

Berkshire & South Buckinghamshire ASA
(A sub-region of ASA South East Region)

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON 19 DECEMBER 2007 AT THE WINDSOR LEISURE CENTRE, STOVELL ROAD, WINDSOR, COMMENCING AT 2000HRS.

Present: Mrs J Hopkins (President), R F Penfold (Hon Secretary), Mrs E M Adams, N J R Brand, Mrs S D Green, Mrs L M Harrison, Miss S M Harrison, Mrs J Hulbert, E J Lyne, Mrs M S Lyne, R G Prior, P Ms S Topchik, H H V Wilkinson.

Also present: Ms H Beckley, Ms N Cunningham (Regional Development Officers, ASA), Ms E Swain (Partnership Swimming Development Officer, Buckinghamshire & Milton Keynes).

Apologies for absence were received from K H Adams, Mrs B I Coker, Mrs M M Felmingham, Mrs P A Jack, Mrs R Large, J P Sapey, Mrs M Stalker, Mrs L Tilson, F W Timms.

12 THE LATE MR T C CHAMBERS

The Committee stood in silence in memory of the late Mr T C Chambers, who had died on 11 December 2007, and who had been President of the Association in 1977 and 1992.

It was agreed to make a donation of £25 to the Thames Valley Hospice in memory of Mr Chambers.

13 MINUTES

The minutes of the meeting held on 16 October 2007 were agreed and signed by the President as a correct record, subject to the substitution of the surname "Lyne" for "Large" in Minute 3B.

14 MATTERS ARISING ON THE MINUTES

- 2/55 The notes of the meeting of Chairmen of clubs, held on 20 November 2007, were circulated.
- 3B It was reported that Mr D McCreddie wished to be invited to serve as Hon Secretary, Masters Committee. The Hon Secretary was instructed so to invite him.
- 3C The Hon Secretary advised that Mr L Sturgess had accepted the Committee's invitation, while Mrs A Straughan had declined it.
- 4 It was agreed again to defer the election of the Diving, Masters, Swimming and Synchronised Swimming Committees.
- 5.3 It was reported that the Association's team had won the South East Region masters' inter-county event, and, on the basis of the results at that competition, had been placed 5th(and top County from the South East) in the national competition. The Committee congratulated all concerned.
- 7.4 The Committee was delighted to note that the Association's team had achieved 9th position in the national inter-county competition, the best placing ever for the County's team at that event. Berks & South Bucks had been the top County from the South East Region. The Committee congratulated all concerned, and paid particular tribute to the work of Mrs E Waddy in support of the team.

- 8.3 The Hon Secretary reported on discussions at the meeting of the ASA South East Region Management Board on 13 December 2007, from which it was evident that the ASA was wishing to re-energise the network of County Volunteer Organisers. For instance, Ms H Beckley advised that the appointees would be vital to the success of regional plans for workforce development. A new welcome pack for Volunteer Co-Ordinators was to be launched at the Club and County Conference (see Minute 15.11 below).
- 9 At the commencement of the meeting, the President welcomed Ms H Beckley (Regional Development Officer) to a meeting of the Committee.

15 CORRESPONDENCE

	Date	To/From	Subject
1	17.10.07	Regional Director, ASA South East Region	Invitation to meeting concerning Regional Strategy, 2009 13

The invitation had been passed to members of Development Sub-Group: Mrs J Hulbert and Mr E J Lyne had attended and reported on the event.

2	18.10.07	Sports Development Manager, Bucks & Milton Keynes Sports Partnership	Seeking nominations for Bucks Sports Awards, 2007
3	18.10.07	Swimming Development Officer, Bucks & Milton Keynes Sports Partnership	Seeking support for bid for funding for retention of PSDO post

This had been referred to the General Purposes Committee (see Minute 17.1 below).

4	25.10.07	Sports Development Manager, Bucks & Milton Keynes Sports Partnership	Invitation to awards evening, Bucks Sports Awards, 2007, Milton Keynes, 06.12.07
5	26.10.07	Regional Director, ASA South East Region	Report on ASA Council, 20.10.07
6	02.11.07	Secretary, Albatross DC	Invitation to Christmas Gala
7	09.11.07	ASA	Aquaforce e-mail

This had been forwarded to the County Volunteer Organiser.

8	12.11.07	Ms C Moore	New Secretary of Bracknell & Wokingham SC – Fiona Laing, Burley House, 2 Crondall End, Chandlers Lane, Yateley GU46 7SP; 01252 879058: laing_fiona@hotmail.com
9	14.11.07	Hon Secretary to President, ASA South East Region	Inviting her to Inter-County Masters' event
10	15.11.07	Bucks & Milton Keynes Sports Partnership	November E-News
11	23.11.07	Regional Office & Finance Administrator, ASA South East Region	Details of the ASA Club and County Conference, 2008, Hinckley, 9/10.02.08

A number of Members advised that they would be attending the conference. It was agreed that Mrs J R Hulbert and Mrs M S Lyne be appointed to attend the conference on behalf of the Association, and that the Association meet their delegate fees, the cost of their overnight stay, the cost of dinner on the Saturday evening and their travelling expenses at 25p per mile.

12	29.11.07	Regional Office & Finance Administrator, ASA South East Region	Advertisement for post of Regional Skill Development Coach for Disability Swimming
13	03.12.07	Regional Director, ASA South East Region	2 nd instalment of administrative grant
14	05.12.07	Regional Office & Finance Administrator, ASA South East Region	Copy of letter to clubs who, according to the Region's records, have yet to revise their constitutions. Clubs who revised would receive 2 x CPD vouchers
15	12.12.07	Bucks & Milton Keynes Sports Partnership	December E-News
16	12.07	Manager, ASA Membership Services	Renewals pack, 2008

16 HON TREASURER'S REPORT

In presenting her apologies for absence, the Hon Treasurer had reported that there had been little movement on the Association's funds since the last meeting

17 REPORTS OF COMMITTEES

1 General Purposes

The Minutes of the meeting of the General Purposes Committee held on 28 November 2007 were received, and the recommendations therein, as set out below, were **adopted**.

- 1 That Rule 8.2 be amended by substituting "July" for "September"
- 2 That Rules 8.5 and 12 be amended by substituting "30 June" for "31 July"
- 3 That a new Rule be inserted, between Rules 8.7 and 8.8, as follows:

"Persons elected at the Annual Council Meeting, except the President, shall hold office from 1 September in the year of the Council Meeting until 31 August of the following year".
- 4 That the Association makes a contribution of £1,000 per annum, for the years 2008/9 to 2010/11, towards the costs of the Partnership Swimming Development Officer for Buckinghamshire & Milton Keynes.

2 Masters

It was noted that the Master's Open Meet had been successful.

Comment was made about the set up or performance of the automatic officiating equipment at the Magnet Centre, Maidenhead, for the inter-counties Masters' event. It was agreed to pursue the matter

with the centre management, in the hope that similar difficulties could be avoided at the 2008 County Championships event.

In the absence of an Hon Secretary for the Masters Committee, it was suggested that the booking of the Wycombe Sports Centre, made for the long course masters' event in January 2008, be cancelled. This was agreed.

3 Swimming

It was reported that Mrs E Waddy was keen to make the domestic arrangements for the Association's team at the national inter-County event in 2008. It was agreed that Mrs Waddy should proceed to book overnight accommodation for the team, and that she should be confirmed in the post of Team Manager.

4 Synchronised Swimming

The Hon Secretary of the Synchronised Swimming Committee proposed that the County Championships trophies for 2007 be awarded on the basis of the results of the National Championships and Age Group Competitions and this was agreed. She reported on the successes of athletes from Reading Royals SSC at those Championships.

5 Diving

No report.

18 REPORTS OF OFFICE HOLDERS

1 Water Polo Manager

No report.

2 Public Relations Officer (*and County Volunteer Organiser*)

The Public Relations Officer advised that she was working on arrangements for the County Dinner, to be held on 28 June 2008 and to be in the style of a barn dance.

3 Swimming Officials' Organiser

The Swimming Officials' Organiser advised ASA South East Region had held a seminar about the new officials' examinations at Crawley.

4 Hon Trophies' Secretary

In submitting his apologies for absence, the Hon Trophies Secretary had suggested the replacement of the trophies for the 50m swims in the County Championships. At least one was required immediately, but the Trophies Secretary suggested the replacement of all 12, with shields. He proposed a specific style of shield, at £47.50 each, which would entail a total discounted payment of £456.

The shields would be capable of engraving for 13 years. He intended that the title of the current donor should go forward to the proposed shield. The cost of initial engraving would be £204.

It was agreed to proceed as proposed by the Hon Trophies Secretary.

19 SUB-REGIONAL DEVELOPMENT PLAN

It was recognised that the Sub-Regional Development Plan needed to be reviewed.

20 ASA SOUTH EAST REGION

The Hon Secretary and Mr R G Prior reported briefly on decisions of the ASA South East Region Management Board at its meetings on 14 November and 13 December 2007.

21 RATIFICATION OF COUNTY RECORDS

No claims for County records had been submitted.

22 DATES OF MEETINGS, 2008

RESOLVED: 1 That meetings of the Executive Committee be held as follows in 2007 at venues to be arranged by the Hon Secretary:

Tuesday 12 February	Thursday 11 September	Wednesday 17 December
Wednesday 9 April	Tuesday 14 October.	

2 That the Annual Council Meeting be held on Thursday 17 July.

23 ANY OTHER BUSINESS

A The Committee thanked Ms N Cunningham for her support, as Regional Development Officer, over recent years.

24 INSTALLATION OF PRESIDENT FOR 2008

The retiring President, Mrs J Hopkins, presented the President's Collar and Badge to Mrs J Hulbert. The Committee applauded the President on her installation and paid tribute to the immediate Past President.

It was agreed that the President should present Mrs Hopkins with a Past President's jewel at a later date.

There being no further business, the meeting closed at 2135 hrs.