



Berkshire & South
Buckinghamshire
~~Amateur Swimming Association~~

A sub-region of ASA South East Region

President : Mr Terry Norris (Chalfont
Otters SC)

4 April 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 Wednesday 11 April 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, Peter Button, 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 15 February 2018 (*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 the 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 Performance Swimming Events' Manager and by the Interim Disability/Para Swimming Manager are expected for this meeting. The report of the Performance Swimming Events' Manager *is enclosed*.

5 MATTERS ARISING ON THE MINUTES

To consider matters arising not covered elsewhere in the agenda.

6 FINANCE

The Board will recall that it approved the budget for the financial year 2018/19 by correspondence, subsequent to the last meeting.

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

7 BURSARY SCHEME

To report recent decisions regarding applications for bursaries.

The Board has asked the Finance Sub-Committee to review the bursary scheme. Swim England South East has changed its bursary scheme for the year 2018/19, and the Board may wish to consider adjusting this Association's scheme in a similar fashion.

8 POSSIBLE PURCHASE OF AOE SYSTEM

Kevin Brooks has suggested that the Association purchase a complete Automatic Officiating Equipment system for speed swimming (*see Kevin's e-mail of 17 February 2018*). The Board is requested to consider the suggestion.

9 ASA SOUTH EAST REGION

The Hon Secretary or Roger Prior may report orally on the meetings of the Regional Management Board held on 18 February and 21 March 2018.

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:

- Head of Media and Public Affairs, Swim England, concerning membership of the Company board;
- Regional Office Manager, Swim England South East, forwarding a data audit spreadsheet in connection with GDPR;
- Regional Office Manager, Swim England South East, listing clubs suspended for failing to re-affiliate by the due date;
- Regional Office Manager, Swim England South East, forwarding information about the proposed Swim England Performance Centre Programme.

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.