Completed – work-in-progress on funding application. Dates for workshops are 30.06.07 - Sussex and 2.07.07 - Kent
2	To approach HNI and develop a Regional Workforce Development Strategy	10.01.07 Min 7	AM	<i>Work-in-Progress</i> . WFD at the draft 2 stage.
3	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	Completed . E-mail circulated to Top-Up Coordinators
4	Develop the guidelines for the use of the regional logo	15.02.07 Min 3	EK-C/RFP	Working with the ASA on producing Brand Guidelines for SSE logo.
5	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	<i>Work-in-Progress</i>
6	To complete the Face-to-Face survey script	12.03.07 Min10	ML	Need to clarify if this is still to be done.
7	To request clarification regarding Regional Funding in relation to Regional Events	12.03.07 Min 11	RH	RH to feedback at June RMB.
8	To raise a question at the next ASA Board Meeting regarding the appointment of the Director of Operations to the Audit and Probity Committee.	12.03.07 Min 11	RH	Completed
9	To ask the Director of Operations about the standard affiliation form for use by all regions	12.03.07 Min 11	RH	Completed . Jane Nickerson is developing a Standard Affiliation Form
10	To decide whether the ASA SER need to have a Fidelity Guarantee Insurance	17.04.07 Min 4	RH/Finance Sub Group	Completed . Paper considered at May RMB.
11	To decide on the number of clubs to be invited to the Gala awards Dinner/Dance	17.04.07 Min 4	Dev Group	Completed - Swim21 clubs that have accredited since the inception of the Region are to be invited
12	To invite the ASA President to the Gala awards Dinner/Dance	17.04.07 Min 4	ML/LH	In progress - LH to approve the letter

13	To invite someone to propose a toast at the Gala awards Dinner/Dance	17.04.07 Min4	LH	In progress
14	To update the Board on the progress regarding the benefits of a new sub-region	17.04.07 Min 4	EK-C	Completed. RD reported at May RMB.
15	To consider the KPIs that have not been achieved	17.04.07 Min 7	Dev Group	Completed. Sent updated table to Board Dev Group/ Board members.
16	To inform the Board of a date for the next Club Funding Workshop	17.04.07 Min 7	EK-C	Completed. RD reported at May RMB
17	To supply the Board with numbers/percentages of Swim21 clubs and Swimmers for comparison with other regions	17.04.07 Min 7	AM	Completed
18	To decide on the colour for shirts/blouses/polo shirts for the RMB/Staff supply	17.04.07 Min 10	LH/EK-C	Completed – RMB & staff shirts are to be Turquoise
19	To raise a point at the next ASA Board meeting regarding the timescale in which papers are made available for the next meeting	17.04.07 Min 11	RH	Completed
20	To circulate the Sport England letter/paper on future funding of NGBs	17.04.07 Min 11	EK-C	Completed
21	To produce a paper explaining the distribution of funds from Sport England	17.04.07 Min 12	EK-C	Completed
22	To add to the website the dates for the combined South East and South West Open Water Events in July and the Open Water Grand Prix Event	16.05.07 Min 2	KB/JM	Completed
23	To make changes to RMB Minutes 17.04.07 Points 6 and 11	16.05.07 Min 4	JM	Completed
24	To circulate a flyer and booking form for ASA SER Gala Awards Dinner	16.05.07 Min 5	JM	Completed
25	To research and cost the purchase of a plaque/plate for engraving with the names of past Presidents	16.05.07 Min 6	All/RGP	In progress
26	To bring a proposal to the next RMB on 14.06.07 regarding Eligibility for paid staff as members of ASA Council and/or committees	16.05.07 Min 8.2	RGP	Completed
27	To make changes to the draft Handbook	16.05.07 Min 11	RGP/EK-C	In Progress
28	To inform the ASA of the board's decision regarding suspended clubs	16.05.07 Min 12	EK-C	Completed
29	To update the board on the progress of creating a new Sub-region	16.05.07 Min 13	EK-C Working group	Completed

30	To produce a table of dates, locations and costs for 3 x consultation days	16.05.07 Min 14	JM/EK-C	Completed
31	To inform the ASA of appointment of AL to the membership Working Committee	16.05.07 Min 16	EK-C	Completed
32	To invite a Sub-Regional President to attend the Hampshire Games in June	16.05.07 Min 16	EK-C	Completed. It was decided that attendance at Regional Development Day should take priority over the Hampshire Games as there is a clash of dates

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