

Regional Management Board

Minutes of Meeting held on Thursday 09 January 2014, commencing at 1900
Guildford Spectrum, Guildford

Present:	Roger Prior (RGP)	Chairman
	Jim Boucher (JB)	Board Member
	John Davies (JD)	Board Member
	Ray Hedger (RH)	Board Member
	Alan Lewis (AL)	Board Member
	Shelley Robinson (SR)	Board Member
	Gary Shields (GS)	Board Member
	Geoff Stokes (RGS)	Board Member

Also in attendance (non-voting):
Bryony Gibbs (BG) Regional Office & Finance Administrator

1 Apologies

Apologies had been received from:

Ivan Horsfall-Turner (IHT)
Roger Penfold (RFP)

2 Minutes of the meeting held on 11 December 2013

The Minutes from 11 December were agreed as a true record with corrections to the following:

Roger Penfold (RP) to be changed to (RFP)
Initials to be added to both Rosa Gallop & Alison Usher
204.1 9 February to be changed to 16 February
204.2 GS to be changed to RGS
204.3 RJP to be changed to RGP
206 GS to be changed to RGS
207 line 8 'they were doing so' to be changed to 'they will be doing so'
208 RGF to be change to RFP
208 within the Region to be deleted
210 145.4 Andy Gray was the Director of Regulatory and Legal Affairs, he has now been appointed as Judicial Commissioner
210 153.2 'on' to be changed to 'one'
210 line 27 GS to be changed to RGS
187 to be changed to 213

Action: BG

3 Matters Arising

1. Communications Group: BDV is preparing a paper for the Regional Management Board meeting on 16 February.
4. Is no longer relevant, to be deleted.

202. BG to send email contact for Chris Lee to RGP.

204. AL will be getting in contact with Water Polo representatives. Trevor Jones will be unable to attend the Regional Management Board meeting on 16 February, BG to see if another representative can attend.

205. Southampton Diving Proposal has gone ahead. The first camp will be on the 16th January followed by the 23rd February. JD had a meeting with Southampton to discuss KPIs.

206. Covered by the agenda.

207. This will be discussed further at the Finance Group meeting on 29 January.

210. 148 – No rewrites of these rules have been seen to date.

210. 136.3 – There has been no progress on this.

Action: BG

4 RMB Chairman Interviews

To date one application has been received.

Ivan Horsfall-Turner is to be approached about being on the panel. It was decided that the interview panel should consist of Ivan Horsfall-Turner, Gary Shields and Alan Lewis, with Geoff Stokes as a standby. Location is to be decided by Ivan Horsfall-Turner.

Action: RGP

5 Budget

The timetable for the 2014/15 Budget will be as follows:

24th January – Budgets from Discipline Managers to BG. Mike Lambert will put together the Swimming Budget

29th January – Finance Sub-Group Meeting

8th February – Finance Sub-Group Report to go to the Regional Management Board

16th February –Regional Management Board meeting Budgets to be discussed.

Action: BG

6 ASA Sport Governing Board 18 January 2014

It was decided that the ASA South East Region would not ask for an extra representative at this meeting. RH & RGP will both be in attendance.

7 Board Meeting 16 February 2014

The following will be on the agenda for the Regional Management Board meeting on 16th February:

Discipline Manager Reports

Budget 2014/15

Communications – Report from Brian DeVal

Administration Arrangements for the Region

Report from the Sport Governing Board 17/18 January

Succession Planning Update

Barcelona Swimming Trip

South East Region Diving Talent Programme

Alison Usher, Divisional Business Manager to be asked if she is able to attend this meeting.

Action: BG

8 Affiliations & Resignations

New Affiliations

None

Resignations

None

Enquires

None

Transfers

None

Change of Name

None

9 Correspondence

None received.

10 ASA Sport Governing Board Minutes – 17th November

4.1 Masters Officer issue is not yet resolved.

4.2 Beacon programmes now come under GPS. This is on the agenda for the January Sport Governing Board meeting.

4.3 Long Term Athlete Development (LTAD). It was noted that this document was swimming specific. However it is understood that other disciplines are reviewing their LTAD with the majority only requiring minor adjustments.

4.5 ASA Laws and Regulations – these changes have not yet been seen. However they are mostly due to structure changes within the ASA.

6.2 Strategic plan for the next four years is available electronically and will not be printed until it is known what funding the sport will be receiving, a decision will be known in January.

7 Induction Pack will fall under the Document Control Policy with a system of issue numbers and dates implemented and included on any documents circulated.

8.2 The Sport Governing Board are happy to receive reports in different formats providing they are concise and clear.

8.3.1 The paper had been withdrawn as the Membership Forum has been disbanded. The meeting was not cancelled as stated.

9.1 Regional Offices and Staffing will be discussed at the January meeting when Regional Chairmen are present.

10 Talent Pathway. Board sought further information on this so they could understand the process and what progress is being made. South East Talent Camp will be on 12th February in Reading.

11.2 Events Budgets – each event has a budget which the event management team should have sight of.

13.3 The criteria for the Harold Fern Award and the A.H. Turner Award are being reviewed.

15.3 Election of representatives to the ASA Group Board – following a secret ballot the representatives were confirmed as Ian Mackenzie, Bernard Simkins and Keith Ashton.

17 Reports submitted to the Board will be attached to the minutes unless they are rejected, in which case they will not be included to avoid any confusion.

17.3 ASA support for the Sports Governing Board will be provided by Jane Nickerson and Cathy Lambert.

18 All expenses are to be submitted on a monthly basis and are to included receipts, regardless of the amount.

19.1 Officials – Individuals can opt to withhold their details from publication.

19.3 Annual Council Meeting and Gala Dinner – it was felt that a centralised location for this would be more appropriate than moving it around the Regions.

11 DBM Report

No report received.

12 AOB

Expenses Guidelines – BG to put this on the website. Only changes required are where Regional Director is stated.

Vice President – BG to ask County Association and Clubs for suggestions.

Newsletter – items to be included on the next newsletter include Vice President, Barcelona, South East Region Diving Talent Programme and Masters Competition.

Action: BG

13 Date of Next Meeting

Sunday 16 February 2014 at 1100, in the Conference Room at Guildford Spectrum Leisure Centre