

Regional Management Board

Minutes held on Monday 12th May 2014, commencing at 1900
Guildford Spectrum, Guildford

Present:	Roget Penfold (RFP)	Chairman
	Jim Boucher (JB)	Board Member
	John Davies (JD)	Board Member
	Ray Hedger (RH)	Board Member
	Ivan Horsfall-Turner (IHT)	Board Member
	Chris Lee (CL)	Board Member
	Roger Prior (RGP)	Board Member
	Shelley Robinson (SR)	Board Member
	Gary Shields (GS)	Board Member
	Geoff Stokes (RGS)	Board Member

Also in attendance (non-voting):

Stacey Gurney (SG)	Minute Taker
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37 Apologies

Apologies had been received from:

Alan Lewis (AL)

Darren Wilmshurst (DW)

38 Minutes of Meeting held on 31st March 2014

The minutes from 31st March were agreed as a true record with corrections to the following:

- 29 "RFP" for "RGP"
 - 30 "the Board" for 'that Board' (line 6)
 - 31 'Enquiries' for 'Enquires'
 - 32 insert "in" before "popularity" (line 3)
 - 34 add "Action: RFP/JD" after Diving item
"divers were" for "he was" (line 4)
"Sparkes" for "Sparks" (line 6)
- renumbering after minute 34.

39 Matters Arising

30 Hampshire Facilities Report-

The Region's logo was still missing from the copy of the report on the website.

32 DBM Report

The Board noted the apology by AU that the Region had not been informed of the survey being conducted by the Outdoor Swim Society. A freelance consultant, employed by ASA, was working in region on this matter and the region had not been informed. RGP intended to raise the matter at the Sport Governing Board.

34 Diving

Criticisms were voiced about the content of the report on the [national] diving beacon scheme. It was noted that concerns would be raised at the Sport Governing Board

40 Appointment of Vice President

The last Annual Council Meeting had authorised the Board to make an appointment to the office of Vice-President, there having been no nominations. The following nominations had subsequently been received - Mike Lambert (ML) and Roger Prior (RGP). (RGP left the room for this item).

It was clarified that if the Vice-President was not otherwise a member of the Board, he or she would be invited to meetings of the Board. It was confirmed that someone who had already been regional or district president could be elected again. SR provided further details as to what the role of Vice President involved.

Roger Prior was appointed as Vice President for the period to the Annual Council Meeting in 2014.

41 Interim Payment Arrangements

It was noted the constitution provided for payments to be approved by any two of the Chairman, Vice-Chairman and the Board Member Responsible for Finance. Pending the adjustment of the bank mandate to reflect the new appointments, payments had continued to be approved by the former Chairman and the former Board Member Responsible for Finance, given that they had, for instance, the dongles allowing secure access for electronic payment authorisation. The Chairman asked the Board to approve that arrangement retrospectively and for it to continue until the bank mandate was amended.

This was agreed.

42 Finance Report

The Board considered a report by the Finance Sub-Group on the accounts for 2013/14, supported by a budget report and balance sheet derived from Sage, as at 31 March 2014.

GS requested Board approval to submit the figures to Charterhouse, the Region's accountants.

1. JB questioned large numbers of debtors. GS answered ASA pays membership fees late
2. JB questioned large number on creditors. GS answered bursaries committed and not paid.
3. RGP stated funding for disability should have disappeared in 2013. Surplus dispersed over regions. Disability coach funding had continued after 2013, when

Action: GS

it had been expected to end. RGP reported that North West Region had had to release £35,00 back to the ASA

British Swimming paid the salary of the disability coach. Current disability coach is for talent only.

CL & JB suggest reimbursing entry fees for disability swimmers.

RFP suggested that the disability discipline group needed to come up with proposal or proposals about use of the funds.

SR recommended sub-group to monitor and suggest spending

Action CL/JB/RGP

4. JB questioned consultancy cost. Answered Hampshire Facilities Report
5. CL and JB commented on the impact of the earlier work regarding accruals from previous years.

The Board agreed to send draft balance sheet and figures to Charterhouse

43 Future Employment / Management of Regional Staff

The Board discussed a report on future management of Regional Staff, which centred on the Regional Club Development Officer (RCDO), Helen Mack. The report referred to an offer by Jane Nickerson at the ASA to all regions for the ASA to employ all regionally funded staff. (IHT declared an interest in the item, as a director of Freedom Leisure, and took no part in the discussion thereon.)

A number of views were voiced, but generally the Board strongly favoured the retention of the arrangement whereby Helen was employed by Freedom Leisure. The point was made, however, that Helen had difficulty with access to the ASA databases, because she was not an employee of the ASA. It was noted that the Board had seemingly been misinformed, when first appointing Helen, about the willingness, or otherwise, of the ASA to act as employer.

Agreed: to retain the status quo regarding the employment of the RCDO, but to seek better access for her to ASA databases.

Action: RFP

44 Potential [Swimming] Competition Changes 2015

A consultation paper about potential changes, together with a note by Mike Lambert, was circulated with the agenda for the meeting. The consultation on the proposals was to end on 31 May 2014.

Concerns were expressed for a wide range of implications of new proposal such as restricted entry times, risk of leaving under 9's out, thereby losing them to other sports. Clubs are currently struggling to motivate with counties as a target and swimmers trying to achieve a National qualifying time week after week.

Concerns were raised that there would be little feedback from clubs. RFP stated that it required secretaries to engage and respond appropriately. If every club did not like it, what decision would be made? Clubs needed make sure they submitted

feedback. RGP explained that the Sport Governing Body (SGB) would have to approve the proposals. GS recommended a link of SE Regional website for swimmers to feedback their views, rather than relying on clubs to forward on.

The Coaches' Forum was meeting on 14 May 2014 to discuss the proposals. The outcome of those discussions could be reported back to the Swimming Group

JB and RFP stated that counties had not been included in the consultation.

**Action: Alert sub-regions to consultation (RFP/BG)
Request Swimming Group to lead on a response.
RGP to attend coaches' Forum, if available
Board response, if any, to be guided by Swimming Group.**

45 Affiliations

7.1 New Affiliations

None

7.2 Resignations

None

7.3 Enquiries

None

7.4 Transfers

None

7.5 Change of Name

None

46 Correspondence

Discussion took place on the application of Anthony Smith (Dover Lifeguard SC) to become an ASA Friend. Whilst delighted to receive another enquiry, the Board was not clear as to his experience of the politics and management of clubs, a crucial competence for the friends.

Action RFP to contact A Smith.

47 ASA Group & Sport Governing Board Minutes

The minutes of the meetings were noted-

51 Regional Constitutions:

RH noted numbers have been changed in constitution

RFP commented pleased to see RGP on the review panel.

56. Sub Groups:

RGS noted sub group followers agreed- discipline groups to report to the board

RGP commented eventually a member of the board will be attached to each disciplines (board liaison)

61. ASA Swimmers Policy: didn't talk of all officials at National events.

"Officials to be appointed as agreed by technical director and promotor"

Venue of ACM – 18/19th October at NEC, Birmingham

48 DBM Report

Nothing arose from the circulated report.

49 AOB

Conflict of Interest

RGP circulated Conflict of Interest form, which boards and committee's must complete: it was decided an email stating "I have no conflict of interest" would suffice.

RGP requested BG to collate and forward on - replies to be received by next meeting.

Coach development Workshops- RFP requested approval for RCDO to use the folders (held in the Wellington office) for these workshops. **The Board agreed.**

Expenses' Form - Questions were raised on wording on form. It was acknowledged that the Board had previously deleted the sentence "Those transporting their own children or others from their club should not claim from the region" and that that decision still stood.

Action: BG

Youth [Swimming] Championships - RFP circulated a draft response to an enquiry by Mr A Lobley (Atlantis SC) which was **endorsed**. He asked for information to enable him to answer question 8 posed by Mr Lobley. Members referred him to Mike Lambert.

Award of medals - CL suggested SE Region events should medals for 1st, 2nd and 3rd regardless of the amount of swimmers - "even if there are only three swimmers". It was stated that Open Water events did not have 1st, 2nd, 3rd medals for all age groups.

RFP commented that this was a matter for individual disciplines

CL proposed that the Board give a steer to disciplines about this. **Agreed to be discussed at the next meeting**

SR requested the purchase of banners and table runners for SE regional events, in order to help raise the profile of the Region. Every discipline should have two. SR was asked to progress this suggestion, the banners etc to be discipline specific.

Action: SR

50 Date of Next Meeting:

Tuesday 10th June at 1900 at the Spectrum Leisure Centre, Guildford