



President Ian Stuart

Minutes of the Management Board meeting held on Wednesday 22<sup>nd</sup> June 2016 at the  
Regional Office, Wellington, Somerset.

**Present:**

D C Flack	Chairman
I Stuart	President
Mrs C Robinson	Finance Officer
J Bird	Administration Officer
R Margetts	ASA Board Member
C Elliott	Cornwall
R Downing	Devon
A Smart	Dorset
P Robbins	Wiltshire
K Smith	Gloucestershire
G Cockill	Somerset
sNon voting	
A Green	Divisional Business Manager
E Taylor	Club Development Officer
Mrs C Vickery	Administration support

**1. Welcome, introduction and apologies**

The Chairman welcomed everyone to the meeting. Apologies received from S Dors (President Elect), T Down (Independent Board Member), and L Nesbitt (Independent Board Member).

## **2. Notice of AOB**

J Bird – Swimmer of the Year awards and ACM attendance.

R Margetts – Archiving of documents.

C Elliott – Networks.

## **3. Declaration of Interest**

Agenda item number 10 – D Flack, J Bird, C Robinson, R Margetts.

## **4. Minutes of previous meeting**

Minutes were confirmed as accurate. J Bird – Page 3 Swimmer of the Year awards – with regard to the issue of the shield going forward should the recipient also receive a smaller plaque to keep? Agreed unanimously that this should happen.

## **5. Matters arising not on the agenda**

Page 2 item number 5 – C Elliott and J Likeman have attended a meeting with Tempus Leisure and decisions will be made in September. They will be presenting STA awards rather than ASA.

The issue of Job descriptions was raised, the ASA Office do not hold copies and therefore C Robinson will ask the Discipline Secretaries for Job descriptions to be prepared and submitted, it will cover areas of who manages and individual responsibility of roles, with timelines of actions. J Bird stated the need to have documents for disciplines, roles etc. for forward succession planning. The

Chairman reported he had already received a job description from Synchro which was excellent.

Page 3 item number 11 – R Margetts raised the issue of the archiving of handbooks and how they can be viewed. A discussion followed around this issue and of the storing and archiving of all documents. It was also agreed that a sentence should be added to the handbook stating: Copies can be obtained from the ASA Office. K Smith will send the Chairman alternative suggestions for archiving documents in a secure way. R M also enquired how near the 2016 handbook is to being complete. J Bird reported he is still in the process of completing. Discussion followed around results being maintained in the handbook or not? Agreed that results should be stored and archived separately – Results 2016, 2015 etc. and there needs to be an Archive Index.

## **6. Correspondence**

The Chairman has received several documents, Keynsham Leisure Centre is to receive a £10 million investment into pool refurbishment plus a new learner pool.

County Conference, English programmes team invited two people to attend – Emily Taylor informed the Board that Chris Tremellen has attended a similar event a few months ago.

ASA Awards discussion followed around these, R Margetts has asked that suitably qualified nominations are submitted, it is important for the Board to work together to decide who to nominate and then submit strong applications. There are 14 awards all with Bronze Silver and Gold – 42 awards in total which means there is room for plenty of nominations. There is the Harold Fern award and the A H Turner award which we have received a nomination for – this nomination will be forwarded to Kate Hutchings to prepare.

## **7. To note Discipline Committee minutes**

The Chairman has reviewed the minutes he has received and there is nothing to report.

R Margetts – Swimming Committee minutes – possibility of employing Security personnel at the main three pools to assist in keeping the children safe and under the control of the coach. Discussion followed around this – decision agreed in principle to proceed.

## **8. Regional Strategy 2017/21 and Good Governance update & Club Development Role**

The Chairman raised the importance of planning for this. Adam Packer has delivered clear headlines which need to be included, are we going to follow this or develop our own? Discussion followed around this: the Chairman believes we should be looking at quality in delivery and not quantity. It was agreed we need to build on what we have been working on but to streamline and work more closely on certain areas. The important thing is to consolidate on where we want to go and build on it. The biggest challenge is Volunteering and mainly the lack of volunteers.

It was agreed there would be a meeting arranged devoted to the Strategy and this was arranged for 08.10.2016 at 10am. Invites will be sent to all County Secretaries and representatives from all the regional disciplines. Recruitment and retention of Volunteers will be one topic of discussion.

## **9. Report from the Divisional Business Manager and Club Development Officer**

Alan Green delivered his 6 month report. See appendix ...

R Margetts stated that Nectar points can provide a free swim which people currently are unaware of – the South West has only a very few pools registered to participate. Operators need to sign up – A Green will take this forward.

Emily Taylor delivered a report on the South West Region's activities.  
C Robinson requested a list of clubs obtaining swim 21 and renewing of in order for the clubs to be reimbursed with £37.50 of their £75.00 affiliation fee. Clubs do not claim this money at present.

Emily's report see appendix .....

## 10. Report from the Finance Officer

Club affiliation fees proposals for next year:

Cat 1 and Cat 2 to remain the same, Cat 3 reduce by 25pence, Club membership to increase by £5.00

Cat1 £2.90

**Cat 2 £3.65**

**Cat 3 £2.00**

**Club / Associations £80.00**

J Bird proposed, R Downing seconded.

**(For information the recommendations for ASA fees for 2017 to be put to ASA Council are as follows:.**

Cat 1 £8.90

Cat 2 £25.50

Cat 3 £5.00

Student Membership £5.00

Temporary Membership £15.00

Regional Financial reserves.

The Regional had now secured its long term objective of a £300K reserve.

The Finance Sub committee made the following recommendation: One third to be invested in long term secure investment. One third to short term secure investment, and one third to working capital. It was stressed that due to ongoing financial commitment that reserves must be closely monitored and not be permitted to fall below the agreed reserve figures.

Proposer R Margetts and seconded P Robbins.

Following the Finance meeting the mileage rate has been raised to .45 pence for volunteers.

Club Development Co-ordinator – there is money in the budget for this and the role will be based at Regional Office assisting Emily Taylor. It will be a part time role and a description of the role was given. Hours = 2 days per week, salary proposal £11-12K, non travelling role.

Discussion followed around the role and the importance of a detailed job description.

Position proposed: C Elliott and seconded A Smart. Unanimous agreement.

Secretarial and Clerical Working Party – R Margetts, J Bird, the Chairman, C Robinson all declared an interest and I Stuart took the Chair whilst they left the room.

Following discussion it was agreed that: secretarial allowance for the Licensing Officer from the Licence Fees – Option 1.

Increase budgets of the disciplines by 5 % across the board and allowances across the board plus Bryanston by 5 % (amounts apportioned to President, Chairman, Finance Officer, Admin Officer and Bryanston)

Proposed G Cockill

Seconded K Smith and all in favour.

Each discipline is responsible for breakdown of monies.

#### **11. Club Development Group – Volunteer Forum proposal**

Approval in principal:

Support the delivery in Strategy of delivering Volunteers – numbers? Where they come from – spread across the Counties.

How do they get there? Who are they accountable to?

We need more information before committing fully.

#### **12. Report from Regional Chairman**

The Chairman delivered his report.

#### **13. Report from the ASA Sports Board Member**

**The minutes of the SGB had been previously circulated to Board members. John Bird drew the following to the members attention:**

- .1 **ASA Strategy 2017 - 2021** - Regions asked to provide feedback.
- .2 ASA budget 2016/17: Long discussion by both boards. CEO and Finance Officer instructed to revisit and rebalance the budget between clubs, commercial and participation. Budget agreed with certain caveats post meeting.
- .3 Swimming Times: Consideration is being given to move from paper to electronic copy.
- .4 Thanks were recorded to Philip Gordon for his contribution as a member of the Rules committee.
- .5 Club Constitutions: Updated with advice on 'Online banking.
- .6 Rankings: Regions, Counties and Clubs or anyone organising a competition should not publish dates of birth either electronically or within the programme of events. Only the year of birth may be published.

.7 SGB Membership: Agreed to put before ASA Council a rule change to enable the CEO and Chief Operating Officer to be full voting members of the SGB.

#### **14. Annual Report 2015**

Artwork currently being prepared, reports all done and ready. Report will be ready for the Members Forum meeting on Wednesday 20th July 2016

#### **15. AOB & Date of Next Meeting 07.09.2016**

J Bird – ACM Incoming President – invite 3 members from Counties to attend – President, Treasurer and Secretary – will need to reflect in Rule Change –unanimously agreed.

C Elliott – Plymouth Network should networks have a budget – C Robinson stated a Grant application can be applied for. (A day is going to be arranged with a view to attracting volunteers).

The Chairman on behalf of S Dors – Volunteer awards – no awards presented last year and it would be good to present at this year's ACM. Can we try to arrange this? It cannot be a rushed job, recommendations must be made and prepared properly – agreed to do this for next year.

R Margetts suggested S Dors tries to ascertain who has been recommended nationally.

Meeting closed 9.46 pm.