



Berkshire & South Buckinghamshire Amateur Swimming Association

A sub-region of ASA South East Region

President : Mr John Rowley (Bracknell & Wokingham SC)

2 June 2016

Dear Sir/Madam

MANAGEMENT BOARD

You are requested to attend a meeting of the Management Board, to be held in the Thames Suite at the Windsor Leisure Centre, Stovold Road, Windsor on Thursday 9 June 2016, at 8pm, to transact the business in the agenda set out below.

Yours faithfully

Hon Secretary

To: John Rowley (President), Nigel Brand, Kevin Brooks, Stuart Fillingham, Janet Hopkins, Eddie Lyne, Jonathan Mills, Terry Norris, Bob Odell, Roger Prior, Beverley Skelton

And Rosa Gallop, Rosemary Large, Helen Mack

A G E N D A

1 MINUTES

To confirm the Minutes of the meeting of the Management Board held on 16 February 2016 (*circulated with the agenda for cancelled meeting on 6 April 2016*).

2 ASA CLUB DEVELOPMENT OFFICER

At its first meeting, the Board decided to issue an open invitation to its meetings to the ASA Club Development Officer covering the Association's area. Rosa Gallop has, therefore, been invited to attend and may wish to report.

3 REGIONAL CLUB DEVELOPMENT OFFICER

At its first meeting, the Board decided to issue an open invitation to its meetings to the ASA South East Region's Regional Club Development Officer. Helen Mack has, therefore, been invited to attend and may wish to report. Helen submitted a report to the cancelled meeting held on 6 April 2016 (*circulated with the agenda for that meeting*).

4 REPORTS BY DISCIPLINE MANAGERS AND OTHER APPOINTEES

Members will recall that the Board has decided an annual programme for discipline managers and other appointees to attend meeting of the Board.

In accordance with that programme, the para-swimming and the performance swimming events' managers were due to report to the cancelled meeting held on 6 April 2016. A report by the Performance Swimming Events' Manager was *circulated with the agenda for that meeting*.

Again in accordance with that programme, the diving and synchro managers and webmaster are due to report to this meeting. A report by the Synchronised Swimming Manager is *attached*.

5 MATTERS ARISING ON THE MINUTES

To consider matters arising not covered elsewhere in the agenda.

6 FINANCE

To consider a draft budget, prepared by the Hon Treasurer, for the financial year 2016/17 (*attached*) and the unexamined accounts for the year ended 31 March 2016 (*attached*).

7 BURSARY SCHEME

The Board's Finance Sub-Committee has considered applications for bursaries under the Association's scheme, and will report orally on any granted.

8 COUNTY [SWIMMING] CHAMPIONSHIPS 2017

To receive a report of the Performance Swimming Events' Committee (*attached*).

9 ANNUAL COUNCIL MEETING

The Board is reminded that the Annual Council Meeting is arranged for 21 July 2016.

Elections will then be held for Vice-President (the President in 2017/8), Hon Secretary, Hon Treasurer and 12 Members of the Management Board. Nominations for those offices should be received by the Hon Secretary by 23 June 2016.

Proposals for changes of Rules etc, for consideration at the Meeting, need to be submitted to the Hon Secretary by 23 June.

Notice of any other motions need to be submitted to the Hon Secretary before 7 July, when the agenda is required to be circulated.

10 ASA SOUTH EAST REGION

Roger Prior may report orally on the meetings of the Regional Management Board held on 21 February, 21 March and 10 May 2016.

11 CORRESPONDENCE

The Hon Secretary will continue to report to the Board correspondence he has received, not otherwise reported in the agenda. The only correspondence of note since the last meeting aside from the monthly club updates from the ASA South East Region, has been an invitation, from ASA England Programmes, to a County Conference - 2017-2021, to be held in Kegworth on 19 October 2016. 2 representatives per County are invited, the purpose of the conference being to inform of the strategic direction of England Programmes over the next 4 year period. The conference is particularly aimed at the chairs of county swim committees - in the case of Berks & South Bucks, the Performance Swimming Events' Manager.

12 ASA DIVISIONAL BUSINESS MANAGER

The reports of Alan Green, the ASA Divisional Business Manager, South & West, submitted to the ASA South East Region Management Board in February and March 2016, were *circulated with the agenda for the cancelled meeting on 9 April 2016*, for the information of the Board.

13 ANY OTHER BUSINESS

Members will recognise that, in light of the Board's decision that the agenda of meetings should include notice of every matter to be discussed, with written reports, complete with clear advice/recommendations as to action required, circulated at least 3 clear days in advance of the meeting, it is inappropriate to take decisions, at this meeting, on matters which may be raised orally under this agenda item.