



Berkshire & South Buckinghamshire Amateur Swimming Association

A sub-region of ASA South East Region

President : Mr Terry Norris (Chalfont Otters SC)

2 June 2017

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, Stovell Road, Windsor on Wednesday 7 June 2017, at 8pm, to transact the business in the agenda set out below.

Yours faithfully

Hon Secretary

To: Terry Norris (President), Jonathan Mills (Hon Treasurer), Kevin Brooks, Simon Dolan, Stuart Fillingham, Janet Hopkins, Sharon Longhurst, Eddie Lyne, Andy MacKay, Bob Odell, Roger Prior, John Rowley, Beverley Skelton, Joanne Stewart

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 4 April 2017 (*to follow*).

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, but has tendered her apologies.

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.

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, reports by the Diving and Synchronised Swimming Managers, and the Webmaster, are expected for this meeting.

5 MATTERS ARISING ON THE MINUTES

To consider matters arising not covered elsewhere in the agenda.

6 FINANCE

The Hon Treasurer will report orally on the Association's finances.

Draft accounts for the financial year 2016/17 are *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 ANNUAL COUNCIL MEETING

The Board is reminded that the Annual Council Meeting is arranged for 20 July 2017.

Elections will then be held for Vice-President (the President in 2018/19), the 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 2017.

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 6 July 2017, when the agenda is required to be circulated.

9 ASA SOUTH EAST REGION

The Hon Secretary or Roger Prior may report orally on the meeting of the Regional Management Board held on 9 May 2017.

10 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, is as follows:

- Swim England, about a new membership “aimed at helping the nation become better swimmers”;
- Swim England, re Swim Mark, the successor to Swim 21.

11 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.