

ASA SOUTH WEST REGION
President Chris Elliott

Minutes of the Management Board meeting held on Wednesday 26th November 2014 at the Regional Office, Wellington.

Present:

D Flack	Chairman
C Elliott	President
J L Bird	Administration Officer
Mrs C Robinson	Finance Officer
R Margetts	ASA Board Member
R Downing	Devon
J Likeman	Cornwall
G Griffin	Dorset
K Smith	Gloucester
P Robins	
P Shergold	ASA Club Development Officer
C Vickery	ASA Divisional Administrator

1. Apologies

.1 G Cockill (Somerset) I Stuart (President Elect Gloucester)

2. Welcome and notice of AOB

.1 The Chairman welcomed everyone to the meeting. The Chairman explained that we have a duty of care to everyone in the region and understands many have long distances to travel and therefore could the agenda be kept to in a timely manner.

.2 The Chairman introduced Paul Shergold to the members present. Paul is covering Emily Taylor whilst on maternity leave. Members around the table were asked to introduce themselves and Paul then gave a brief overview of his previous working experiences and his plans whilst covering for Emily. The Chairman also stated that he had met Paul previously and was fully aware of the role Paul would be undertaking and what is required of him.

.3 The Chairman asked for any items to be taken under AOB – Chris Elliott (Cornwall) would be raising Tempest Leisure in Cornwall and Keith Smith (Gloucester) wished to raise the Young Volunteer programme.

3. Declaration of Interests

.1 None

4. Minutes of the meeting held on 9th July 2014

.1 Page 1 agreed. Page 2 – No. 66 Regional Strategy Appendix not attached. No 68 – remove this report from ASA Sports Board Member – John Bird to action. Open Water membership fee: should read £10.00 to the ASA and £5.00 to the Region. Proposal from R Margetts - £10.00 Open Water membership fee – agreed. The Chairman will write to the Chairman of Open Water.

.2 Minutes of the Special Board meeting held on 02.08.2014 – page 1 agreed, page 2 – agreed.

5. Matters arising not on the Agenda

.1 These matters have already been alluded to.

6. Voluntary Code of Good Governance feedback

.1 There was a general discussion around the table. There are seven areas of Governance to be looked at, discussed with clubs and give feedback. Points which have arisen following the board members investigations:

A mission statement is needed

Board members need adequate time for their duties to be performed as volunteers.

Risk Assessments for Synchro, Water Polo, Open Water and Diving need looking at, and reviewed annually.

Protocols and processes to be reviewed and aim to complete by the end of December 2014

Finance controls to be in place.

Ensure Data protection is tight and legal.

Ensure compliance.

The Chairman stated there is a lot more work to be done, working together, engaging in the concept and making it work.

John Bird asked if a day should be set aside to work on the Voluntary Code of Good Governance – Chairman stated this would be a very good idea as it is a big piece of work. The board needs to have a short, medium and long term development plan.

Whole board meeting to be planned for in the New Year for undertaking these tasks.

G Griffin stated there has to be a common style for all to adopt which is user friendly.

7. Report from Finance Officer

.1 Chris Robinson issued a copy of the accounts plus a budget summary. Chris then went through the reports.

.2 Diving received from the British Diving Coaches association (who are no longer in existence) a one off payment for diving development. This money is not included in the report.

.3 Chris Robinson is challenging the minutes regarding Water Polo – Budget 6.1 minutes referred to – the minutes do not give an accurate reflection.

Proposal G Griffin – statement that £13,000 budget is inaccurate, seconded Chris Robinson and agreed unanimously.

The Chairman will direct them to this and guide them their comment in their minutes was inaccurate.

10.1.7 Chris Robinson objects to this statement. Gerry Griffin agreed that this statement was challenged previously and found not to be the case. Water Polo is not operating blind, they have a budget and they have a contact who deals with “ins and outs”.

The Chairman, Chris Robinson and Gerry Griffin will meet to resolve these issues and report back.

.4 Rob Margetts reported that the Water Polo trophies are not located. Are they in this office somewhere? This needs to be investigated and resolved.

.5 The Chairman stated Water Polo is an expensive sport – perhaps the ASA might consider some funding for competing etc.

.6 All Budgets proposed by C Robinson, seconded by G Griffin and unanimously agreed.

.7 Network funding 1st application - £280.00 allocated. Wonderful application from Aquae Sulis – use as a template for others. All agreed.

.8 Emily Taylor and Paul Shergold asked C Robinson to propose the following:
Network funding for coaches, need to purchase vouchers. Would Region buy the vouchers and clubs then repay the Region. Amount - £2,750.00
Paul Shergold to keep in regular communication with Chairman and C Robinson.

4 courses earmarked (closed courses)
Water Polo course
Level One East Devon Coaching
Level One Cornwall coaching
Level Two coaching in Aquae Sulis

If course not fully subscribed to it can be opened out to anyone – this needs clarification from Paul.

Funds must be tightly managed in order not to lose out.

All agreed happy for Region to pay for the vouchers up front.

8. Regional Chairman's Report

.1 Report attached **

.2 New container for storage agreed with Colin Johnson to be situated in the car park. Funding for this was agreed in last year's budget.

.3 Housekeeping – within these premises not always as it should have been. The Chairman has discussed the issues with Colin Johnson and there is now a set of housekeeping proposals and an agreed protocol. Key will be made available for each discipline and procedures for setting the alarm. There will be documented instructions and contact telephone numbers should any problems arise. SASP and Board/ASA will all work together to ensure full cooperation of the system in place.

9. Report from Alan Green

.1 Objectives and vision for settling into the role.

R Margetts – Good summary of what the ASA is doing.

Alan is aware of “club land” and happy to help the RMB as best as he can.

Engagement of partnership is hopefully going to be a good thing.

10. Sports Board Member report

.1 Please see attached report ** needs including

11. Past Presidents medals

- .1 Stocks need replenishing – is the design to remain the same – Chairman proposed and agreed by all.
Purchase 4 at a time.
Ask Sue Dors to replenish the 4 agreed. No idea of costs – ask Sue to find out the cost.
- .2 John Bird – clarity on Swimmer of the Year Shields for the disciplines. We have one per discipline ?Masters/decathlon and disability.
John Bird will speak to Sue Dors regarding this.

12. Regional Strategy Update

- .1 The Chairman now needs to have a discussion with the new DBM – Alan Green.
Strategy agreed with Alison Davidson – no paperwork received.

13. Remuneration Panel appointment

- .1 Need to look at new people to appoint. Marion Britain, Gordon Smart and Harold Richards will be invited to consider the post.
(Harold Richards currently has an unwell wife ? would he be able to fulfil the role)
Should Mr Richards decline Simon Veale is proposed.

14. Annual Report 2014/2015

- .1 The Chairman will shortly be sending out to all disciplines for reports to submit information for the Annual Reports. The Chairman asked if anyone wanted anything else added to this.
Reports request out in December and to be returned by March 2015
R Margetts would like to see photographs of regional swimmers and events (permission from swimmers must be granted).

15. Board Members to Discipline Groups

- .1 Original objective meant a wider perspective of the roles/areas. Should you want to change your discipline/ change the role you undertake please speak to the Chairman. This will be revisited at the next meeting.

16. Dates for the Admin Calendar 2015

- .1 No comments have been received regarding this and therefore the assumption is made that all is ok.
- .2 R Margetts – following the decision regarding Swimmer of the Year what is going on the Agenda/Forum for 21.02.2015. Something needs to be sorted carefully.

17. AOB and Date of next meeting

- .1 Keith Smith – Young Volunteers programme. Information regarding this comes out far too late each year. The mandatory course on two set dates is not flexible enough. The age range has changed.
The Chairman responded that these points had been noted. We need to refocus our

attention next year. More feedback is required. Hopefully the new DBM will influence the team to help encourage this plan to work.

G Griffin agrees with Keith and also would like to add the logistical problems.

.2 Date of future meetings:

Weds 21.01.2015

Forum Sat 21.02.2015

Weds 11.03.2015

Weds 17.06.2015

Forum Weds 15.07.2015

Weds 16.09.2015

Weds 25.11.2015

Meeting closed at 9.20 pm