

DRAFT

To be confirmed at the meeting of the Board on 10 November 2020 BERKSHIRE & SOUTH BUCKINGHAMSHIRE ASA

Minutes of the meeting of the Management Board held remotely on 2 September 2020, commencing at 2000hrs.

Present: Andy Mackay (President), Peter Button (Vice-President), Roger Penfold (Hon Secretary), Jonathan Mills (Hon Treasurer), Robert Blinkhorn, Diane Cryer, Greg Du Tertre, Stuart Fillingham, Janet Hopkins, Carolyn Jubb, Jason Keeler, Terry Norris, Bob Odell, Roger Prior, Beverley Skelton, Emma West.

Also present: Rosemary Large (Assistant Secretary), Kristie Jarrett (Swim England South East Regional Club Development Officer)

1 MINUTES

The Hon Secretary regretted that he had been unable to circulate the Minutes of the meeting held on 6 June 2020. The confirmation of the Minutes was, therefore, deferred to the next meeting.

2 SWIM ENGLAND CLUB DEVELOPMENT OFFICER

Members were reminded that, in the recent restructure, Swim England had made all club development officer posts redundant. Whilst she was serving her notice period, Rosa Gallop, the Club Development Officer covering the South East Region, was on furlough.

3 REGIONAL CLUB DEVELOPMENT OFFICER

Kristie Jarrett, the Regional Club Development Officer, reported orally on:

- Covid-19: return to pools;
- SwimMark;
- Stronger Affiliation;
- South East training/workshops;
- Coach workshops;
- Para Swimming online workshops;
- Clubs' Return to Water survey
- Regional Pathways' Camp;
- Senior coach programme.

Her report was subsequently circulated in writing.

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4 ROLE OF THE BOARD

The Board was reminded of its powers and duties, as set out in Rules 9.2, 6.2 and 8.8 of the Constitution.

NOTED

5 MEMBERSHIP

The Board was reminded of the Rule 9.1, which set out its membership, the results of the uncontested elections at the Annual Council Meeting on 16 July 2020.

The Board was also reminded that it could declare that any member, who had been absent from 3 consecutive meetings, as having vacated his or her seat.

NOTED

6 MATTERS REFERRED BY ANNUAL COUNCIL MEETING

As it had not been circulated in advance of the meeting, the Annual Council Meeting referred to the Board the adoption of the Annual Report for 2019/20. The Report was posted on the Association's website on 16 July 2020, although a section is missing. As the relevant section remained missing, the Board was unable to adopt the report.

7 APPOINTMENT OF PERSONS AND SUB-BODIES

The Board was reminded that one of its roles was to appoint such persons and sub-bodies as were, in its opinion, necessary to deliver the sport, and to determine their terms of reference and methods of operation. In this connection it was reminded of decision taken at its first meeting about the appointment of managers for each of the disciplines and a number of other posts.

RESOLVED:

- 1 That the following appointments be made for the period to the first meeting of the Board following the Annual Council meeting in 2020:

Artistic Swimming Manager - Robert Blinkhorn

Diving Manager - Emma West

Masters' Manager - Bob Odell

Open Water Manager - Jason Keeler

Interim Water Polo Manager - Roger Penfold

Assistant Hon Secretary - Rosemary Large

Swimming Officials' Training Co-Ordinator - Chris Hurst (subject to his willingness so to serve)

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Webmaster - Jonathan Mills.

- 2 That Roger Prior be appointed to field enquiries about disability or para swimming.
- 3 That the appointments of Performance Swimming Events' Manager, Public Relations Officer and Swimming Development Manager be deferred, although the continued performance of the duties of the latter post by Joan Scarrott be again acknowledged and applauded.
- 4 That a finance sub-committee be appointed, comprising the officers of the Association and Stuart Fillingham, to support the Hon Treasurer, its meetings to be serviced by the Assistant Hon Secretary.

8 QUORUM FOR MEETINGS

The Board **NOTED** that, according to Rule 9.1 of the Constitution, the quorum for its meetings was 8 members.

9 OPERATING PROCEDURES OF BOARD

The Board **NOTED** the operating procedures adopted at its first meeting.

10 FINANCE

The Hon Treasurer reported that there had been activity on the account since the last meeting.

11 POST COVID-19 CLUB SUPPORT SCHEME

At recent meetings, the Board had asked the Finance Sub-Committee to come forward with recommendations about a club support scheme, embracing certain principles. The Sub-Committee had recommended a scheme predicated on the Association being prepared to be the donor of last resort to support clubs.

In order to have the scheme available when pools were expected to reopen, Members had asked to signify their support, or otherwise, for the proposed scheme. A significant majority did so by 28 June, and the then Officers had adopted the scheme, as a matter of urgency. The Board **CONFIRMED** the action of the Officers.

It was noted that no applications for support had yet been received.

Many Members, in indicating their support for the scheme, had requested a review of the scheme at the meeting. Jason Keeler asked whether the requirement to have

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reduced cash balances to 10% could be relaxed, as he was aware of a club where funds had been reduced by 50%, and the club was struggling. The President suggested that any club struggling could approach the Board. The Board **AGREED** and indicated that clubs should be advised that they could approach the Board in those circumstances.

12 SWIM ENGLAND COUNTY SWIMMING DEVELOPMENT PROGRAMME

Members were reminded that the Association arranges swimming development camps, for athletes aged 11 years, in accordance with the Swim England programme. Participants were selected following county championships. The 2020 cohort of participants had been selected following the County Championships, and had each paid their contribution of £80. However, the programme had been effectively curtailed - to one session and a virtual session - by the restrictions imposed in response to the Covid-19 pandemic. It was proposed, as a result, to refund their contributions. The Board **AGREED**.

13 DEVELOPMENT MEET

In the absence of any indication from the Swim England as to when competition might resume, the Officers had cancelled the [swimming] Development Meet, scheduled for October 2020. The Board **CONFIRMED** the action of the Officers.

14 DATES OF MEETINGS

The Board **AGREED** that the next meeting would be held on Tuesday 10 November 2020 and **REQUESTED** the Hon Secretary to settle dates for remaining meetings, and the Annual Council Meeting, through to September 2021.

15 SWIM ENGLAND SOUTH EAST REGION COUNCIL MEETING

The Board was reminded that Eileen Adams, Ken Adams and Andy MacKay had been appointed as the Association's representatives to the Annual Council Meeting of the Swim England South East Region, to be held on 15 September 2020. Terry Norris advised that he would also be present, as President of the Region.

No comments were made on the agenda for the Swim England South East Region ACM.

16 SWIM ENGLAND SOUTH EAST REGION

Roger Prior reported on matters discussed at the meetings of the Regional Management Board held on 15 June and 16 July 2020.

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17 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 Swim England South East Region:

- Regional Office Manager, Swim England South East, forwarding a statement from Swim England calling on the Prime Minister to announce the reopening date for pools;
- Regional Office Manager, Swim England South East, forwarding a link to the government guidance issued for providers of grassroots sports and gym/leisure facilities;
- Regional Office Manager, Swim England South East, forwarding a copy of the new Swim England management structure;
- Senior Administration Officer, Swim England, calling for nominations for President of Swim England for 2022/23.

18 ANY OTHER BUSINESS

- A The Board asked Stuart Fillingham to enquire regarding the cancellation policy of the operator of the Wycombe Pool in respect of the County Championship sessions planned for January 2021. This was confirmed as 29 days.
- B Stuart Fillingham recommended that, in the absence of a Swimming Trophies' Controller and the potential cancellation or postponement of the 2021 Championships, the Championships' trophies be recovered from the 2020 winners. Most of the trophies were held by members of Wycombe District SC. Greg Du Tertre volunteered to collect the trophies.
- C It was **AGREED** that thanks be sent to Eddie Lyne for his many years of service to the Association.

The meeting concluded at 2140hrs.