

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

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON 16 DECEMBER 2010 AT THE WINDSOR LEISURE CENTRE, STOVELL ROAD, WINDSOR, COMMENCING AT 2000HRS.

Present: Mrs S D Green (President), R F Penfold (Hon Secretary), Mrs R Large (Assistant Secretary), S Fillingham, Mrs C Harper, Miss S M Harrison, Mrs J Hulbert, D Mason, R J Moore, R G Prior, J Rowley, Ms S Topchik.

Also present: Ms J Bunn (Aquatic Officer, ASA South East Region), Ms S Longhurst.

Apologies for absence were received Mrs E M Adams, K H Adams, N J R Brand, Mrs J Brown, Mrs M M Felmingham (Hon Treasurer), Mrs J Hopkins, E J Lyne, Mrs M S Lyne, Ms H Mack (Regional Club Development Officer, ASA South East Region), K J Rolph, Mrs L Rootes, G D Shields, K Sutton (Regional Director, ASA South East Region), F W Timms, Miss H Whittle, H H V Wilkinson.

**13 MINUTES**

The minutes of the meeting held on 14 September 2010 were agreed and signed by the Chairman as a correct record, subject to the correction of the spelling of the word "nominate" in Minute 5.8 and the correction of the word "event" in Minute 7.4.

**14 MATTERS ARISING ON THE MINUTES**

2/49/41.3 The President reported that she hoped that the Association would promote an open water event at Dorney Lake, as part of its Centenary celebrations.

The notes of a meeting held in October 2010, to discuss aspects of the centenary celebrations, were circulated. These particularly featured a competition/demonstration event at Central Pool, Reading on the date of the centenary, 25 April 2011, a bank holiday, hopefully involving all disciplines. The Committee endorsed the general thrust of the programme for the day, considering it an excellent suggestion.

The Hon Public Relations Officer referred to a proposed centenary brochure, and circulated an outline of the publication. He particularly sought information from clubs and others about the history of the Association, the sport and clubs over the past 100 hundred years. It was agreed to encourage the supply of material for the publication.

Consideration was given to the medals to be awarded at the proposed centenary event and at the Championships in 2011. It was agreed to authorise the purchase of commemorative medals for use in 2011.

3B It was noted that Ms C Harper had been nominated to serve as a member of the Executive Committee by Wycombe District SC, although the club also hoped that Ms S Longhurst could have a watching brief on County matters.

The Hon Secretary reported that Mr P Campbell had resigned as a member of the Committee, but, in so doing, had requested the Committee to co-opt Mr L Sturgess in his place. The Committee declined to accede to that request.

5.6 The Committee was delighted to note that the County team had attained 6<sup>th</sup> place in the inter-county competition in Sheffield in October 2010.

The Hon Secretary reported that Mrs E Waddy had indicated that she was prepared again to act as team manager for the County team at the 2011 inter-County competition, but that she would “retire” thereafter. The Committee was pleased to accept Mrs Waddy’s offer, and requested that she draft a job description for the role.

12G It was noted that the proposed meeting had yet to be held.

## 15 CORRESPONDENCE

	Date	To/From	Subject
1	21.09.10	British Gas Swimfit	Newsletter
2	27.09.10	Marketing, BucksSport	Funding newsletter – September edition
3	08.10.10	Marketing, BucksSport	Give it a go ...
4	11.10.10	Regional Director, ASA South East Region	Regional Club Development Officers/Aquatic Officers

At the commencement of the meeting, the President welcomed Ms J Bunn, the Aquatic Officer for East Berkshire and Surrey. It was reported that Ms L Darnell had been appointed as the Aquatic Officer for West Berkshire, Oxfordshire & Buckinghamshire.

5	12.10.10	Lead Officer – Sport, Berkshire Sport	Berkshire Sports Development Forum, Dorney Lake, 3 November 2010
6	26.10.10	Support Assistant, Berkshire Sport	Gives details of additional courses on first aid and safeguarding & protecting children
7	04.11.10	British Gas Swimfit	Newsletter
8	05.11.10	Berkshire Sport	Sport England confirms Lottery funding for county sports partnerships for next 4 years

The Committee noted this news with interest.

9	15.11.10	Marketing, BucksSport	E-new November 2010
10	24.11.10	Regional Office & Finance Administrator, ASA South East Region	Advertisement for Swim 21 national chair
11	29.11.10	Support Assistant, Berkshire Sport	Updating list of club contacts
12	10.12.10	British Gas Swimfit	Newsletter
13	15.12.10	Marketing, BucksSport	Funding newsletter – December edition
14	16.12.10	Marketing, BucksSport	12 days of fitness
15	12.10	Manager, Membership Services, ASA	2011 Association annual return

It was agreed to continue previous practice, ie for the Association to pay the ASA membership fees for the Association's Category 3 members.

## **16 HON TREASURER'S REPORT**

There was no report from the Hon Treasurer.

The Committee asked that the Treasurer produce accounts for the year 2009/10.

## **17 REPORTS OF COMMITTEES**

### **1 General Purposes**

There had been no meeting.

### **2 Diving**

No report

### **3 Masters**

Mr R J Moore observed that the masters' open meet had been held on 16 October 2010, although the volume of entries had been disappointing. The pool had been booked for the event in November 2011.

**4**

### **Swimming**

The Championships Hon Secretary advised that all material for the 2011 County Championships had been circulated to clubs. The helpers' rota had been redesigned, and the revised arrangements had not attracted any adverse comment.

The Championships Hon Secretary reported that a sponsorship offer had been received from British Gas for the naming rights for the County Championships. In return for the rights, the Company would provide £500 and sundry other items, eg BAGCAT certificates, programme inserts, medal ribbons and polo shirts. It was agreed to accept the offer.

It was further reported that Mrs Shields had undertaken to provide the refreshments for officials and other support staff between sessions. It was suggested that the coaches attending consecutive sessions be fed as well, but it was acknowledged that this might prove difficult given the lack of time between session ends and the start of warm-ups.

The Championships Hon Secretary was asked to encourage the pool operator at the Magnet Centre to arrange more equable water and air temperatures during sessions of the competition.

### **5 Synchronised Swimming**

The Hon Secretary of the Synchronised Swimming Committee reported on successes by members of Reading Royals SSC at the National Age Group competitions – 3 individual gold, 8 individual silver, 1 team silver and 2 team bronze medals.

The Committee Hon Secretary enquired whether the Association might provide financial assistance for elite swimmers. She was asked to submit a report on the subject to a future meeting.

## **18 REPORTS OF OFFICE HOLDERS**

### **1 Hon Trophies' Secretary**

No report.

### **2 Water Polo Manager**

No report.

### **3 Public Relations Officer**

Nothing further to report.

### **4 Swimming Officials' Organiser**

The Swimming Officials' Organiser reported the satisfactory delivery of the [mandatory] contemporary issues' course. She intended to arrange a timekeepers' course at the County Championships.

## **19 SUB-REGIONAL DEVELOPMENT PLAN**

A draft sub-regional development plan, produced by the Development Sub-Group with the invaluable help and support of the Regional Club Development Officer, was circulated at the meeting.

It was agreed to post the draft plan on the Association's website, and to request that comments be submitted, from any interested party, but especially clubs, by 31 January 2011, with a view to respondents populating "vacant" areas of the plan, particularly the column headed "Responsible".

## **20 ASA SOUTH EAST REGION**

The Hon Secretary and Mr R G Prior reported on the meeting of the ASA South East Region Regional Management Board held on 23 November 2010, the meeting being dominated by consideration of commissioning – ie the arrangement by which the Region delivered locally towards the national targets set by the ASA.

## **21 RATIFICATION OF COUNTY RECORDS**

No claims for County records had been submitted

## **22 DATES OF MEETINGS, 2011**

**RESOLVED:** 1 That meetings of the Executive Committee be held as follows in 2011 at venues to be arranged by the Hon Secretary:

Tuesday 8 February  
Wednesday 6 April

Wednesday 22 June  
Tuesday 13 September.

Thursday 15 December

2 That the Annual Council Meeting be held on Thursday 14 July.

## **23      INSTALLATION OF PRESIDENT FOR 2011**

It was reported that Mr N J R Brand, the President Elect, had advised the President on 3 December 2010 that he was now unable to accept the nomination, due to an unexpected change to his personal circumstances. The Hon Secretary advised that the existing President was prepared to continue in office, pending the identification of a successor. It was, therefore, **RESOLVED** that Mrs S D Green remain President pro tem.

There being no further business, the meeting closed at 2200hrs.

