

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

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON 13 SEPTEMBER 2011 AT THE WINDSOR LEISURE CENTRE, STOVELL ROAD, WINDSOR, COMMENCING AT 2000HRS.

Present: R F Penfold (Hon Secretary), Mrs R Large (Asst Hon Secretary), Mrs M M Felmingham (Hon Treasurer), Mrs E M Adams, K H Adams, Ms J Brown, N Farnfield, S Fillingham, Mrs J Hulbert, J Mills, R J Moore, R G Prior, G D Shields, L Sturgess, Ms S Topchik, Miss H Whittle.

Also present: Ms J Bunn (Aquatic Officer, ASA South East Region), Ms K Jackson (Regional Development Coach, Disability Swimming).

Apologies for absence were received N J R Brand, Mrs S D Green, Miss S M Harrison, Mrs P Jack, D McCreadie, R Pay, K J Rolph, Mrs L Rootes, J Rowley.

1 ELECTION OF CHAIRMAN OF MEETING

In the absence of the President, it was

RESOLVED: That Mrs R Large be elected Chairman of the meeting.

(Mrs Large in the Chair)

2 MINUTES

The minutes of the meetings held on 6 April and 22 June 2011 were agreed and signed by the Chairman as a correct record, subject to

- The correct spelling of the word "funding" in Minute 45C;
- The substitution of the word "been" for the word "not" in the final full line of Minute 51.2;
- The closing time of the June meeting being recorded as 2200hrs.

3 MATTERS ARISING ON THE MINUTES

36/25/14 It was understood that Matt Heathcock was interested in the role of County coach. It was agreed, subject to his willingness so to serve, to appoint Mr Heathcock as County coach, after the 2011 inter-county event.

It was also agreed to ensure that the position of team manager was advertised on the website.

39.2 It was reported that the AOE equipment had been purchased.

48/41 The Committee noted, with regret, that no progress had been made with the organisation of a centenary dinner, and Members felt that it was now too late to arrange such an event.

Members felt that the centenary brochure should be published before the next meeting of the Committee, and, to that end, the Public Relations Officer was authorised to proceed with printing etc.

There was no tangible support for the proposed roadshows to promote the Association.

51.2 There was no discussion on the future of the No Frills meet, a matter raised at the previous meeting.

4 MATTERS REFERRED BY COUNCIL

The Committee considered matters referred from the Annual Council Meeting held on 14 July 2011.

A Vacancies for office holders

It was reported that there had been no nominations for the offices of Hon Secretary of the Diving, Masters and Synchronised Swimming Committees, Hon Synchronised Swimming Competitions Secretary, Public Relations Officer and Water Polo Manager.

The Hon Secretary reported expressions of willingness to serve in some of the vacant posts.

RESOLVED: 1 That the following appointments be made for the period to the Annual Council Meeting in 2012:

Hon Secretary, Masters Committee	D McCreadie
Hon Secretary, Synchronised Swimming Committee	Mrs J Hulbert
Public Relations Officer	J Rowley

2 That consideration of the remaining vacancies be deferred.

B Vacancies for members of the Executive Committee

There were 4 vacancies for members of the Executive Committee, but a late nomination had been received from Miss H Whittle (Reading SC). It was suggested that "non-represented" clubs could be invited to nominate persons to serve, but other Members felt that this was unnecessary, given the open electoral procedure which preceded each annual council meeting.

RESOLVED: 1 That Miss H Whittle be appointed as a Member of the Executive Committee until the Annual Council Meeting in 2012.

2 That no steps be taken to fill the remaining 3 vacancies for members of the Committee.

C Election of President

The Committee noted that, thus far, the Past Presidents had been unable to nominate a person to serve as President in succession to Mr S D Green. It was agreed that notice of the vacancy for President should be given to clubs and via the website, with a view to the Past Presidents recommending a person to be elected at the Committee's meeting in December 2011.

D Accounts for 2010/11

The Hon Treasurer circulated unexamined accounts for the year ended 31 March 2011. together with a budget for the year ended 31 March 2012.

Some Members suggested that the accounts should be prepared on a gross rather than net basis, in respect of events like the Championships.

The Hon Treasurer pointed out that she had been unable to secure the services of an examiner of accounts on a pro bono basis. It was agreed that the Association could pay for examination for 2009/10 and 2010/11, and the Officers were empowered to make an appointment.

RESOLVED: That consideration of the accounts for the year 2010/11 be deferred to the next meeting, to enable their recasting.

5 ELECTION OF COMMITTEES

The Committee was invited to elect committees, in accordance with Rule 8.2.5.1, and appoint a Finance Sub-Committee, in accordance with Rule 8.2.9.

The following sub-bodies were elected/appointed:

General Purposes Committee

Mrs J Hulbert E J Lyne Mr D McCreadie Mr R Moore

Swimming Committee

Mr S Fillingham Mrs S D Green Mr J Mills Mr G D Shields

Synchronised Swimming Committee

Mrs S Buckley Mrs P A Jack Mrs J White Mrs M Young
Ms S Young

Finance Sub-Committee

Mr S Fillingham Mrs R Large

It was agreed to defer the election of the Diving and Masters Committees.

The Committee also considered a proposal by the Championships Hon Secretary to appoint a Championships and Swimming Committee: a report on the subject, covering roles, responsibilities, powers and terms of reference, had been circulated with the agenda for the meeting. Suggestions were made as to adjustments to the proposed terms of reference of the committee, which, it was acknowledged, would be known at the Swimming Committee.

RESOLVED: That, in accordance with Rule 9.3.2, the existence of a Swimming Committee be confirmed, and that its terms of reference be as set out below:

- a. Advisory body to the Championships Honorary Secretary;
- b. Institute, promote and control swimming competitions organised by the Association;
- c. Responsible for the delivery of a high quality county swimming championship competition that is recognised as such by the member clubs;
- d. Delivery of other high quality swimming competitions in response to demand from the Association's member clubs and the wider swimming community;
- e. Hold an annual forum for securing views from member clubs about the competitions promoted;
- f. Delegated power from the Executive Committee to
 1. Determine entry fees for swimming championships
 2. Set consideration times for swimming championships;
- g. Formulate and propose changes to Championship swimming conditions to the Executive Committee;
- h. Assisting the Hon Secretary of the Masters Committee, as required;
- i. Appointment of County Coach and Team Manager
- j. Review of the County Coach and Team Manager's selections of the team to represent the County and responsible for resolving disputes;
- k. Liaison with the ASA South East Region on all matters relating to performance swimming

6 CORRESPONDENCE

	Date	To/From	Subject
1	18.03.11	Regional Office & Finance Administrator, ASA South East Region	Open water recruitment campaign
2	08.04.11	British Gas Swimfit	Newsletter
3	24.06.11	Chair, Technical Swimming Committee, ASA	The Big Splash Challenge Swim 28/29 April 2012
It was noted that the ASA was hoping to foster the participation of clubs in the Big Splash.			
4	06.11	Miss H Whittle	New Secretary, Reading SC – Ms P Harding, 4 Cwmcarn, Emmer Green, Reading, RG4 8LE
5	14.07.11	Talent Development Officer – London and South East, ASA	England Talent Development Programme 2011-12 – Selection policies
6	11.08.11	Regional Office & Finance Administrator, ASA South East Region	Application for affiliation of new club – Reading Dolphin SC
No objection was expressed to the affiliation of the club.			
7	18.08.11	K Walsh, ASA	Invitation to compete in British Gas National County Team Championships, 16.10.11, Sheffield
It was noted that the invitation had been accepted.			
8	19.08.11	Regional Office & Finance Administrator, ASA South East Region	Encloses details of the ASA South East Teachers and Coaches Conference, 22.10.11, Leatherhead
9	23.08.11	Miss H Roberts	Seeks financial support for course costs in respect of Level 2 for Synchro
After full debate, it was agreed in principle to provide financial support to Miss Roberts, that Miss Roberts be requested to provide further information about her courses and the cost she had incurred, and that the General Purposes Committee and the Finance Sub-Committee be empowered jointly to decide the amount of support to be provided.			
10	25.08.11	Interim Director, Bucks & Milton Keynes Sports Partnership	Bucks Sport Awards 2011
11	08.09.11	C Huggett	New Secretary, Chalfont Otters SC – Ms P Guironmet, 1 Cannon Meadow, Bull Lane, Gerrards Cross, SL9 8RE

7 HON TREASURER'S REPORT

The Hon Treasurer indicated that she would prepare interim accounts, quarterly.

8 REPORTS OF COMMITTEES

1 General Purposes

There had been no meeting.

2 Synchronised Swimming

Nothing to report.

3 Diving

No report.

4 Masters

No report.

5 Swimming

Nothing further to report.

9 REPORTS OF OFFICE HOLDERS

1 Swimming Officials' Organiser

No report.

2 Hon Trophies' Secretary

Nothing to report.

3 Water Polo Manager

No report.

4 Public Relations Officer

No report.

10 ASA SOUTH EAST REGION

It was noted that the Annual Council Meeting of the ASA South East Region would be held on 17 September 2011.

11 RATIFICATION OF COUNTY RECORDS

The submitted claim for a County record, as set out below, was ratified

Sex/Age	Event	Swimmer	Club	Venue	Date	Time
Men	100m Butterfly LC	S Burnett	Windsor	Sheffield	15.06.11	53.04

12 ANY OTHER BUSINESS

- A Ms J Bunn reported, on behalf of Ms H Mack, Regional Club Development Officer, that Albatross DC had been approved for re-accreditation under Swim 21. It was pointed out that clubs would no longer be able to defer their re-accreditation by 3 months.
- B The dates for the Berkshire Inspiring Young Volunteers programme, aimed at young swimmers aged 15 to 25 years, were being settled.
- C Ms Bunn suggested that the Association consider promoting a county training day, citing the recent successful venture in Hampshire. Although recalling that a similar event had had to be cancelled through lack of support, the Committee agreed to consider the matter further, at the next meeting.
- D Ms K Jackson enquired whether the Association was interested in bidding for funds to hold a disability development day. The Committee agreed that, in principle, it was so interested. .

There being no further business, the meeting closed at 2220hrs.