



President Paul Robbins

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

Present:

D C Flack	Chairman
P Robbins	President/Wiltshire
C Robinson	Financer Officer
R Margetts	ASA Board Member
C Elliott	Cornwall
R Downing	Vice Chair/Devon
A Smart	Dorset
G Cockill	Somerset
K Smith	Gloucestershire

Non-Voting:

Mrs S Millett	Club Development Support Officer
Mrs C Vickery	Administration Support

1. Welcome, introduction and apologies

The Chairman welcomed everyone to the meeting.
The following apologies were received: Bob Holman.
The following were not in attendance:

L Nesbit	Independent Board Member
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2. Notice of AOB

Unauthorised use of the Regional Logo – R Margetts
Water Polo Report – R Downing

3. Declaration of Interest

None

4. Minutes of previous RMB

For accuracy – noted as correct apart from:

Page two number 9 – Time to Listen courses- should read Sue Dors informed the Board, not Chris Elliott. Minutes to be changed accordingly.

Page four number 12 – Role of the Vice Chair – the Chairman would like to comment how this role is working very well.

5. Matters arising not on the agenda

Page one Independent Board members – R Margetts enquired on the up to date position of these members.

Tessa Down resigned some months ago.

Laura Nesbit nothing has been heard from her for a while.

Do we need to advertise for a new independent board member?

The Chairman will contact Laura Nesbit and advise the Board of the situation and the way forward.

Aquatics awards – R Margetts – will we be doing something similar again next year?

The Chairman responded that Sue Dors will continue in the same manner as this year. A discussion followed regarding how best to promote volunteers for aquatic awards.

Minutes of meetings – K Smith – can we ensure minutes are recorded on the website in pdf format. *Action required to change all those currently on the website.*

6. Report update from the Regional Office Team

Please see appendix 1 which Stacey Millett presented to the Board.

7. Swim England Incorporation matters:

Members Forum Register

Nomination for Member Nominated Directors for Swim England Board

The Chairman updated the Board of the current status.

The vote was passed unanimously for Swim England to become an Incorporated body and SE had recently been informed they will be allowed charitable status as part of the Incorporation process.

The Members Forum Register – all details have been submitted to SE and all will be registered from next year.

The Chairman declared an interest regarding nomination for nominated director for SE board and left the room. The Vice Chair then discussed with the Board this nomination and asked for a vote regarding putting David Flack's name forward – all were in favour and the vote was unanimous. The Vice Chair will send off this nomination.

The Chairman returned to the meeting.

8. Report from the Finance Officer to include:
1) Proposal from Finance Committee for additional staff funding
2) Safeguarding – Programme Funding

Balance sheet circulated from the Finance Officer.

A Finance committee meeting is scheduled for 11.11.2017 to look at balance and plan ahead.

1) Proposal from the Finance Officer for the additional funding for staff was circulated, a job description had previously been sent to all Board members and if successful the implementation date will be 01.01.2018

The plan is to have a Club Development Officer who will be office based primarily but also able to deliver invaluable services for clubs and volunteers when required. The role needs to be sustainable incorporating the needs of the region, clubs and volunteers and ensuring assistance is provided as required.

This role is currently part time and the proposal is to increase to full time.

Proposer: C Robinson

2nd: Roger Downing

Vote Unanimous

2) Safeguarding – Programme Funding, Time to Listen and Team Manager Discussion followed around the above courses/workshops and the plan for Counties to be able to claim back costs of this invaluable training.

Clarification required regarding who requires what qualification; Marshalls, Coaches, Officials, poolside helpers etc.

Emily Taylor is preparing a paper which will then be circulated for comment.

R Margetts- Overseas Training Camps – incorporated on Swimming Income, Governance high – staff costs, medals etc. all included there.

The Finance Officer passed around the Code of Conduct & Governance policy – each board member has a copy to keep and an additional copy is for signature and return to the Finance Officer for retention.

9. Report from Regional Chairman

The Chair reported on the following:

* Meeting with George Wood, Sports Development Director. 90 day implementation plan regarding the Strategy – DF informed him that Volunteers are to be the key issue within the South West region.

* Meetings with Jackie Hilleard

* Receiving an email from John Bird thanking the Board for his retirement gifts – he has purchased a Digital slide convertor

* Be aware of the new Data Protection rules coming into force from May 2018, biggest area of awareness needed is Website. The Regional Data Protection Policy requires updating.

Follow up G D P R Data Protection May 2018 – agenda item for the February 2018 Board meeting.

* Regional Office Staff meeting held a couple of weeks ago and this will be a regular occurrence going forward. Target setting, issues etc. – A very productive meeting was achieved.

10. Regional Strategy 2017 – 2021 update

See Appendix 3 – delivered by the Vice Chair to whom the Chair gave his thanks for all the hard work involved in the preparation of this.

This is to be released to the Region.

Jane Nickerson would also like to visit the Region – plan to hold a Strategy meeting and invite Jane Nickerson to that.

If there are any changes required to this document please let R Downing know as soon as possible. The aim is to have 3 teams to deliver: 1. Governance 2.

Volunteers 3. Marketing and Communication.

There will be a Regional Meeting to launch the Strategy at the Holiday Inn in February 2018 – provisional date of 17.02.2018 – The Chair will invite Jane Nickerson and see if this date is possible for her to attend.

11. Annual Report 2017

The Chairman asked if everyone was happy with the current format of the annual report or is a change required?

Should we go paperless? Vote was Yes – unanimously.

ACM Preparation – Should we also go paperless – Vote was Yes – unanimously.

All documentation to go onto the website for both the ACM and the final Annual Report.

Guidelines need to be issued regarding this in order to raise awareness of these changes.

With regard to the content of the Annual Report and the reports received from the disciplines: the reports need to be relevant and succinct and received by 01.06.2018 – if not received by this cut-off date there will be no report in the Annual report from that discipline.

12. To review Board members to discipline groups

P Robbins – Open Water

A Smart – Diving

C Elliott – Water Polo

R Downing – Synchro

G Cockill – Swimming

The Chairman thanked the Board Members for their hard work, there has been great improvements made across all disciplines particularly lines of two way communication.

13. Confirm dates for Admin calendar 2018

Regional Management Board meetings:

February 14th 2018

May 8th 2018 moved to May 23rd 2018

September 12th 2018 (float)

November 21st 2018

Members Forums - ? Name change required This would be a rule change needing to go to Council for vote

July 11th 2018

Regional Council

Regional Club Development Day - September 15th 2018

Annual Council - September 16th 2018

Swim England Council (Members Forum) October 13th 2018

All dates agreed at this meeting.

14. AOB & Date of next meeting

R Margetts – Branding and the use of the logo. Logo has been used without permission being obtained at an event.

Item required for the Newsletter – Use of Logo and Guidelines.

Permission is required to use the Regional logo and this permission must be given by the Regional Chair to ensure branding guidelines are adhered to.

Meet rejections for swimmers was also raised and discussed.

C Robinson – Cheques need to be made payable to **ASA South West Region** and this needs to be re-emphasised at the discipline meetings.

The need for a meeting before the next RMB on 14.02.2018 with regard to voting process for the Members Forum representative – this will be arranged once candidates are disclosed. Chairman to circulate

Meeting closed 9.15pm

Regional Management Board Update

Key Successes

Emily Taylor

- Very successful Eastern Devon network meeting, safeguarding training and swimmer development day.
- Young Volunteer training course delivered in Dorset.
- Support given to new SwimMark clubs; Severnside Tritons, Dartmoor Darts Aquatics and Team Bath Synchro

Jackie Hilleard

- Successful roll out of the 2017-18 Young Volunteer Programme across the Region.
- Volunteer of the month promotion.
- New clubs accredited with SwimMark with other clubs coming on board this quarter along with most clubs retaining SwimMark status.
- Region embracing the Volunteer Strategy and Plan proposal (draft will be ready at the end of November).

Chris Vickery

- Plan to clear trophies out of container and take photographs and organise an itinerary of what is in there – Sue Dors to come in and help with this – date arranged for 20th December
- Updated the New Club Affiliation process to make it clearer what needs to be done – distributed to all counties.

Stacey Millett

- Successful Eastern Devon Network day organized at Mount Kelly – 37 swimmers attended with 7 Coaches and Team Managers. All have been contacted with fees due and evaluation forms to complete.
- Team Manager 1 workshop delivered at Team Bath AS, plans to organise further courses in the region including Water Polo. Plans to deliver from the Regional Office to save on costs. Hope to deliver TM2 workshops in the future.
- Beginning to add in discipline clubs to the website with contact details.
- Attending Regional & County Pathway Forum on 9th November

Key Challenges

Emily Taylor

- Oversubscribed open meets causing issues amongst network clubs.
- Sustainability of Team Bath AS. Currently in discussions with them about introducing a learn to swim to club link.
- Loss of learn to swim to South Gloucestershire clubs. Working with clubs to ensure they see benefit from this and continue to be sustainable.

Jackie Hilleard

- Lack of Regional representation on National Club Development Management Group (The south west has previously been represented) the SW Regional Club Development Committee now has no input into the meetings which include Swim Mark discussions. We receive the minutes from the meeting but there is lack of content in regard to discussions and when questions are posed in regards to the outcomes of the discussion within the minutes no response is forthcoming.
This makes it very difficult to coordinate any changes which are required and, is very difficult to link to any National requirements or to input into discussions.
- It would help if the Counties could promote the Volunteer of the Month nomination process to their clubs and encourage them to submit nominations.

Chris Vickery

- Still in discussions with SASP with regards to the bollards and whose responsibility it is to close them – will update when heard back from office manager.

Stacey Millett

- Unable to complete training to deliver TM2 workshops due to needing experience in delivering TM1 workshops first.

Regional Management Board

Dave Flack Chairman

Roger Downing Vice Chairman

Chris Vickery

Jacquie Hilleard

Stacey Millett

Emily Taylor

All staff report to Chairman direct

ET provides quarterly review of staff performance

Staff roles and salary linked to Swim England roles

Regional Office Staff and roles

Chris Vickery

Regional Office Administrator

Regional Functions (Council and Forum)

Regional Handbook Update and Control

Data and Information updates

Regional Administration

Stacey Millett

Regional Office Development Support Officer

Regional Administration

Regional Training Coordinator

Regional Bulletin

Jacquie Hilleard

Regional Club Development Coordinator

Club Development Committee

Swim Mark

Young Volunteers

Emily Taylor

Club Development Officer (Swim England)

Appendix 2

Regional Strategy Meeting

To enable everyone to achieve their personal goals in aquatic sports sustained by effective development pathways.

3 key areas

1. Governance
2. Volunteers
3. Marketing and Communication

Governance

1. Ensure Regional Management Board and all Committees adhere to compliance and governance structures and protocols and drive forward succession planning reviews in all disciplines
2. Finance working group to review all grants etc. to ensure that they are fit for purpose and regularly review Reserves policy
3. Use Swim mark as the quality mark for good club and county governance, best practice and provide on-going support to all clubs to increase the number achieving SwimMark accreditation
4. Provide Regional Training for County and Club committees to ensure governance and good practice continue and are embedded in local protocols
5. Support members of clubs affiliated to the Region by providing Regional meetings and Supporting County meetings to support club officials and volunteers to develop best opportunities for each athlete

Volunteers

1. Support officials, event co-ordinators, committee members and volunteer coaches and teachers by providing a co-ordinated and relevant training programme
2. Develop a co-ordinated approach to Young Volunteer Programme and Development days and utilise Regional Competition for onsite mentoring and experience for Young Volunteers
3. Produce a new volunteer charter and review all aspects of volunteer recruitment and rewards
4. Club Development Group to lead our development of volunteers strategy

Marketing and Communication

1. Develop and deliver a Marketing and Communications plan that promotes clubs and offers a structured system to promote their activities across the region
2. Develop and increase usage of controlled social media platforms and electronic information
3. Review and improve where necessary delivery of on-line :-
 - i. Regional Handbook
 - ii. Annual Report
 - iii. Monthly Newsletter
 - iv. On line Forum

4. Increase member satisfaction levels demonstrated through feedback through ASA club survey
5. Regional Strategy

Core Values

- A. Quality and Excellence in all Regional outputs
- B. Open and Transparent Communication to all members
- C. Equality and Diversity and Safeguarding Protocols ring fenced
- D. Integrity and Accountability second to none
- E. Need to develop a sustainable business model
- F. Enjoy and achieve through volunteer workforce and staff working together and celebrating together

Investment in the following	How we will achieve	Outcomes	Measures
Marketing and Communication	Challenge and check continually	Increased talent pools and membership	Increase in members and Officials
Governance	Annual Operation Plan	Stronger and more effective clubs and counties	increase in Swim Mark essential numbers to 55%; Increase in Networks
Volunteers	Processes and procedures	Trained and empowered volunteers	Quality and satisfaction survey