

DRAFT

**To be confirmed at the meeting of the Board on 11 April 2018
BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA**

Minutes of the a meeting of the Management Board held at Windsor Leisure Centre, Stovell Road, Windsor on 15 February 2018, commencing at 2000hrs.

Present: Terry Norris (President), Roger Penfold (Hon Secretary), Jonathan Mills (Hon Treasurer), Stuart Fillingham, Janet Hopkins, Jason Keeler, Eddie Lyne, Andy Mackay, Roger Prior, Beverley Skelton, Emma West.

Also present: Helen Mack (Swim England South East Regional Club Development Officer).

Apologies for absence were received from Bob Odell, Rosa Gallop (Swim England Club Development Officer), Sue Green (Swimming Officials' Training Co-Ordinator), Rosemary Large (Assistant Secretary).

28 MINUTES

The Minutes of the meeting held on 14 November 2017 were agreed and signed by the President as a correct record, subject to the correct spelling of the word "PROPOSED" in Minutes 3, 4 and 5.

29 REGIONAL CLUB DEVELOPMENT OFFICER

Helen Mack read a report, covering:

- Swim Mark;
- South East Young Volunteers' Programme;
- Team Managers' training courses;
- "Time To Listen" course;
- Masters' development day;
- New Coach Pathway Programme;
- Swimming coach adviser roles - one of the regional advisers was Kevin Brooks;
- Regional swimming Off-shore camp 2018 - 7 swimmers from the County had been selected for this;
- County coach and team manager conference 2018;
- Strength and conditioning workshop for swimming coaches;
- Regional Coaches' Conference;
- Regional pathway camps;
- Regional open water camp;
- Parents' talks at Regional Championships;
- Information from Rosa Gallop.

DRAFT

To be confirmed at the meeting of the Board on 11 April 2018

[The report was circulated to all Members after the meeting.]

30 REPORTS BY DISCIPLINE MANAGERS AND OTHER APPOINTEES

In accordance with the annual programme, all discipline managers and other appointees were invited to attend the meeting, and to report orally, if they wished.

The Diving Manager reported on the situation for Albatross DC arising from the closure of Central Pool, Reading. She advised that Albatross had come 4th, out of 12 clubs, at recent competition in Plymouth.

31 MATTERS ARISING ON THE MINUTES

General

Eddie Lyne commented that he had been unable to open attachments embedded in the circulated minutes.

4/5 Vacancies

The Hon Secretary reported no progress in filling vacancies, save as reported in Minute 32 below.

4/6 County Volunteer Co-Ordinator

The Hon Secretary reported that he had no further information as to whether a county volunteer co-coordinator needed to be appointed, although it was understood that Swim England was revamping its approach to volunteering and securing volunteers.

32 MEMBERSHIP OF BOARD

It was **AGREED** to appoint Peter Button (Chalfont Otters SC) as a member of the Board for the period ending at the Annual Council Meeting in 2018.

33 FINANCE

The Hon Treasurer circulated a draft budget for the financial year 2018/19 at the meeting. Questions were posed to the Treasurer, which he sought to answer.

DRAFT

To be confirmed at the meeting of the Board on 11 April 2018

Recognising that the Board had not had 3 days' notice of the budget, the Board was asked to indicate whether it supported the circulated budget in principle, subject to formal approval by means of subsequent correspondence. Members present **AGREED** unanimously.

34 ALBATROSS DC - REQUEST FOR FINANCIAL ASSISTANCE

The Board was reminded of the request, on behalf of Albatross DC, for financial assistance, 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 had asked the Finance Sub-Committee to consider the request and make recommendations thereon. The Sub-Committee had made recommendations to the Board in December 2017. Those recommendations had been 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 had so indicated their support.

Accordingly, the Club had been 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.

35 COUNTY COACH

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

DRAFT

To be confirmed at the meeting of the Board on 11 April 2018

A question was raised about the period of office for the appointment, and the Hon Secretary undertook to research the answer.

36 ASA SOUTH EAST REGION

The Hon Secretary reported on the meetings of the Regional Management Board held on 26 November 2017 and 16 January 2018, highlighting the following issues:

- The Regional's Board focus on volunteering and the recruitment of volunteers across the sport;
- Medals to reflect the new regional branding;
- GDPR, an issue which would be important for county associations as well as regions and clubs;
- The election of Vice-President for 2017/8 - Jenny Gray;
- The appointment of directors to the Amateur Swimming Association (Swim England) Ltd;
- The establishment by the Regional Board of a Staffing Sub-Committee;
- The average length of service of club welfare officers - 6 months.

37 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:

- 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: Bob Odell had represented the Association at the funeral;
- 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.

DRAFT

To be confirmed at the meeting of the Board on 11 April 2018

38 ANY OTHER BUSINESS

- A Eddie Lyne enquired whether the Association should appoint trustees/custodians, in the same way as the ASA and the Region, to be responsible for the Association's non-monetary assets.
- B The President asked that the Board discuss, at a future meeting, providing a trophy cabinet, perhaps to be sited at the Wycombe Leisure Centre.

The meeting concluded at 2130hrs.