



President Sue Dors

Minutes of the Management Board Meeting held on Wednesday 8th February 2017 at the Regional Office, Wellington, Somerset.

Present:

D C Flack	Chairman
S Dors	President
Mrs C Robinson	Finance Officer
J Bird	Administration Officer
R Margetts	ASA Board Member
C Elliott	Cornwall
R Downing	Devon
A Smart	Dorset
G Cockill	Somerset
K Smith	Gloucestershire
P Robbins	Wiltshire

Non-Voting:

A Green	Divisional Lead
Mrs C Vickery	Administration Support
Miss S Vickery	South West Club Development Support Officer

1. Welcome, introduction and apologies

The Chairman welcomed everyone to the meeting.

No apologies were received; the following were not in attendance:

T Down	Independent Board Member
L Nesbit	Independent Board Member

2. Notice of AOB

A Smart – Swim 21 panel meeting dates.
G Cockill - Safeguarding

3. Declaration of Interest

R Margetts – Confidentiality & Declaration of Interest papers – when will the signing take place. Overdue from November 2016 and currently being sorted.

4. Minutes of previous meeting

Page 2 number 4 J Bird asked if there had been an update regarding the storage of personal data ? K Smith replied the Date of Birth on old results has not been clarified. R Margetts confirmed this issue has not yet been resolved. K Smith will speak with the ASA regarding this.

Page 2 number 5 – S Dors Aquatics Awards nationally, nothing to report. Regionally Sue will prepare something.

Page 2 number 6 regarding GLL – C Elliott has met with Tempus Leisure and there will be a review in 3 months' time. The assumption is everything will remain unchanged with GLL.

Page 3 number 9 – Job description for the role of the Chairman, (D Flack declaring an interest)

S Dors was asked to take the chair. Advert for this to go onto the website, circulation to CSPs, ASA, SW Website and Careers in Aquatics. Feedback any changes to the Job description (circulated at the meeting) to the three panel members by 11.02.2017 and the role will then be advertised.

Page 4 number 13 – Ian Stuart has accepted the role of a member of the remuneration panel replacing G Smart.

Page 4 number 17 – K Smith aware funds are available for disability groups, the swimming committee looks after disability.

C Robinson stated the funds are not there for pool time but for someone to undertake work. The network funding needs to be looked at and decisions made regarding the way forward.

Minutes were confirmed as accurate.

5. Matters arising not on the agenda

None

6. To note Discipline Committee minutes

J Bird asked what happens with the Discipline committee minutes as they need to be distributed and this does not appear to be happening.

S Dors apologised that the Open Water minutes had not been sent in.

All disciplines need to send their minutes into the office to be put onto the website.

Board members are to take this back to disciplines in order for this to start to happen.

7. Report from Divisional Business Manager to include ASA Branding proposal

Stacey Vickery arrived and around the table introductions were made.

Alan Green presented the New Branding proposals and any questions/feedback Alan will take back to Marketing.

Is there any financial assistance available to aid with the changes?

S Dors felt there may be some confusion between Sport England and Swim England, a discussion around this followed.

R Downing asked if it was the Boards responsibility to deliver to the Counties. Alan replied that it will be emailed to the County Secretaries for dissemination.

Discussion around the timeline for the changeover of paperwork etc.

An agenda item to be made for the next board meeting to discuss the Logo and invite Kate Hutchings (website) regarding website, communications and marketing.

8. Membership lapses

Email from Di Gibbs (Dorset) re disaffiliation of clubs. It is an issue with smaller clubs, what benefits do they receive from the ASA? - Insurance.

Anyone from the Board to undertake Membership panel in April – R Margetts nominated A Smart, 2nd Sue Dors. A Smart to confirm his ability to attend on 09.02.2017

8a. ASA Incorporation – update

Several delegates from Counties have responded and will be attending a meeting regarding Incorporation on 27.02.2017 at the Holiday Inn from 18.00 hrs

A paper has just recently been issued in relation to the proposals the ASA are looking into regarding Incorporation. The Chairman will distribute paperwork he has received from the ASA – restricted circulation only for those attending the meeting.

The Chairman will send to Board members for onward distribution as required bearing in mind confidentiality of the report.

9. Time to Listen Course - CSP

C Elliott – These courses are for the Welfare Officers to attend (Swim 21 protocol). SW ASA are stopping providing these courses, other providers will be delivering – CSPs will undertake this role.

10. Report from Regional Finance Officer

Income and expenditure report circulated to the Board for update and information. Swim 21 clubs are currently being paid out to those who the Finance Officer holds bank details for. In the process of trying to obtain bank details for the outstanding ones.

Finance working group meeting at the end of February regarding funds being held and looking at next year's funding/strategy. There was a discussion regarding funds being held.

The Finance officer is also looking into one bank account online which can be

accessed by certain personnel to check payments in and out.

11. Report from Regional Chairman

Brief report received from the Chair, circulated – Club Development Group been asked to look at Volunteer Plan for 2017/2018 – circulated to Board. Looking at supporting our volunteers across all disciplines. The plan is for the next 4 years. There were no questions for the chair.

12. Regional Vice Chairman Position

This position was advertised and no applications or enquiries were received. Roger Downing to be appointed for a transitional period. Nominated D Flack, 2nd P Robbins – unanimous decision. Role to last for 18 months and reviewed.

13. ASASW – Swimmer of the Year

Two nominations received, Jazz Carlin –Swimming and Stephanie Millward – Para Swimming. Paper votes issued.

Result – Stephanie Millward - Swimmer of the Year.

With regard to Synchro Duets, Water Polo teams. Following discussion, it was agreed that:

- a) Diving may nominate an individual or a synchronised diving pair;
- b) Synchronised swimming committee may nominate an individual, duet or a team;
- c) Water Polo committee may nominate and individual or a team.

Presentation from Stacey Vickery. (Regional Club Development Admin Support Officer.)

Stacey was introduced to members of the Regional Management Board and provided an overview of her areas of work in this new role.

Stacey gave a presentation of a new regional newsletter which is being produced to be first published on the 01.03.2017. She received various questions from the Board.

The board welcomed and agreed that this was a major step to increase the flow of information to membership on a range of important dates and activities across the region.

14. Annual Report 2016

Reports are still coming in – in preparation of the 2016 Annual Report.

15. AOB and Date of Next Meeting

R Margetts – the value or otherwise of having generic emails. The Chairman will discuss with Kate Hutchings.

Open Water – this summer what is happening – when is it and where? June 24th and the venue should still be in Weymouth.

Andy Smart would like the Swim 21 Panel meeting dates in the Newsletter – Jackie has been asked to inform Stacey of these dates.

G Cockill – Safeguarding, will leave until the next meeting.

Meeting dates for diaries: 27.02.2017 ASA Incorporation Briefing meeting – Holiday Inn Taunton 18.00 Hrs

03.05.2017 Board Meeting SASP Offices.

Meeting closed 9.50pm