

## **DRAFT**

### **To be confirmed at the meeting of the Board on 14 November 2017 BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA**

Minutes of the a meeting of the Management Board held at Windsor Leisure Centre, Stovold Road, Windsor on 6 September 2017, commencing at 2000hrs.

Present: Terry Norris (President), Roger Penfold (Hon Secretary), Jonathan Mills (Hon Treasurer), Kevin Brooks, Stuart Fillingham, Jason Keeler, Andy Mackay, Bob Odell, Roger Prior, Beverley Skelton (from Minute ).

Also present: Rosemary Large (Assistant Secretary).

Apologies for absence were received from Janet Hopkins, Eddie Lyne, Rosa Gallop (ASA Club Development Officer), Helen Mack (ASASER Regional Club Development Officer).

#### **1 MINUTES**

The Minutes of the meeting held on 9 June 2016 were agreed and signed by the President as a correct record.

#### **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, covering team manager module 1 presenter training course, the regional 12 year old camps, Swim Mark (formerly Swim 21), a "Time to Listen" course, team manager training courses, networks, a facilities' meeting in Reading, the Young Volunteer Programme, Swim England South East Council Meeting, the Swim England Masters' Conference (Bob Odell intended to attend) and the new coach pathway programme.

#### **3 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.

**NOTED**

#### **4 MEMBERSHIP**

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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 20 July 2017. There had been no nominations for the office of Vice-President (see Minute 5 below).

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.

## **NOTED**

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

The Board was advised that the Annual Council Meeting had referred the vacancies for Vice-President and 4 Management Board members to the Board.

The Hon Secretary reported that Beverley Skelton and Emma West had expressed interest in serving as Board Members.

**RESOLVED:** 1 That nominations be sought for the office of Vice-President for the period to the Annual Council meeting in 2018 (or President from that meeting) and that notice of the vacancy be placed on the website.

2 That Beverley Skelton and Emma West be appointed as Members of the Board until the next Annual Council Meeting.

3 That notice of the vacancies for 2 further Members of the Management Board be placed on the website.

### **6 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 decision taken at its first meeting about the appointment of managers for each of the disciplines and a number of other posts.

The Board noted that Roger Penfold remained the County Welfare Officer.

## **RESOLVED:**

1 That the following appointments be made for the period to the first meeting of the Board following the Annual Council meeting in 2018:

Disability/Para Swimming Liaison Officer - Roger Prior  
Diving Manager - Emma West

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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

Webmaster - Jonathan Mills.

- 2 That the appointment of Open Water Manager and Swimming Development Manager be deferred, although the continued performance of the duties of the latter post by Joan Scarrott be again acknowledged and applauded.
- 3 That advice be sought from Helen Mack concerning the appointment of a County Volunteer Co-Ordinator.
- 4 That a finance sub-committee be appointed, comprising the officers of the Association and Stuart Fillingham, to support the Hon Treasurer, its meetings to be serviced by the Assistant Hon Secretary.

### **7 QUORUM FOR MEETINGS**

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

### **8 OPERATING PROCEDURES OF BOARD**

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

### **9 MATTERS ARISING ON THE MINUTES**

#### **49/42 Speed Swimming Pathway**

Liz Rowley had indicated that the potential weekend “clash” with round 3 of the Arena Swimming League South for the proposed 11 year olds’ camp was acknowledged.

#### **50 Bursary scheme**

It was reported that the Finance Sub-Committee had the review of the bursary scheme in hand.

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### **10 FINANCE**

The Hon Treasurer reported that the income from entry fees for the Masters' meet was higher than in 2016.

### **11 DATES OF MEETINGS**

The Board **AGREED** the following dates for meetings:

Tuesday 14 November 2017, Thursday 15 February 2018, Wednesday 11 April 2018, Tuesday 5 June 2018, Wednesday 5 September 2018.

The Board **SET** the date for the Annual Council meeting as Thursday 19 July 2018.

### **12 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, an appointment had been made, for expediency, at the Annual Council Meeting, when Ken Adams had been appointed. The Board **APPOINTED** Jonathan Mills and Bob Odell as the Association's other representatives.

The agenda for the Council Meeting, on 16 September 2017, was **NOTED**.

### **13 ASA SOUTH EAST REGION.**

The Hon Secretary and Roger Prior reported on the meetings of the Regional Management Board held on 14 June and 13 July 2017. The business of the meeting had largely been routine, like approving the accounts and annual report for submission to the ACM and progressing the changes to the Region's administration. The Board had decided not to increase affiliation fees for 2018 above the present level.

### **14 CORRESPONDENCE**

The Hon Secretary reported the receipt of the following correspondence of note since the last meeting, aside from the monthly club updates from the ASA South East Region:

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- Regional Office Manager, Swim England South East - new official address: c/o Freedom Leisure, The Paddock, 1-6 Carriers Way, East Hoathly, BN8 6AG;
- Regional Office Manager, Swim England South East, forwarding copies of materials sent to clubs about the incorporation of the ASA;
- Regional Office Manager, Swim England South East, forwarding guidance from Swim England about using the brand name and the constitutional name;
- Regional Office Manager, Swim England South East, forwarding the [swimming] Talent Pathway booklet;
- Swim England Swimming Administrator, issuing invitation to County and Regional Pathway Forum on 9 November 2017: Joan Scarrott hoped to be able to attend;
- ASA Vice President, indicating that he wishes to visit as many counties as possible during his year as ASA President.

### 15 ANY OTHER BUSINESS

- A The Board discussed a report circulated the Diving Manager concerning diving in the County. Reference was made to the perceived difficulties for competitors achieving qualifying standard for certain events.
- B The Performance Swimming Events' Manger advised that, initially, the application to licence the County [Speed Swimming] Championships had been rejected. However, the events had now been licenced, after age group finals had been included in the programme. That adjustment had been made at the expense of {outright] Championships' finals. The Championships' Conditions had had to be adjusted, as a result, and these would be submitted to the Board for ratification at the next meeting.
- C A request to hold a collection for World Challenge at the Championships was referred to the Performance Swimming Events' Committee.

The meeting concluded at 2130hrs.