



President Chris Elliott

Minutes of the Management Board meeting held on Wednesday 17th June 2015 at the Regional Office, Wellington.

Present:

D C Flack	Chairman
C Elliot	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
G Cockill	Somerset
K Smith	Gloucester
I Stuart	President Elect

Non voting

A Smart	Dorset
A Green	ASA Divisional Business Manager
E Taylor	ASA Club Development Officer
C Vickery	ASA Divisional Administrator

1. Welcome, introductions and apologies

The Chairman welcomed everyone to the meeting; Andy Smart was welcomed as the new Board member for Dorset who replaces G Griffin who will be stepping down.

Alan Green welcomed to the meeting together with Emily Taylor who is returning from Maternity Leave.

Apologies – Paul Robbins

2. Notice of AOB

K Smith (Gloucester) would like to make a comment regarding South West Coaches Committee – to be raised under Agenda item number 7.

R Downing (Devon) would like to report on the Review of the Chair.

3. Declaration of Interest

D Flack, R Margetts, C Robinson and J Bird under item number 10
D Flack will hand over the Chair.

4. Minutes of previous meeting

Minutes agreed as accurate.

Content:

5.1 Minute 7.3 Water Polo Minutes -J Likeman's offer of help with regard to Finances has been accepted.

5.3 Minute 9 Report from Regional Chair

Container now has racking installed. Open Water storing equipment in there. SASP has also asked to store some additional items and this has been agreed.

5.4 Minute 11 Change of Regulation – Swimmer of the Year -

J Bird – Siobhan Marie O'Connor elected as Swimmer of the Year for 2014. Voting numbers low. Discussion followed regarding the timely distribution of trophies. Vote agreed to issue a memento rather than the actual trophy.

11. Report from Regional Chairman – Update A Paker will be attending the ACM and will present on the subject of "Where he sees the Sport in 5 years time". Mr Paker will require transport between the venue and train station and return – Alan Green agreed to undertake this.

12.2 Report from ASA Sports Board – J Bird asked for the outcome. Somerset, Dorset Gloucester Cornwall and Devon have no objection to the change.

13 – Henry Benjamin Award – this will be raised in Agenda Item Number 6 Correspondence.

14. ASA South West Report 2015 – D Flack - Annual Reports will be delivered by 18.06.15. Thank you to all disciplines for the excellent reports submitted.

5. Matters arising not on the Agenda

DF to discuss the matter of employing an additional Club Development Officer on a part time basis. Emily Taylor and Alan Green left the room. DF reported on Paul Shergold's duties. Possibility of retaining Paul at a cost to the Region – this role would be managed and controlled by the RMB on a six or twelve month contract and objectives would be set by the Board. Cost to the Region would be £16,000 per annum for working 3 days per week. The ASA would support IT etc. This role would not be the same as Emily Taylor. Discussion followed regarding this and a vote was taken whether to proceed or not – Majority vote against at this time but to revisit at a later date with a firm proposal and job description.

6. Correspondence

Report completed by P Shergold regarding City of Bristol Network - inaccuracies contained therein.

DF had received a written complaint regarding an initial refusal to pay an expenses claim relating to a hotel booking. DF had responded to the initial complaint on behalf of the board which upheld the initial response – Complainant remained unhappy with the decision and asked for the matter to be taken to the Board. This matter was fully discussed by the Board who unanimously upholds the initial decision as per existing regional protocols.

7. Outcome of discussion: protocol is to be reviewed by the Finance Sub Committee. DF has received 3 applications regarding assistance with funding for Water Polo. JB – there is a dilemma here as they are competing in GB events without financial support from GB. Funding was originally agreed but then withdrawn. Proposal from JB seconded by GG - Region supplies £200.00 to each individual as a one off payment without prejudice or setting a precedent. Discussion followed. Board voted in favour of assisting with this request provided donation is the key word and details must be clearly documented. JB will advise C Robinson where to send the cheques.

7. To note Discipline Committee Minutes

K Smith AOB – Preferential entries can be given to Network clubs. K Smith not in agreement. Question passed to the Regional Licensing Officer who will respond at the next meeting.

Board unaware of this issue as not received the minutes (C Robinson).

8. Regional Strategy and Good Governance Update

DF – Looking at advertising for three additional Board members. Prepared various templates and a small team is now needed to prepare job descriptions etc. No volunteers, although K Smith agreed to look at initial templates. Timescale – if circulated to the Board and comments favorable hopefully get onto the website with a closing date of 4 – 6 weeks. Hopefully to be done before the ACM on the 13TH September 2015.

DF has received a copy of the Good Governance Guide – 3rd update – not a great deal has changed.

RM – there seems to be a reluctance on making progress in this area. DF commented it has been an Agenda item at each board meeting. Discussion followed.

Outcome of discussion – DF concerned as we are several months behind where we should be. Strategy needs to go onto next Board meeting agenda. G Cockill – as a starting point-3 or 4 points for each area to be brought to the meeting. Areas to be Developed/Improved/amended – this was agreed.

***** REMINDER *****

Agenda to state who needs to bring what to the next meeting.

C Robinson stated perhaps going forward someone should take on the responsibility of overseeing the Good Governance work.

9. Report from the Divisional Business Manager

Latest Active People Survey shows a further decline in swimming participation. Nick Caplin has started work for the ASA and has already attended meetings with Sport England. Main role at present is to prepare a Participation Pathway for Aquatics.

Partnership programme is on hold and being reviewed.

Emily Taylor has returned from Maternity leave and is back working with the clubs. Main three areas of focus for the ASA = Get People Swimming, Increasing Learn to Swim and Podium Potentials.

General discussion followed.

AG to present figures to the board regarding level one and two teaching courses and how many have been run, cancelled etc.

DF and AG meet regularly for updates.

10. Report from Regional Finance Officer – to include recommendation of Secretarial & Clerical Working Party

Accounts for last year are going to the Accountant on the 18.06.15

Balance increased again this year although a smaller increase.

There are office costs to be considered. There is money available for projects. Is more admin support required going forward? Discussion followed.

RM suggested perhaps circulating draft copies prior to the meeting – CR agreed to do this.

CR – Affiliation for next year. Discussion followed regarding increasing fees by 2%
ASA – Cat 1 = £8.70 Cat 2 = £25.50 Cat 3 = £5.00
This has to go to Annual Council Meeting for acceptance.
Proposed by C Robinson, Seconded G Griffin. Vote unanimous in agreement.

2nd Point Recommendation of Secretarial and Clerical Working Party

D Flack, C Robinson, J Bird, R Margetts left the room. G Griffin became Chair.
R Downing proposed and K Smith seconded – Vote unanimous in agreement.

Overall increase of 2.9% in costs.
Complete agreement with figures which go to Forum for approval.

11. Report from Regional Chairman

DF –Regular meeting with J Hilleard including the annual review. Cost for agreement to remain at £15k Very positive meetings with JH and her manager from Wesport.

Meetings every 6 week with Alan Green. looking to finalize the service agreement re SLA and the ASA, Costs of building – rental etc.

Swim 21 panel meetings – DF has attended 2 in recent months

DF has ordered a Gazebo for use within the region – now arrived in the office. It will have the ASA South West logo and will be used initially at the Regional Open Water Championships in June.

The ASA Chief Executive will be attending our ACM in Taunton on Sunday 13th September 2015.

Edward Lord – Chairman of the Group Board has resigned with immediate effect.

12. Report from ASA Sports Board Member

DF attended the last meeting in May substituting for RM.

Items covered – Should the ASA rely on Sport England for funding – lengthy discussion followed. DF will circulate the minutes of this meeting .**

13. Regional Swim 21 Development Group

DF requested the board to review a newly prepared Terms of Reference for the ASA SW Region Aquatics Development Committee which would become an additional responsibility of the current swim 21 panel. The document clearly sets out expectations of the panel and its remit will be to support all disciplines within the region.

JB – 1.5 maximum of – no of people, disappointed a number hasn't been inserted here and would prefer a number. 4 were agreed by the board.

RM – Is this National or standalone in the SW – Standalone in the SW.
Unhappy with the title – E Taylor gave a brief feedback and discussion followed.
Rename as ASA SW Region Club Development Committee – Board agreed. GC –
one aspect of this group is to inform clubs re funding available.
JB- to make necessary amendments to the document and then the document will
go to the ACM for adoption as a Change of Rule.

14. Annual Report 2014

DF – Annual Report being delivered to the office this week. DF is very happy with the
outcome.

15. AOB & Date of Next Meeting

Members Forum 29.07.2015 – note new date
Regional Annual Council Meeting 13.09.2015

G Griffin is standing down as Dorset representative, Andy Smart will become the new
Dorset representative. GG will complete his Governance task.

DF – The chairman expressed his thanks to Gerry Griffin for all his hard work and
commitment to the RMB. Welcome to Andy Smart who will be the new Dorset
representative .

J Likeman – Pool measurement certificates – responsibility of the pool operator to
provide pool measurement certificate. ASA will undertake for a fee of £850.00
Have there been issues in other counties re this – Yes.

R Downing – Appraise the Chairman of the last 12 months using the ASA appraisal
template. Overview given of DF appraisal with DF given the opportunity to comment.
Outcome – looking at the role of the Chair, role of the Vice Chair.
GC - Broader discussion followed regarding “Spreading the load”

DF – Nominations have been received for the Alf Turner Award and Harold Fern
Award. Agreed these are sent to the ASA for their consideration.

Items for the next Agenda: **Add a post of Vice Chair – take to ACM – Agreed GC
proposed, CE seconded and unanimous agreement.**

Meeting closed 9.40 pm

** For D Flack to action.

