



President Bob Holman

Minutes of the Management Board Meeting held on Thursday 7th March 2019 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
G Griffin	Dorset
G Cockill	Somerset
K Smith	Gloucester County
C Elliott	Cornwall
P Robbins	Wiltshire
R Margetts	Independent Board Member

Non-Voting:

Miss S Gadd	CDO
Mrs S Millett	Regional Development Officer
Mrs C Vickery	Administration Support

1. Welcome, introduction and apologies

The Chairman welcomed everyone to the meeting and invited Stephanie Gadd to introduce herself as the new Regional Club Development Officer. Everyone around the table then introduced themselves.

Apologies were received from Mike Coles President Elect and Andy Smart due to his father G Smart who is unfortunately very poorly.

2. Notice of AOB

None

3. Declaration of Interest

Agenda item number 9 for those receiving allowances.

Rob Margetts agenda items numbered 6 and 8 – with number 8 we need to go into committee and all non-committee members leave the room.

4. Minutes of previous RMB

Minutes were checked page by page for accuracy.

Page 7 AOB – Social Media policy – The Chair has invited Kate Hutchings (our Marketing support) to prepare a policy working with Stacey Millett. The reason for the delay is Kate has been away on holiday for five weeks.

C Elliott stated the St Ives Bay issue is still ongoing.

5. Matters arising not on the agenda

None

6. To note Discipline Committee minutes

All minutes which have been received since the last board meeting from the disciplines have been circulated to all board members and also published on the website.

RM – Swimming committee minutes – conditions need to be changed. C Tremellen's report – Swimmers with an S Para code shall be eligible to compete in the finals if their time would place them in the top number of swimmers selected for a final. Results will only be declared on times recorded in the final. Also point 8.4 Finals – A Junior champion shall be declared in all events. In events with a final Champion shall be selected from Open Finals A & B. If there are no Juniors in the finals A & B they shall be selected from the heats. If a junior withdraws from an Open A or B Final, they cannot be considered for any awards. Agreed.

Keith Smith asked about the ongoing issue of limiting clubs to 3 meets per year and required an update. It was explained there will be a Working party looking into this led by Stephanie Gadd and represented by counties and Swimming Committee. Until this review has been undertaken there is no change in the number of meets a club can run. (Aug 2020)

7. Data Protection – GDPR update

Stacey Millett gave an update on the 'Box' which Jackie Hilleard has been trialling and found to be easy to use. Stacey will be launching the Box at the Regional Strategy meeting – prior to doing this she will be checking with Head Office that the box is also available to counties/clubs at no charge.

8. Feedback Recruitment of Regional Chairman

CV SG & SM left the room for Board to go into Committee Report received from Paul Robbins.

One applicant who required the board to consider payment to undertake the role
The Board discussed and decided by majority with one abstention that this was not a possible route.

The Board requested Paul Robbins re contact the applicant to thank him for his interest and inform him of the decision. The Board asked Paul Robbins and the sub-committee to look at the issues from this decision and report back to the board.

9. Regional Finance including annual Budgets & Report from Finance Working Group

Finance Officer C Robinson circulated three papers, budgets, Finance Working Group report, Income & Expenditure.

A discussion followed around these documents and sustainability going forward.

Budget proposed CR

2ND RD

Unanimous in agreement.

Report from Annual Allowance Working group circulated. Discussion followed around the two groups looking into the same areas – CR informed the board the reason for this is to ensure there are no problems with payments and the HMRC.

If the decision is made that the Finance Working Group deal with this solely then

RULE CHANGE IS REQUIRED.

CR stated she wishes to seek professional advice about all the allowances.

RM proposes Finance Working Group solely looks at this.

2nd PR

Unanimous in agreement.

8.5 – Constitution Change of Rule at ACM

CR will speak to John Bird and Sue Dors as Graham Cockill and Bob Holman present and therefore aware.

Gerry Griffin asked if the Region would be looking at moving the Financial Year from Jan – Dec in line with Swim England. The response was until we decide when we have the ACM we cannot make that decision.

With allowances CR proposed £20.00 evening meal allowance and £7.50 lunch allowance. Swimming Committee have chosen to remain with £17.50 and £5.00

2ND KS

Vote was unanimous in agreement with CR.

10. Regional HANDBOOK 2019 Feedback/Comments

RD reported the Handbook is ready to go onto the website and stated that we are trying to keep it as a live working document and requested any changes to contacts etc. be informed to Chris Vickery as soon as they happen in order for changes to be made.

There needs to be agreement of the Constitution changes at ACM.

There will be a date on the bottom of the Handbook and on 31.12.2019 this handbook will go into the box and the new handbook will be put onto the website.

11. Governance review structure, responsibility of Committees and sub Committees

RD stated this is an ongoing piece of work looking at all the Job Descriptions for all disciplines. What the aim is – reduce the demand on volunteers who have a vital role to play. We are trying to improve openness and transparency across all disciplines.

1st discipline being reviewed is Swimming.

Synchro is being looked at nationally.

Stacey Millett and Chris Vickery have Swim England Job Descriptions so the region need to be careful on what is asked of them.

Also reviewing roles of members of the board and job descriptions for the board members.

RD will be distributing to all of the board and asking for feedback.

12. Regional Swimmer of the Year 2019

Following distribution of reports on all candidates the Board voted and the Swimmer of the Year – Kate Shortman - Synchro

13. Report from the Regional Chair

The Chair gave an update on the National Awards procedure and also plans for the Volunteers week which is the week commencing the 01.06.2019

The Region are planning on having a special bulletin regarding the Awards and will be promoting various things specifically on the Volunteers week.

Cat 1 membership – there is still ongoing discussion around Cat 1 membership nationally.

Discussion followed around this.

14. Regional Strategy Day update

Jane Nickerson & Neil Booth both attending. Numbers are around 45 in attendance.

Need to invite BB to attend.

The Chair stressed the importance of bringing questions from the Counties/clubs to the Strategy day. The day should be a good day for the Region with various informative sessions being held.

15. Meeting Dates for 2019 and Date for next meeting

23RD March 2019 Regional Strategy Meeting at the Holiday Inn

22nd May 2019 RMB

10TH July 2019 RMB

7TH September 2019 RMB Holiday Inn 1500 hours

8TH September 2019

Annual Council Meeting Holiday Inn

11th December 2019

RMB

Other dates to remember

Sunday 17th March 2019 Holiday Inn Regional Coaches Conference

16. Any Other Business

PR – Open Water committee meeting 16.09.19 PR cannot attend and C Elliott is also not available could someone else from the board attend – Graham Cockill agreed to attend.

KS – enquired what was happening regarding the 150 years celebrations – The Chair replied the launch was not as it should have been however events should be happening.

Meeting closed 21.00