



Berkshire & South Buckinghamshire Amateur Swimming Association

A sub-region of ASA South East Region

President : Mr Terry Norris (Chalfont Otters SC)

2 June 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 Tuesday 5 June 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, John Rowley

A G E N D A

1 MINUTES

To confirm the Minutes of the meeting of the Management Board held on 11 April 2018 (*to follow*).

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.

In accordance with that programme, reports by the Diving and Synchronised Swimming Managers, the Public Relations Officer and the Webmaster, are expected for this meeting.

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.

It is anticipated that the Board will endorse draft accounts for the financial year 2017/18, for submission to the Annual Council Meeting.

7 BURSARY SCHEME

The Board's Finance Sub-Committee has considered applications for bursaries under the Association's scheme, and will report orally on any granted.

In addition, the Board has requested the Finance Sub-Committee to review the Association's scheme.

8 ANNUAL COUNCIL MEETING

The Board is reminded that the Annual Council Meeting is arranged for 19 July 2018.

Elections will then be held for Vice-President (the President in 2019/20), the Hon Secretary, Hon Treasurer and 12 Members of the Management Board. Nominations for those offices should be received by the Hon Secretary by 23 June 2018.

Proposals for changes of Rules etc, for consideration at the Meeting, need to be submitted to the Hon Secretary by 23 June.

Notice of any other motions need to be submitted to the Hon Secretary before 5 July 2018, when the agenda is required to be circulated.

9 ASA SOUTH EAST REGION

The Hon Secretary or Roger Prior may report orally on the meeting of the Regional Management Board held on 10 May 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 newsletter from Swim England South East, is as follows:

- Regional Office Manager, Swim England South East, forwarding “LoveSwimming Update”;
- Swim England, Coaching and teaching statement;
- Regional Office Manager, Swim England South East, forwarding a message from Swim England Chief Executive about Youth Sport Nutrition, a company;
- Swim England, GDPR guidance from Sport and Recreation Alliance;
- Swim England, reminder to use the affiliated county logo;
- Regional Office Manager, Swim England South East, forwarding details about the Swim England National Awards 2018.

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.