



President Sue Dors

Minutes of the Management Board Meeting held on Wednesday 3<sup>rd</sup> May 2017 at the Regional Office, Wellington, Somerset.

**Present:**

D C Flack	Chairman
S Dors	President
R Margetts	ASA Board Member
C Elliott	Cornwall
R Downing	Devon
A Smart	Dorset
G Cockill	Somerset
M Britton	Representing Gloucestershire
P Robbins	Wiltshire

**Non-Voting:**

K Hutchins	Website Coordinator
Mrs C Vickery	Administration Support

**1. Welcome, introduction and apologies**

The Chairman welcomed everyone to the meeting.

The following apologies were received; John Bird, Chrissie Robinson.

The following were not in attendance:

T Down	Independent Board Member
L Nesbit	Independent Board Member

Discussion followed regarding the independent board members and it was agreed that G Cockill and D Flack will revisit and discuss with both members in September 2017.

## **2. Notice of AOB**

R Margetts - ? Conditions and dates for 2018

R Downing - Safeguarding

## **3. Declaration of Interest**

None

## **4. Minutes of previous meeting**

For accuracy – all pages fine.

Comments: Page 2 number 4 Aquatic Awards – Sue Dors update. National awards open until 31/5 and a shortlist will then be sent to the Region. Winners selected by Region need to be back by 14.08.2017. Sue will be receiving the full criteria within the next few days. Are we going to reflect some of the National categories?

5 Categories: Young Volunteer of the Year, Volunteer of the Year, Teacher of the Year, Coach of the Year, Services to Aquatics award. The time period in question is May 2016 – May 2017

G Cockill – Who can make nominations? S Dors replied any member may make a nomination. Closing date for Region – 16<sup>th</sup> July 2017 and shortlist to take place on 21<sup>st</sup> July 2017

It was agreed to follow all five awards and the panel will be:-

President (Sue Dors this year)

Robert Margetts

Graham Cockill

Minutes were confirmed as accurate.

Page 2 number 4 – Sue Dors - Advert regarding the role of the Regional Chair – on hold at present as clarification of role is required as the Structure has changed.

Page 2 number 4 – C Elliott regarding GLL – Chris has had a meeting with GLL, they are happy for quarterly meetings to continue and the payment process can remain as before.

Page 2 number 6 – R Margetts regarding Discipline Committee minutes. Have disciplines been informed of the recent changes and the way forward? The Chair replied that Chris Vickery will be dealing with this in the future. All subcommittee secretaries will be informed.

Page 3 number 7 – Report from the Divisional Business Manager Not received. post no longer exists.

Page 3 number 9 – Time to Listen Courses –Sue Dors informed the Board that Cornwall Sports Partnership will take up the role of providing this course as will the other County Sports Partnerships in the Region.

Page 4 number 12 – Robert Margetts regarding the role of the Vice Chair: Are there specific responsibilities which the Vice Chair is taking on? R Downing replied he is happy to support the Chair as that role is massive and therefore a discussion is needed to ensure help is delivered as needed. This is a work in progress.

Page 4 number 16 – R Margetts Generic emails – discussion followed around the need for and the use of generic emails. This type of email tends to go into Spam rather than someone's in box. However generic ones may be set up provided they are sensible addresses. Kate Hutchins has a meeting on 05.05.2017 with the new website providers and will ask about generic emails and how best to set them up. Kate will then feedback to the Chair.

## **5. Matters arising not on the agenda**

None

## **6. To note Discipline Committee minutes**

Going forward Discipline meeting minutes will be circulated prior to the RM Board meetings.

## **7. ASA – Swim England – Branding**

The Chair asked the Board for current views with the proposal to rebrand following The ASA decision to rebrand.

The ASA will remain as the trading name for legal issues. The new branding name is Swim England. Region will become Swim England- South West

Kate Hutchins gave an explanation regarding how the branding name links Swim England to this Board/Region.

Discussion followed around rebranding. There is no cost involved.

Do we become Swim England South West?

- 8.** Proposed G Cockill, 2<sup>nd</sup> P Robbins, Vote: 5 in favour, 1 against and 2 abstentions.  
We become Swim England South West.

## **8a. ASA Incorporation – update**

R Margetts gave a report on Incorporation. Incorporation is the only way to proceed and people are in favour of this.

Current representation at ASA Council: - 3 nominated – President Chair and Finance Officer plus 10 appointed. Are we happy this remains for this year?

Unanimous in agreement. Delegates going to ASA Council will be selected as in previous years – one per county plus any spares –plus one other to be elected at ACM.

ACM – Are we as a Board going to make the decision at the November meeting who the delegates will be?

Sue Dors – Change of name for Swim 21 to Swim Mark – when is this happening and the logo will be?

R Margetts – Logo has just been agreed and to date there is no more information available.

**\*\*** For information TYR members receive 40% Discount on purchases – Stacey to add

to the website. \*\*

## **9. Website Update Kate Hutchins**

Kate Hutchins presented an update on the new website. Meeting on 05.05.17 with the developers; design is in place and there will be some slight changes to colour and logo due to the rebranding. The website will be as good as the information provided to set it up and maintain it. Target audience will be Swim England members, parents and clubs. The website will be simple with links to Swim England for certain information. Chris and Stacey will maintain the website. It will be specifically for what the members require from a Regional website.

## **10. Report from Regional Finance Officer**

Regional Finance Officer not present. R Downing updated the Board regarding the budgets set at the Finance meeting. Budgets have been sent out and no feedback at all has been received. All disciplines £10k each.

Roger Downing proposed the figures issued, 2<sup>nd</sup> Chris Elliott – unanimous in agreement. There is an issue with one discipline and a discussion followed over how this would be dealt with – it was decided that the RMB would need to take control. There will be a separate budget for Swim Officials training - £3K  
Additional funding for staff, offices etc.  
Counties are still not applying for Grants.

Affiliation fees need setting which requires the involvement of C Robinson

## **11. Report from Regional Chair**

It has been a busy three months. R Margetts and D Flack attended meeting regarding Incorporation in Loughborough; Membership meeting attended – no change in membership categories.

The Chair thanked the Board for the support to employ J Hilleard who will be employed by the Region working on a self-employed basis continuing with Swim 21 and Club development work. The team (Emily, Stacey & Jackie) will be allocated 2 counties each.

Stacey has completed her 3 month review – pleased with progress and a 12 month work programme has now been set.

Alan Green has gained alternative employment with Swim England.

Emily Taylor is the only Swim England employee in the region.

The Regional offices rental agreement have been reviewed and agreed with a further twelve month contract – 3 desks, phones and computers. The cost here has been considerably reduced.

New website should be with us soon anticipated end of July 2017.

S Dors stated that the Newsletter was very good although not everyone receiving it.

Clarification required as to who it should be sent to:

All Club Secretaries

All Discipline Secretaries  
All Board Members  
Website

Having a monthly topic is an excellent idea.

## **12. Annual Report 2016**

Kate Hutchins dealing with this, a number reports had still not been received.

ACM 10.09.2017

Is a speaker required – discussion followed – it was decided that Emily, Stacey and Jackie could give a presentation on their roles etc.

Strategy Document needs to be put onto the website.

Jackie to go onto the selection panel for the awards and presentations at ACM.

## **13. AOB & Date of Next Meeting**

R Margetts asked if the meeting held in May 2018 could be moved due to Regional events – agreed to move to Wednesday 18.04.2018

Clarification on Conditions and ASA Laws required – Fast 5 Competition in Gloucester  
ASA Law 406.5 – it was agreed that if a swimmer is rejected they are not eligible for the Fast 5

R Downing – report given on an ongoing complaint and the current position.  
Adjustments have been made accordingly. (Judicial have been involved).

Date of next meeting –

19.07.2017 at 18.30 hrs - Members Forum Meeting Wellington Offices

06.09.2017 RMB meeting at 18.30 hrs

Meeting closed 21:30