

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

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON 8 FEBRUARY 2011 AT THE WINDSOR LEISURE CENTRE, STOVELL ROAD, WINDSOR, COMMENCING AT 2000HRS.

Present: Mrs S D Green (President), R F Penfold (Hon Secretary), Mrs M M Felmingham (Hon Treasurer), Mrs E M Adams, N J R Brand, S Fillingham, Mrs J Hopkins, Mrs J Hulbert, E J Lyne, R J Moore, J Rowley, Ms S Topchik, Miss H Whittle, H H V Wilkinson.

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

Apologies for absence were received K H Adams, Mrs C Harper, Miss S M Harrison, Mrs R M Large, Mrs M S Lyne, D Mason, K J Rolph, Mrs L Rootes, G D Shields, F W Timms

**24 MINUTES**

The minutes of the meeting held on 16 December 2010 were agreed and signed by the President as a correct record, subject to the correction of the spelling of the word "Officer" in Minute 15.

**25 MATTERS ARISING ON THE MINUTES**

- 14/5.6 The Hon Secretary advised that Mrs E Waddy had prepared the requested job description. The Committee was advised that Mr Willis had indicated that he would stand down as "County" coach after the 2011 Inter-County event. It was agreed to give notice of the vacancies on the Association's website, together with job descriptions as appropriate, and to make provision for the successors to Mrs Waddy and Mr Willis to shadow them before and at the 2011 Inter-County event
- 16 It was agreed that the accounts for the financial year 2009/10 should be submitted for approval to the next meeting, although they had yet to be examined. In the latter connection, the Hon Treasurer observed that the previous inspector of the accounts was no longer available for the task, and enquired about suitably qualified persons for the role.
- 22 The Hon Secretary that accommodation for all meetings had been arranged at the Windsor Leisure Centre.

**26 CORRESPONDENCE**

	Date	To/From	Subject
1	16.12.10	Marketing, BucksSport	12 Days of Fitness
2	03.01.11	Secretary, Windsor SC	New home address and telephone number – Hillside View, 13 New Road, Bourne End, SL8 5BQ: 01628 531458
3	04.01.11	Regional Office & Finance Administrator, ASA South East Region	Advises that qualifying times for Regional Age Group and Youth Championships are published on website
4	10.01.11	Berkshire Sport	National online survey for sports clubs by

			Sport & Recreation Alliance
5	13.01.11	Ms M Smart	New Secretary for Amersham SC – Nigel Farnfield, 55 Copthall Lane, Chalfont St Peter, SL9 0DQ
6	13.01.11	Marketing, BucksSport	New Year, New You?
7	13.01.11	British Gas Swimfit	Newsletter
8	20.01.11	Fixtures Secretary, Oxfordshire & North Bucks ASA	Invitation to participate in Kingerlee inter-county gala on 08.05.11
9	27.01.11	Marketing, BucksSport	Funding Newsletter – January Edition
10	31.01.11	Lead Officer - Coaching, Berkshire Sport	Guidelines for coaching children
11	02.02.11	Lead Officer - Sport, Berkshire Sport	Berkshire Sports Clubs' Workshop, Madejski Stadium, Reading, 16.03.11
12	03.02.11	Marketing, BucksSport	Give it a go
13	04.02.11	British Gas Swimfit	Newsletter
14	07.02.11	Regional Office & Finance Administrator, ASA South East Region	Seeks information about club contacts for Regional Handbook

## **27 HON TREASURER'S REPORT**

The Committee noted that the accounts for 2009/10 had been circulated following the meeting of the Committee in December 2010.

The Hon Treasurer reported that the balances at the bank amounted to c£79,000 and that she had been advised that further sum of £17,000, representing entry fees for the County [swimming] Championships had been banked that day.

It was reported that a further supply of past presidents' badges was required. Mr E J Lyne offered to obtain a quotation for these items from Toye, Kenning & Spencer.

## **28 REPORTS OF COMMITTEES**

### **1 General Purposes**

There had been no meeting.

### **2 Masters**

No report.

### **3 Swimming**

The Hon Championships Secretary reported that entries for the County Championships had fallen marginally, from 3360 individual/team swims in 2010 to 3303 in 2011 and that the entry system had operated smoothly. There had been a noticeable fall in entries for the distance events, but the

programmes for other sessions were full. A meeting had been arranged with the management of the Magnet Centre, Maidenhead.

It was reported that the entry material for the "No Frills" Meet had been issued.

#### **4 Synchronised Swimming**

The Hon Secretary of the Synchronised Swimming Committee advised that

- County awards would be made on the basis of results in national synchro events;
- One of the synchro trophies needed to be refurbished;
- A novices' event would be held on 11 June 2011, prompted jointly by the Association and Reading Royals SSC.

#### **5 Diving**

No report

### **29 REPORTS OF OFFICE HOLDERS**

#### **1 Water Polo Manager**

No report.

#### **2 Public Relations Officer**

The Public Relations Officer circulated an updated draft of the centenary brochure, and urged those present to supply more historical material about their clubs and swimmers.

It was suggested that the report of the 2010 Inter-County event was not yet available on the website. It was agreed to pass that observation on to the webmaster.

#### **3 Swimming Officials' Organiser**

The Swimming Officials' Organiser reported that a FINA rules' update session was to be held at Winsor on 17 February 2011.

#### **4 Hon Trophies' Secretary**

It was reported that nearly all trophies required for the swimming Championships had been returned, but that, given the time available, it had been decided not to strike any centenary medals for the Championships in 2011.

### **30 CENTENARY OF THE ASSOCIATION**

The Committee discussed, at some length, the organisation of an event to celebrate the Association's centenary on 25 April 2011. Progress had been made with an outline of the speed swimming element of the event, and discussions were continuing in respect of synchronised swimming. However, thus far, it had proved difficult to engage clubs involved with diving and water polo.

There was general agreement that the event needed to demonstrate all the disciplines practiced by the clubs in the County and also to involve as many as possible of the clubs comprising the Association. Although there were reservations as to whether those goals would be achieved, it agreed to continue with arrangements for the event, save that a decision would need to be taken by, say, the end of February 2011. Ms H Whittle volunteered her services to co-ordinate the event across the various disciplines, which offer was gratefully received.

### **31 SUB-REGIONAL DEVELOPMENT PLAN**

The Committee noted that no report was yet available about comments on the draft sub-regional development plan, which had been posted on the Association's website for consultation.

### **32 ASA SOUTH EAST REGION**

The Hon Secretary on the meeting of the ASA South East Region Regional Management Board held on 6 February 2011. Discipline managers had attended the meeting, and reported on developments within their disciplines. The Board had received a further report on the commissioning agreement between the ASA and the region. The Board had decided to seek a contribution of £3,000 per annum from each sub-region towards the Region's cost (most of the expenditure was borne by the ASA) in employing aquatic officers and the Regional Club Development Officer. It was **AGREED** that the Association would make such a contribution, in the financial years 2011/12 and 2012/13.

### **33 RATIFICATION OF COUNTY RECORDS**

No claims for County records had been submitted

### **34 ANY OTHER BUSINESS**

A Ms J Bunn referred to a level 1 coaches' course and a young volunteers' course, both to be promoted within the Association's area.

There being no further business, the meeting closed at 2205hrs .