



President Ian Stuart

Minutes of the Management Board Meeting held on Wednesday 7th September 2016 at the Regional Office, Wellington, Somerset.

Present:

D C Flack	Chairman
I Stuart	President
S Dors	President Elect
Mrs C Robinson	Finance Officer
J Bird	Administration Officer
C Elliott	Cornwall
R Downing	Devon
A Smart	Dorset
P Robbins	Wiltshire
K Smith	Gloucestershire

Non-Voting:

A Green	Divisional Lead
Mrs C Vickery	Administration Support

1. Welcome, introduction and apologies

The Chairman welcomed everyone to the meeting.

The following apologies were received:

G Cockill	Somerset
R Margetts	ASA Board Member
T Down	Independent Board Member

L Nesbitt Independent Board Member

Emily Taylor Club Development Officer

2. Notice of AOB

The Chairman regarding the appointment of Vice Chairman and the protocols surrounding the role.

3. Declaration of Interest

S Dors should Wesport be discussed.

4. Minutes of previous meeting

J Bird – page 4 item number 9 Swim 21 - 50% reduction regarding affiliation fees, when was this agreed? Finance Officer responded that this had been agreed 2 years ago through the Finance Group. J Bird stated this needs to be agreed by Board each year to confirm it will continue.

Minutes were confirmed as accurate.

5. Matters arising not on the agenda

Volunteer awards – S Dors – to be raised on agenda item number 12.

6. To note Discipline Committee minutes

S Dors enquired whether we had received minutes from the last Water Polo meeting, the Chairman responded that we did not have any minutes however R Margetts had fed back to the Chairman following the meeting. C Elliott asked to join the Water Polo committee.

It was stated that there should always be minutes to record all meetings.

7. Web storage and Data Protection

Presentation from K Smith regarding the above.

Following the presentation, the suggestion was to use the ASA Service – the Box – agreed unanimously.

Access protocols: Uploading undertaken by the office staff without responsibility of the item; Chair and Vice Chair will have the data control; Board member to have control of the data IT ensuring controls are correct and access levels monitored.

It was agreed K Smith will initiate the procedure and monitor the amount of work for maintenance going forward. There will be 2 current years held on the website and archiving will be ongoing.

To retrieve from archive an official request must be made.

8. Report from the Divisional Business Manager

See attached report from Alan Green.

9. Report from Finance Officer

Distributed to the Regional Board. Issues with payments coming into the Region for Talent Camps and other activities causing problems and increase in workload. The Finance Group will need to look into how best to collect these funds.

10. Report from the Regional Chairman

The Chairman delivered his report.

Regional Website in the process of being updated – should be completed by the end of the year.

Regional Strategy meeting to be held in Taunton – Holiday Inn

Club Development Group – proactive in meetings – report distributed.

Swim 21 procedures have changed – now a two-year process. Elements reduced to 16 major being presented in year one and the remaining 5 being presented the following year.

Volunteer Forum postponed until the end of the year – awaiting Sport England and the ASA Volunteer plan and the Region can work alongside this.

The position of Incorporation will be a drop in workshop at the ACM – nothing will be happening this year.

All Boards need to be fully briefed in terms of Incorporation.

Question raised regarding the Annual Council -has anyone received any information?

We have 10 seats, no other arrangements sorted to date.

Jane Nickerson is acting CEO for the ASA new CEO will probably not happen until February 2017

11. Report from ASA Sports Board Member

The Chairman gave this report in the absence of R Margetts.

12. Regional Aquatic Awards – Working Group

Planning is needed for next year and to this end a working group to be formed.

Various nominations have been received from this Region which is good, and it was decided that in recognition of their nomination a report would be entered in the Annual Report.

As a Region we will adopt the Volunteer awards and Counties will feed into the Region and the Region will feed into the ASA. Recognise Regional nominees at the ACM and these names will then be fed into the National Panel.

The working party will need to look into this.

Sue Dors will lead the working party which will consist of three people plus Sue.

There needs to be a system, process and the Board would like to celebrate locally to the Counties and Regions.

Categories to be approved at the next Board Meeting.

13. Regional Life member nominations

Nominations – Mrs C Tremellen – Life President and Mr P Jones – Life President

C Tremellen to receive a medallion and P Jones to receive a bar as he has been a Past President.

Sue Dors nominated: 2 Plaques stating Life President and date – to be presented at the ACM. John Bird agreed with this and the Board were also unanimous in agreement.

P Jones will be presented in December locally.

14. Regional Annual Council meeting 11.09.2016 – arrangements

Everything is ready for the weekend and the date for next year will be 10.09.2017

15. AOB and date of next meeting:

Ian Stuart thanked the Board for the support over the past year. He has enjoyed his year and learned a lot.

In return the Chairman thanked the President for his hard work.

Ian Stuart and C Elliott both stated how difficult it can prove to be distributing trophies.

The Chairman stated the importance of progressing with the role of the Vice Chair.

The Chairman will need to inform the ACM how this post is progressing.

How shall we advertise – internally via website and mailshot to clubs/county secretaries, all disciplines. Closing date will be 01.11.2016

Job Description will be required.

Interviews will be middle to end of November 2016 and the Interview panel will consist of The Chairman, The President Elect and an Independent person.

Date of next meeting 23.11.2016

Meeting closed 9.00pm