



President Paul Robbins

Minutes of the Management Board Meeting held on Wednesday 14th February 2018 at the Regional Office, Wellington, Somerset.

Present:

D C Flack	Chairman
P Robbins	President/Wiltshire
R Margetts	ASA Board Member
C Elliott	Cornwall
R Downing	Vice Chair/Devon
A Smart	Dorset
G Cockill	Somerset
B Holman	President Elect (Dorset)

Non-Voting:

B Holman	President Elect (Dorset)
Mrs C Vickery	Administration Support

1. Welcome, introduction and apologies

The Chairman welcomed everyone to the meeting.
The following apologies were received: C Robinson, K Smith, L Nesbitt
Special welcome to Bob Holman and the board members present introduced themselves.

2. Notice of AOB

Disability/Para Wave power & Swimmer of the Year – R Margetts
Team Manager workshops – C Vickery

3. Declaration of Interest

None

4. Minutes of previous RMB

Page 2 RMB Independent member, L Nesbitt has resigned from Cheddar SC and taken up the post of Assistant Coach at Weston Super Mare. Laura has also become Somerset's Open Water Secretary.

The RMB needs to advertise for additional Independent members.

GC Page 4 number 12 – asked if there was a protocol regarding sourcing a replacement from the Board to attend discipline meetings when he was unable to attend. A discussion followed. Outcome was if you are unable to attend your discipline meeting please let The Chairman or Vice Chairman know and they will endeavour to source a replacement to attend.

Ideally the discipline meetings should be held 4 – 5 weeks prior to the board meetings to give time for the minutes to reach the office and be circulated.

Action: upon receipt of discipline minutes Chris to circulate to Board.

Minutes of the previous RMB were agreed as accurate.

5. Matters arising not on the agenda

None

6. To note Discipline Committee minutes

This needs addressing as minutes are still not forthcoming although better than they were.

Roger Downing stated the Water polo meeting a couple of weeks was very positive, the income generated is much more than in previous years resulting in hopefully being within budget.

Special thank you to Roger and Chris Elliott for all their help with Water Polo which is showing signs as being run as a model of good practise.

7. Data Protection – GDPR update

See attached document.

Points to remember: - Ensure that if personal data is held we need to have permission to hold the data i.e. Handbook details contained therein – members have to accept or decline and not just decline.

Competition data can be held through the Conditions of Entry details contained in the meet pack.

Photography & the use of needs investigating as does the forwarding of data.

Swim England producing guidelines hopefully before May 2018 when the changes come into force.

Disposal times of data held also needs to be looked into.

Discussion followed around this topic and the conclusion reached was that the Region, County, club should have a Data Protection Officer.

There needs to be audit trail which we will look to do: what is held, how it is held and how it is disposed of.

The Regional Data Protection officer ideal person would be Keith Smith, The Chairman will make contact to speak to him.

There also needs to be a Data Protection policy and this topic will be an ongoing agenda item at Board meetings.

8. Regional Strategy 2017 – 2021

Saturday 17.02.2018 is the Regional launch day at the Holiday Inn Taunton from 1000 until 1300. Jane Nickerson CEO Swim England has agreed to attend and has a one hour question and answer slot.

Topics of interest: Post incorporation interest is big, the structure nationally needs to be in place to deliver the Incorporation procedures.

Discussion followed around boards, disciplines etc.

The Strategy document has been distributed to the Board. There will be various presentations by DF RD and JH. It was generally agreed the Strategy document is more realistic and achievable than in previous strategies.

9. Report from Regional Finance Officer to include Annual Budgets

Unfortunately C Robinson was not at the meeting to deliver this information and Roger Downing presented the balance sheet.

As in previous years claims are still not being made for what is entitled.

Synchro Water Polo and Open Water allowance has been increased, diving remains the same as did some of the others, and Swimming has increased slightly. The plan is to distribute as much as possible to the disciplines on a gradual basis to encourage independence.

Roger Downing proposed the adoption of the budgets

2nd Graham Cockill

Vote: Unanimous

There was no report from the Regional Development Team.

10. Report from Regional Chair

David Flack (SW Regional Chairman) has been appointed to the Swim England Board.

Emily Taylor left the organisation and prepared an excellent handover sheet.

Yvonne Stead has been appointed by Swim England as Emily's replacement and will be starting her role at the beginning of March 2018, but will also be in attendance at the regional Strategy Meeting.

As a South West team, we are holding regular staff meetings with a good structured work programme which is vital to the success of the Region.

The office staff are there to support the Regional team.

Idea: Discipline representatives to be invited to the RMB Meetings – all in agreement.

The Chairman will randomly select a discipline to invite to the next meeting. Ideally the Board should have seen their previous meeting minutes prior to their attendance.

Discussion followed around diving.

11. Annual Report 2017

The office is still awaiting Annual Reports from Water Polo, Swimming, Open Water,

and Officials. The office will continue to chase.

12. AOB and Date of next meeting

Date of next meeting is 23.05.2018 and the September meeting (12.09.2018) to be moved to 16.09.2018 in the morning at the Holiday Inn Taunton as part of the Development and ACM weekend.

Rob Margetts – Wave power – Swimmers changing in spectator/public areas. There is nothing in Wave power regarding this. There needs to be a reminder issued to Team Managers to advise swimmers this is not acceptable. Region need to disseminate this information.

Teams travelling away need to have Codes of Conduct for each swimmer/athlete. The Regional Welfare Officer should attend the RMB meeting once a year – The Chairman will invite the Welfare Officer to attend.

Wave power (page 107) Policy Statement – has the Board signed this. The Chairman will look at the document and act accordingly.

Disability/Para Regional Officers have left SE – what will happen with regard to talent ID spotting – discussion followed.
Classification questions – answers not known.
RM concerned about the future for Para swimming.

Swimmer of the Year

Nominations found from Minutes of discipline meetings:

Ben Proud – Swimming

Alice Tye & Stephanie Millward Jt award nomination – Para Swimming

Tony Cherrington – Open Water (report submitted)

Kate Short man – Synchro

A report of no more than 100 words from the discipline supporting the nomination of choice to be received before beginning of May 2018

Chris to send to disciplines requesting the information.

Feedback from Graham Cockill re regional safeguarding course – extremely well organised and run by the Regional Office staff.

Team Manager Modules one and two workshops being run here at the Regional Office, TM1 28.02.2018 and TM2 28.03.2018

Stacey has requested Board members to promote these workshops.

Meeting closed 9.15 pm.

