

## **DRAFT**

### **To be confirmed at the meeting of the Board on 19 November 2015 BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA**

Minutes of the a meeting of the Management Board held at Windsor Leisure Centre, Stovold Road, Windsor on Tuesday 29 September 2015, commencing at 2000hrs.

Present: John Rowley (President), Roger Penfold (Hon Secretary), Myra Felmingham (Hon Treasurer), Nigel Brand, Stuart Fillingham, Janet Hopkins, Eddie Lyne, Terry Norris, Bob Odell.

Apologies for absence were received from Roger Prior, Beverley Skelton, Rosa Gallop (ASA Club Development Officer), Rosemary Large (Assistant Secretary), Helen Mack (ASASER Regional Club Development Officer), Jonathan Mills (Webmaster).

#### **1 MINUTES**

The Minutes of the meeting held on 9 June 2015 were agreed and signed by the President as a correct record, subject to

- amending the word “fir” in the first line of Minute 47 to “for”;
- correcting the spelling of the word “while” in the third bullet point of Minute 47;
- renumbering minutes after Minute 48.

#### **2 REGIONAL CLUB DEVELOPMENT OFFICER**

Helen Mack was unable to attend the meeting, but had submitted a report, which was circulated prior to the meeting, about Swim21, including that Tilehurst SC had been awarded accreditation by the national panel, and the dates of various fora, conferences and workshops.

#### **3 ASA CLUB DEVELOPMENT OFFICER**

Rosa Gallop had submitted her apologies for absence, as she was on holiday. However, she had observed that 2 members of Reading SC were seeking qualification as level 1 water polo coaches (see Minute 12).

#### **4 ROLE OF THE BOARD**

The Board was reminded of its powers and duties, as set out in Rules 9.2, 6.2 and 8.8 of the Constitution.

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**NOTED**

### **5 MEMBERSHIP**

The Board was reminded of the Rule 9.1, which set out its membership and the results of the uncontested elections at the Annual Council Meeting on 19 August 2015.

There had been no nominations for the offices of President or Hon Treasurer. John Rowley had kindly agreed to continue as President, and Myra Felmingham as Hon Treasurer. There had also been no nominations for the office of Vice-President.

It was reported that the Officers had appointed Nigel Brand (Chesham SC) and Janet Hopkins (Newbury District SC) - they had both submitted late nominations - as members of the Board, as a matter of urgency, to ensure a quorum at this meeting.

The Board was also reminded that it could declare that any member, who had been absent from 3 consecutive meetings, as having vacated his or her seat.

**RESOLVED:** That the action of the Officers be endorsed.

### **6 MATTERS REFERRED BY ANNUAL COUNCIL MEETING**

The Board was reminded that the Annual Council Meeting had referred 9 vacancies to the Board - for President, Vice-President, Hon Treasurer and 6 members of the Board.

The President indicated that he was prepared so to serve until the Annual Council Meeting in 2016, for which offer the Board expressed its gratitude.

It was reported that Jonathan Mills (Tilehurst SC) had offered to take on the role of Hon Treasurer from November 2015.

The Hon Secretary also reported the interest of Kevin Brooks (Wycombe District SC) in serving for a further term.

**RESOLVED:**

- 1 That nominations be sought for the office of Vice-President for the period to the Annual Council meeting in 2016 (or President from that meeting) and that notice of the vacancy be placed on the website.
- 2 That Jonathan Mills be appointed Hon Treasurer with effect from the next meeting of the Board, for the period until the Annual Council Meeting in 2016.

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- 3 That Kevin Brooks be appointed as a member of the Board for the period to the next Annual Council Meeting.
- 4 That approaches be made the Maidenhead, Slough and Windsor clubs to ascertain whether they wish to nominate persons to serve on the Board.

## **7 APPOINTMENT OF PERSONS AND SUB-BODIES**

The Board was reminded that one of its roles was to appoint such persons and sub-bodies as were, in its opinion, necessary to deliver the sport, and to determine their terms of reference and methods of operation. In this connection it was reminded of decisions taken at its first meeting about the appointment of managers for each of the disciplines and a number of other posts.

### **RESOLVED:**

- 1 That the following appointments be made for the period to the first meeting of the Board following the Annual Council meeting in 2016:

Interim Disability Swimming Manager - Roger Prior (subject to his willingness so to serve)

Interim Diving Manager - Nigel Brand

Masters Manager - Bob Odell

Performance Swimming Events' Manager - Stuart Fillingham

Synchronised Swimming Manager - Beverley Skelton

Interim Water Polo Manager - Roger Penfold

Assistant Hon Secretary - Rosemary Large

Public Relations Officer - John Rowley

Swimming Officials Training Co-Ordinator - Sue Green (subject to her willingness so to serve)

Webmaster - Jonathan Mills.

- 2 That the appointments of County Volunteer Co-Ordinator, Open Water Manager and Swimming Development Manager be deferred, although the continued performance of the duties of the latter post by Joan Scarrott be acknowledged and applauded.
- 3 That a finance sub-committee be appointed, comprising the Officers of the Association and Stuart Fillingham, to support the Hon Treasurer, its meetings being serviced by the Assistant Hon Secretary.

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### **8 QUORUM FOR MEETINGS**

The Board **NOTED** that, according to Rule 9.1 of the Constitution, the quorum for its meetings was 8 members.

### **9 OPERATING PROCEDURES OF BOARD**

The Board **NOTED** the operating procedures adopted at its first meeting.

### **10 MATTERS ARISING ON THE MINUTES**

#### **49/39/31 County Coach**

It was noted that no further information had been received about remuneration for county coaches in other sub-regions.

#### **53 Motion to ASA South East Region by Hampshire**

Eddie Lyne asked whether the Association was in danger of mandating its delegates, in connection with the Hampshire motion to the 2015 ASA South East Region Annual Council Meeting. The Hon Secretary commented that 2 of the delegates had requested view from the Board to assist them to reach a view.

#### **53 Fine imposed on member of assigned club**

The Hon Secretary reported that he had reported the view of the Board to the Officer of Judicial Administration. The Office had returned the Association's cheque, and had subsequently received payment from, or on behalf of, the member to discharge the penalty. The Hon Treasurer had re-imbursed the member for her expenses incurred on behalf of the Association.

#### **55B Masters' open meet**

The Masters' Manager indicated that he remained hopeful of identifying a person to act as promoter for a masters' open meet in September 2016.

### **11 FINANCE**

The Hon Treasurer reported receipts of £6,018 in entries for the development meet.

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### 12 BURSARY SCHEME

The Board was requested to review the bursaries' scheme in the light of the Club Offer Coaching Courses' scheme (whereby an individual club could mount a coaching course at a reduced cost) and an application from Reading SC for support for 2 persons seeking water polo coaching qualifications under this scheme in respect of a course at Basingstoke.

The Board **decided** that, in respect of coaching courses organised under the Club Offer Coaching Courses' scheme, the Association would follow the practice of ASA South East Region in respect bursaries for participants, which was to meet a percentage of the cost, for example 50% in respect of level 1 courses, falling on participants.

### 13 DATES OF MEETINGS

The Board **arranged** its next meeting for 19 November 2015, and **deferred** arranging the calendar for meetings in 2016 to the next meeting.

### 14 ASA SOUTH EAST REGION COUNCIL MEETING

While recognizing that it was the role of the Board to appoint representatives to the Annual Council Meeting of the ASA South East Region, those appointments had been made, for expediency, at the Annual Council Meeting, when Eileen and Ken Adams had been appointed.

In addition, there was to be an informal meeting of the Regional Board with representatives of sub-regions following the Regional ACM, and Terry Norris had volunteered to attend that, as representative of this Association. Terry was **appointed** to attend.

### 15 COUNTY COACH

Craig Oliver, the County Coach, had given notice of resignation from the post in August 2015, following his appointment as coach to a club in Oxfordshire and North Buckinghamshire. The Officers had activated the procedure adopted by the Board for the appointment, and the coaches of assigned clubs had been asked to come forward with a collective nomination. The coaches recommended the appointment of Paul Hurley (Reading SC) as interim County Coach, until the end of the County Championships in 2016. Paul was willing, and his Club was comfortable with the appointment. Accordingly, the Officers had approved the appointment.

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### **RESOLVED:**

- 1 That the action of the Officers be approved and confirmed.
- 2 That Craig Oliver be thanked for his service to the Association as County Coach, and since, by assisting with, for instance, the development camps.

### **16 CORRESPONDENCE**

The Hon Secretary reported that he had received no correspondence, not otherwise reported in the agenda for the meeting.

### **17 ANY OTHER BUSINESS**

- A Stuart Fillingham advised of proposals for changing the criteria for setting junior County [swimming] records, arising from changes to the structure of the County Championships in 2016. It was agreed to seek a view from the Board on this matter, before the next meeting, by means of electronic correspondence.

The meeting concluded at 2150hrs.