



Berkshire & South Buckinghamshire Amateur Swimming Association

A sub-region of ASA South East Region

President : Mr Terry Norris (Chalfont Otters SC)

8 February 2018

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 Thursday 15 February 2018, 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, Sue Green, John Rowley

A G E N D A

1 MINUTES

To confirm the Minutes of the meeting of the Management Board held on 14 November 2017 (*herewith*).

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.

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.

All managers and appointees have been invited to this, the budget-setting, meeting, and are invited to report, orally, if that is their wish.

5 MATTERS ARISING ON THE MINUTES

To consider matters arising not covered elsewhere in the agenda.

6 MEMBERSHIP OF BOARD

Peter Button (Chalfont Otters) has put himself forward to serve on the Management Board.

7 FINANCE

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

He will also submit a draft budget for the financial year 2018/19 to this meeting.

8 ALBATROSS DC - REQUEST FOR FINANCIAL ASSISTANCE

At its last meeting, the Management Board received a request, on behalf of Albatross DC, for financial assistance. The request was submitted because of the difficulties facing the Club in the light of the then imminent closure of Central Pool, Reading.

Although the Board's meeting was inquorate, members present asked the Finance Sub-Committee to consider the request and make recommendations thereon. The Sub-Committee made recommendations to the Board in December 2017. Those recommendations were circulated to Board members with a request that they indicate, as a matter of urgency, whether they supported adoption of the recommendations. A majority of members of the Board so indicated their support.

Accordingly, the Club was advised that the Board agreed to support one of the 2 capital expenditure projects identified in the request for assistance. The Association would purchase one of the items of the equipment - the choice would be that of the Club - and would loan it to the Club free of charge. The Club would be responsible for the care, maintenance and insurance of the equipment, which would remain the property of the Association. The equipment would be returned to the Association when no longer required by the Club.

This offer was contingent on the Club producing to the Association its examined/audited accounts for the past 2 completed financial years, as adopted by the Club at the relevant annual general meetings.

The Club has decided to ask the Association to purchase the portable platform, which would be secured at the Abbey School, Reading, but could easily be moved to another location. The Club has yet to provide the requested copies of its accounts.

9 COUNTY COACH

To confirm that, by way of an electronic urgency procedure, the Board approved the recommendation of the coaches of assigned clubs to appoint Josh Atkins (Wycombe District SC) as County Coach with Alex Vine (Windsor SC) as his Assistant, in succession to Nigel Willis, who retired from the role on 31 December 2017.

10 ASA SOUTH EAST REGION

The Hon Secretary or Roger Prior may report orally on the meetings of the Regional Management Board held on 26 November 2017 and 16 January 2018.

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, is as follows:

Regional Office Manager, Swim England South East - Young volunteer programme;
Senior Administration Officer, Swim England - Funeral of Marjorie Sarsfield;
Swim England - First appointments to new Swim England Board announced;
Eddie Lyne - Death of Mike Daniells;
Operations Director, Swim England - Swim England membership fees, October to December;
Regional Office Manager, Swim England South East - Information from Swim England about the new GDPR legislation.

12 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.

In accordance with that programme, reports by the Masters' Manager and by the Interim Water Polo Manager are expected for this meeting.