



## Berkshire & South Buckinghamshire Amateur Swimming Association

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A sub-region of ASA South East Region

**President : Mr Terry Norris (Chalfont Otters SC)**

7 November 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 Tuesday 14 November 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, Stuart Fillingham, Janet Hopkins, Jason Keeler, Eddie Lyne, Andy MacKay, Bob Odell, Roger Prior, Beverley Skelton, Emma West

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 6 September 2017 (*herewith*).

#### **2 SWIM ENGLAND CLUB DEVELOPMENT OFFICER**

At its first meeting, the Board decided to issue an open invitation to its meetings to the Swim England 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 Swim England South East'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 Masters' Manager and by the Interim Water Polo Manager are *attached hereto*.

### **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.

### **7 REQUEST FOR FINANCIAL ASSISTANCE**

To consider a request from Albatross DC (*herewith*).

### **8 COUNTY COACH**

To note that Nigel Willis has given notice to resign as the County Coach on 31 December 2017, and to report the steps taken to appoint his successor.

### **9 ASA SOUTH EAST REGION**

Roger Prior may report orally on the meeting of the Regional Council Meeting on 16 September 2017 and the Regional Management Board meetings held on 13 September and 10 October 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 Swim England South East, is as follows:

- Regional Office Manager, Swim England South East - enquiring whether the Association would be raising a County levy in 2018: answer given - “No”;
- Regional Office Manager, Swim England South East - passing on details of changes to Swim England Club Membership.

## 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.