



President Bob Holman

Minutes of the Management Board Meeting held on Wednesday 12th December 2018 at the Regional Office Wellington commencing at 1830 hours

Present:

| | |
|-------------|--------------------------|
| D C Flack | Chairman |
| C Robinson | Finance Officer |
| R Downing | Vice Chair/Devon |
| Mr B Holman | President |
| A Smart | Dorset |
| G Cockill | Somerset |
| K Smith | Gloucester County |
| C Elliot | Cornwall |
| P Robbins | Wiltshire |
| R Margetts | Independent Board Member |

Non-Voting:

| | |
|---------------|------------------------------|
| Mr M Coles | Water Polo & President Elect |
| Mrs C Vickery | Administration Support |

Prior to the start of the meeting Mrs Robinson circulated Code of Conduct & Governance policy to each member of the board, one copy for their signature and retention and one copy to be signed and returned to Mrs Robinson. This procedure is undertaken at the first meeting following the ACM.

1. Welcome, introduction and apologies

The Chairman welcomed everyone to the meeting and explained that Mike Coles would be joining the meeting as soon as he can get here. This is in response to the decision made to invite a discipline to the Board Meetings. There were no apologies received.

2. Notice of AOB

Chris Elliot
Rob Margetts

3. Declaration of Interest

None

4. Minutes of previous RMB

Minutes were checked page by page for accuracy.

To date there have been no applications for the role of Chair and Vice Chair. Rob Margetts stated he did not believe the minutes to be an accurate report of the meeting – the subject in question was regarding volunteers not being supported by the swimming committee.

The Chair informed Mr Margetts that the conversation regarding this occurred following the meeting as those present were at the Holiday Inn for the evening as the ACM was the following day.

Actions

Paul Robbins stated he had contacted Julia Airlie regarding the sponsorship issue raised and informed her of the action required. To date nothing has happened. The Chair informed the Board that the same issue was raised in 2017 by Julia Airlie and nothing happened in that year either and again procedures had been explained to Mrs Airlie.

DF – Meeting with Marion Britton and welfare issues and the storage of data – Ongoing and DF is working with Marion on this.

Stacey Millett – work in progress Stacey to contact Swim England for guidance on the use of the box and the “O” drive and to set up the box for all disciplines to access and use appropriately. **ITEM FOR THE NEXT BOARD MEETING**

Stacey will liaise with Marion Britton with regard to data storage – this will be the use of the box.

Stacey will deliver a session regarding the Box and GDPR at the Regional Strategy meeting and the Box will then be launched and start to be used.

C Robinson Ray Clash wording has been revised – action completed

P Robbins – advertising of the Chair and Vice Chair roles all done and to date no applications or enquiries received.

5. Matters arising not on the agenda

None

6. To note Discipline Committee minutes

C Robinson requested that the name of the Committee minutes and the date of the minutes to be added to the agenda – **Action** Chris Vickery to inform the Chair of any minutes received since the previous Board meeting prior to the next board meeting.

Roger Downing informed the Board that there were huge changes due to happen with Synchro – for example there will be Talent Pathway programmes for synchro and this will be an added expenditure for the Region.

Roger Downing also informed the Board that Claire Murphy who is a synchro coach for Calne Alpha Four has been awarded the BBC West Sports Unsung Hero. Claire now becomes the nominated Unsung Hero for the national BBC Sports Personality award and will be going up to Birmingham for the event. Well done Claire.

Chrissie Robinson regarding Swimming Minutes – noted that the radios might need to be replaced in the near future but would like to point out that this needs to be reflected within the relevant budget.

The Chair expressed the importance of budgeting as accurately as possible looking at what is due to happen in the following year.

There is still one budget which has not yet been submitted – Water Polo – Mike Coles informed the board he would chase and the completed budget should be with the Finance Officer by the end of the week.

Rob Margetts Swimming Regional funding – discussion followed regarding the amounts which can be claimed. Clarification is required – The Finance Committee need to look into this and the wording regarding this funding.

ACTION: C Robinson and Finance committee.

Keith Smith – Licencing restrictions being placed on clubs. Gloucs County feels it is unfair to try and change rules part way through the year.

Rob Margetts stated this was discussed at the Swimming Committee but no decision finalised. Discussion followed and the question raised whether Lesley Leffers should be sending revised information out? Rob Margetts to discuss with Chris Tremellen.

Roger Downing asked for clarification on whether Regional Relays and Fast 5 Events would require a blackout on other galas being run? Rob Margetts to sort and respond to the Board.

There has been correspondence between water polo, arena league and swimming. This is with regard to dates of events clashing. The National calendar of events should be followed, Ian McKenzie is the contact who is happy to deal with any enquiries. The Chair will respond and clarify the rules and procedures.

7. Data Protection – GDPR update

No new updates, please see item number 4 – Stacey to set up the box for all disciplines etc. to access as required.

8. Regional Officials – Feedback

Graham Cockill and Paul Robbins feedback to the board regarding volunteers/officials feeling valued. Points being raised: decent lunches, expenses for full days and half days, mileage and accommodation rates should be the same across all disciplines.

100 Bottles with the SE South West Logo have arrived for issue to new officials. Clipboards are in the process of being sourced as are new polo shirts.

All disciplines need to reflect in their budgets, the anticipation of new members requiring the above to cover these costs.

Rob Margetts asked who should be paying for these items – should it be the Board or the Disciplines.

The response was that each discipline should add amounts to their budgets.

Roger Downing requested a review of the overnight costs of accommodation, breakfast etc.

Training officials currently have to supply their own lunch and this should not be the case – Swimming Events committee to review this.

Outcome of this discussion:

The Finance Committee to look at all of the above and disseminate to all disciplines.

Andy Smart stated expenses should be the same whatever the discipline.

The Chairman referred to the Volunteering Charter which wants us to give something tangible back to all of our volunteers. Volunteers need to be looked after and appreciated.

Officials shirts and Board members shirts all in the process of being sorted from the office.

The office will need to contact all discipline secretaries to ask for initial numbers for t-shirts and bottles. C Robinson involved with the ordering and supply.

Rob Margetts raised the question whether all volunteers should have a South West top – response was they should wear either club or county t shirts.

9. Regional Para-Disability: Terms of Reference

Rob Margetts presented amendments to all and C Robinson also had amendments. These changes now altered on the section for inclusion in the handbook.

There was then the discussion around the strategy. Information below according to the agenda order. Numbers now out of order reflecting the order in the meeting.

11. Regional Strategy 2017 – 2021 Review of Regional Discipline Groups

Following the Dorset Development Day there has been some good feedback and clubs do value support.

In 2019 The Board will be looking to visit the disciplines to see how they are getting on and offer support where needed. Governance also has to be adhered

to and this will be a good time to check this is happening.
Job Descriptions will be going out for Board Members with expectations. Board members have the interests of the Region most importantly (not just their club/county).

10. Changes to Regional Constitution – SE Changes

Para/Disability Terms of Reference please see the amended document below as it will appear in the Handbook. All in agreement with the amendments.

Roger Downing then presented amendments required for rule change to add to the handbook:

President Elect invited to the Board meetings giving them the opportunity to become involved in discussions and learn what goes on.

Amendment to the handbook 1.1.6 Roger to send in the information required to go into the Handbook.

Presentation of Presidents slight amendment to process.

Members Forum no longer in existence and therefore the nomination for President will now come from the Board on the year that it would have been due from the Members Forum.

All agreed unanimously to these amendments.

12. Swim England Regional Membership categories

Discussion followed around Category one membership. Swim England is looking at this and at present all information remains confidential.

13. Report from the Regional Finance Office

Income and Expenditure sheets circulated to all Board members and a discussion followed around this.

14. Report from the Regional Chair

The Chair gave an overview of what meetings he has been attending.

Swim England are changing their financial year to year end – i.e. Jan – Dec

The national ACM will be held on 16th May 2020 provided all in agreement. Rob Margetts expressed that this was fine provided Summer Champs were over. The Chair will respond to Brian Havill regarding this.

150th Anniversary of Swim England – events to be held around the country. ? A gala will be organised. Information from Swim England regarding these celebrations are overdue.

Stephanie Gadd starting as new Club Development Officer wef 07.01.2019

Dorset Development Day very successful and the Chair will be thanking all those involved. This type of day will be offered to all counties should they wish to undertake and help from the Region will be available.

Bryanston camps – Neil and Paul the organisers have approached the Region to ask for some help in raising the profile of this annual event. This is a work in progress and we are hoping for a successful camp in 2019.

Team Meetings are a regular occurrence within the Regional office which prove

very useful and productive.

Strategy Day March 23rd 2019 at the Holiday Inn Taunton. Counties, Board members, Discipline secretaries all to be invited. Programme to include the judicial system and Neil Booth from Judicial will be giving a 2 hour presentation. Jane Nickerson will also be in attendance.

Uniform for Board members being sorted and ordered. A sample of a jacket available was circulated. R Margetts felt that this was an unnecessary expense therefore if someone would like the jacket they will need to purchase this themselves.

15. Meeting Dates for 2019

Please see below:

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|--------------------------------|--|
| 7 th March 2019 | RMB |
| 23 RD March 2019 | Regional Strategy Meeting at the Holiday Inn |
| 22 nd May 2019 | RMB |
| 10 TH July 2019 | RMB |
| 7 TH September 2019 | RMB Holiday Inn 1500 hours |
| 8 TH September 2019 | Annual Council Meeting Holiday Inn |
| 11 th December 2019 | RMB |

Regional Committees (Notified to date 12.12.2018)

| | | | |
|------------|--|------------|------------|
| Water Polo | 04.02.2019 | 08.07.2019 | 07.10.2019 |
| Disability | 12.02.2019 | | |
| Swimming | 20.02.2019 | 26.06.2019 | 16.10.2019 |
| Officials | 06.02.2019 | | |
| Events | 06.02.2019 (confirmed 1500 hours before Officials meeting) | | |
| Coaches | 31.01.2019 (confirmed) | | |

Other dates to remember

Sunday 17th March 2019 Holiday Inn Regional Coaches Conference

16. Annual Report 2018 feedback

In general the feedback has been good, there have been a few negative comments regarding the lack of paper copies however this is the way forward.

17. Any Other Business

Rob Margetts – Social Media what is the position regarding the Region using this – The Chair will ask Kate Hutchings to produce a Social Media Document for the New Year.

2019 Handbook is nearly ready – Roger Downing to check and it will be added to the website before the end of January 2019

Mike Coles stated that the Under 14 Boys Water Polo team won the Regional event and the Girls finished as runners up. Great effort from all.

Chris Elliot informed the Board of an issue regarding St Ives and Carbis Bay SC which he wanted the Board to be kept aware of.

Bob Holman stated how much he was enjoying his year as President.

Meeting closed at 22.00hours