

DRAFT

**To be confirmed at the meeting of the Board on 5 June 2018
BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA**

Minutes of the meeting of the Management Board held at Windsor Leisure Centre, Stovell Road, Windsor on 11 April 2018, commencing at 2000hrs.

Present: Roger Penfold (Hon Secretary), Jonathan Mills (Hon Treasurer), Peter Button, Stuart Fillingham, Janet Hopkins, Jason Keeler, Eddie Lyne, Bob Odell, Roger Prior, Beverley Skelton.

Also present: Rosemary Large (Assistant Secretary).

Apologies for absence were received from Kevin Brooks, Andy Mackay, Terry Norris, Emma West, Rosa Gallop (Swim England Club Development Officer), Helen Mack (Swim England South East Regional Club Development Officer).

39 ELECTION OF CHAIRMAN OF THE MEETING

In the absence of the President, it was

RESOLVED: That Bob Odell be elected Chairman of the meeting.

(Mr Odell in the Chair.)

40 MINUTES

The Minutes of the meeting held on 15 February 2018 were agreed and signed by the President as a correct record, subject to the wording of the 4th bullet point in Minute 37 to read "... would represent ...".

41 REGIONAL CLUB DEVELOPMENT OFFICER

In presenting her apologies for absence, Helen Mack had submitted a report, which had been circulated to the Board in advance of the meeting.

Members noted the report and expressed regret that Windsor SC had lost its SwimMark accreditation.

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42 REPORTS BY DISCIPLINE MANAGERS AND OTHER APPOINTEES

In accordance with the annual programme for discipline managers and other appointees to attend meetings of the Board, reports were expected on performance swimming events' and disability/para swimming.

The Board **RECEIVED AND NOTED** a report by the Performance Swimming Events' Manager (Stuart Fillingham) circulated prior to the meeting, thanking the Manager for the comprehensive report.

The Interim Disability/Para Swimming Manager (Roger Prior) advised orally that he had received no queries about the discipline in the year, and there were no local para swimming competitions.

43 MATTERS ARISING ON THE MINUTES

31 Vacancies

The Hon Secretary reported that the previously reported vacancies remained unfilled.

34 Albatross DC - request for financial assistance

The Hon Treasurer that he had yet to receive a request from Albatross DC for payment of the promised grant.

35 County Coach

The Hon Secretary reported that the previously agreed period of office for the County Coach was one year.

37 The late Mike Daniells

It was reported that Mike Daniells' funeral had been very well attended.

38A Appointment of Custodians

The Board decided to take no action on the suggestion that the Association appoint trustees/custodians, to be responsible for the Association's non-monetary assets.

38B Trophy cabinet

Consideration of the proposed trophy cabinet was deferred to the next meeting.

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44 FINANCE

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

The Hon Treasurer reported that an early cast of the accounts for 2017/18 showed a surplus of £6,000. The final accounts for the year were in preparation.

The Hon Treasurer also reported that the training sessions prompted by the England Performance Programme were underway

45 BURSARY SCHEME

The Board was reminded that it had asked the Finance Sub-Committee to review the bursary scheme. In this connection, Members were advised that Swim England South East had changed its bursary scheme for the year 2018/19, having withdrawn bursaries for level 1 and 2 teaching courses; the rationale for the change had been explained in the report by the Regional Club Development Officer (see Minute 41). Pending the outcome of the review, Members favoured adopting the changes imposed by the Region, but retaining the ability to pay bursaries to all assigned clubs.

The Finance Sub-Committee reported that it had considered 15 applications for bursaries in the financial year, but had declined 3 applications, all from the same club, when it became clear that the budgetary provision would be exceeded. So far in 2018/19, 2 applications had been received. One had been approved, but the other had been withdrawn by the applicant's club.

46 POSSIBLE PURCHASE OF AOE SYSTEM

Members recalled that Kevin Brooks had, following the last meeting, suggested that the Association purchase a complete Automatic Officiating Equipment (AOE) system for speed swimming.

Following a full discussion, the Board concluded that it would not be practical to acquire, store and maintain an AOE system, and not really affordable at a probable cost of £50,000. The matter was put to vote. The Board rejected the proposal unanimously.

On an allied subject, the proposed purchase of a Quantum AOE harness, to replace the existing back-up equipment, was proceeding.

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47 ASA SOUTH EAST REGION

The Hon Secretary reported on the meeting of the Regional Management Board held on 18 February and 21 March 2018, highlighting the following issues:

- settling the Region's budget for 2018/19, which was predicated on an increase in the Category 1 and 2 affiliation fees with effect from 1 January 2019;
- the decision to follow Swim England's lead in respect of affiliation fees payable in the final quarter of 2018;
- progress with the strategic aim to improve volunteering;
- the reappointment of Roger Penfold as Chairman of the Regional Management Board for a term of 4 years;
- further discussion about the General Data Protection Regulations.

48 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:

- 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: Gerrards Cross Taper Tigers remained suspended for this reason;
- Regional Office Manager, Swim England South East, forwarding information about the proposed Swim England Performance Centre Programme.

The Hon Secretary circulated a request from Reading SC, received on 10 April 2018, for financial support towards the cost of enhanced lifesaving qualifications for its water polo section, which had had to relocate to the military pool at Minley, following the closure of Reading Central Pool. The operator of the Minley pool required a higher standard of qualification than had been requisite at Central.

Whilst Members recognized that they had not had sufficient notice of the request to take a decision, they nevertheless discussed it. Members acknowledged the difficult and extraordinary circumstances facing Reading's water polo section, but were reluctant to make a commitment to what was, effectively, revenue expenditure. They asked about the financial position of the Club.

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49 ANY OTHER BUSINESS

- A Eddie Lyne enquired about the position of Slough & Eton Dolphin SC, who had not entered any swimmers in the County Championships.
- B The Board congratulated Tom Dean (Maidenhead SC) on his selection of the GB team to compete in the European Junior Championships and Andrew Willis (Bracknell & Wokingham SC) who had been selected for the England team at the Commonwealth Games.

The meeting concluded at 2215hrs.