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**To be confirmed at the meeting of the Board on 9 June 2015
BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA**

Minutes of the a meeting of the Management Board held at Windsor Leisure Centre, Stovell Road, Windsor on Thursday 9 June 2015, commencing at 2000hrs.

Present: John Rowley (President), Roger Penfold (Hon Secretary), Nigel Brand, Stuart Fillingham, Janet Hopkins, Eddie Lyne, David Mason, Bob Odell, Roger Prior, Beverley Skelton.

Also present: Rosemary Large (Assistant Secretary), Rosa Gallop (ASA Club Development Officer).

Apologies for absence were received from Kevin Brooks, Myra Felmingham (Hon Treasurer), Paul Rogers, Helen Mack (ASASER Regional Club Development Officer).

45 MINUTES

The Minutes of the meeting held on 9 April 2015 were agreed and signed by the President as a correct record, subject to the correct spelling of the word “managers” in Minute 37 and the insertion of the word “the” after the word “by” in the 4th line of Minute 38.

46 ASA CLUB DEVELOPMENT OFFICER

Rosa Gallop reported that clubs could pay reduced rates for courses for coaching, if there were 10 students, and the facilities arranged locally. The arrangement covered all disciplines, and could be organized on a county basis. Details of the scheme had been circulated at the recent regional swimming competitions.

47 REGIONAL CLUB DEVELOPMENT OFFICER

In presenting her apologies fir absence, Helen Mack had reported that

- A “Time to Listen” course would be held at Windsor on 17 or 18 October 2015;
- Coaches development sessions were being arranged;
- 91 clubs in the Region had achieved Swim 21 accreditation: Chalfont Otters and Chesham SCs were about to have their “health checks”, wile Newbury and District and Tilehurst SCs were embarking on the process;
- “Young volunteers” would probably be included in forthcoming development days;
- A funding guide was available on the regional website;

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- Club updates were issued monthly.

48 REPORTS BY DISCIPLINE MANAGERS AND OTHER APPOINTEES

In accordance with the annual programme for discipline managers and other appointees to attend meetings of the Board, reports were expected on synchronised swimming and diving.

The Board formally **NOTED** reports by the Synchronised Swimming Manager circulated prior to the meeting and by the Interim Diving Manager, circulated at the meeting.

It was suggested, in connection with the report by the Synchronised Swimming Manager, that Bracknell SSC was experiencing operating difficulties.

48 MATTERS ARISING ON THE MINUTES

37 Regional Club Development Officer

It was agreed that the Association should support the staging of a team managers' course and a young volunteers' course locally.

38 Report by Swimming Performance Events' Manager

The Performance Swimming Events' Manager advised that the managers of the new High Wycombe pool were unable to guarantee availability of the facility in January 2016, so the long distance events in the County Championships would be held at Aldershot.

39/31 County Coach

It was again decided to defer consideration of the possible remuneration of the County Coach, pending receipt of information about the practices in other sub-regions.

40 Vice-President

The Hon Secretary advised that no nominations had been received for the office of Vice-President.

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49 FINANCE

The Board considered draft accounts for the year ended 31 March 2015, noting that the examiner had yet to issue his certificate on the accounts.

RESOLVED: That, subject to formal examination and clarification of the accruals, the presented accounts be adopted for submission to the Annual Council Meeting.

50 BURSARY SCHEME

The Board noted that its Finance Sub-Committee had approved applications for bursaries under the Association's scheme, to 3 members of Reading SC and 1 member of Slough & Eton Dolphin SC, all for Level 1 Teaching qualifications.

51 ANNUAL COUNCIL MEETING

The Board recalled that the Annual Council Meeting was arranged for 9 July 2015. This was the same date as a scheduled meeting of the ASA South East Region Management Board. In the circumstances, it was **AGREED** to re-arrange the ACM to 16 July 2015.

Members discussed the anticipated agenda for the Annual Council Meeting.

52 CORRESPONDENCE

The Hon Secretary reported on correspondence he had received not otherwise reported in the agenda, viz:

- the resignation of Richard Lundie-Sadd as a member of the Board;
- the application for affiliation, referred by the Divisional Admin Manager South & West of the ASA, by the Newbury and District Primary Schools Swimming Association, to which there was no objection;
- a letter from the Chairman of the Hampshire County Association, giving notice of a motion his County proposed to submit to the Annual Council Meeting of the ASA South East Region, calling for half of membership of the Regional Management Board to be directly appointed by sub-regional managements: Members felt that, while having some sympathy with the issues indicated by Hampshire as the reasons for seeking the change, they would not support the motion, if attending the Region's ACM as delegates;

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- copy letters from the ASA's Office of Judicial Administration to 2 persons who had been suspended for non-payment of a penalty imposed in the determination of an appeal in a complaint case involving members of Windsor SC.

The Hon Secretary pointed out that, although the Board had had no notice of the final item, it raised important issues which the Board needed to address with urgency. The Board agreed.

The Secretary had been made aware on 8 June 2015, by the Office of Judicial Administration, that one of the persons concerned had sought to discharge the penalty by way of a cheque drawn on the Association's bank account. The Hon Treasurer had explained to the Hon Secretary that the person had accepted a commuted sum for expenses owed to her by the Association by way of a cheque made payable to the ASA in the sum of £80. She had, however, not indicated why she wanted the cheque made payable to the ASA.

Members were very unhappy that a cheque, drawn on the Association's account, had been used to discharge a penalty imposed on an individual via the judicial system of the national governing body for the sport. Members felt that, however the issue of the cheque had arisen, it should not have happened. Accordingly, all but one of the voting members present (the other member abstained) supported a proposal that the Association should decline to honour the cheque.

The Hon Treasurer was requested to send the person a cheque in full settlement of her claim for expenses.

53 ASA SOUTH EAST REGION

The Hon Secretary reported on the meeting of the ASA South East Region Management Board in May 2015, when the Board had heard about the results of the ASA's Club Survey, with particular reference to the region, and the scope of, and arrangements for staffing, the swimming talent camps.

54 ANY OTHER BUSINESS

- A The Performance Swimming Events' Manager advised of some changes to the swimming Championships' conditions, in the light of the changes to the competition pathway.
- B The Interim Masters' Manager regretted that there would be no masters' open meet in 2015, but that he hoped to identify a person or persons to manage such an event in September 2016.

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The meeting concluded at 2200hrs.