

ASA East Region
Minutes of the Management Board Meeting
10th May, 2009 – Chippenham village hall

Present:

Mr I Mackenzie	Chairman & ASA Board representative
<u>Board member</u>	
Mr K Belton	Finance Manager
Mr C Galer	ASA Board substitute representative & ASA East Region board member
Mr D Metcalf	ASA East Region President
Mr M Rayner	

County representatives

Mrs G Metcalf	Bedfordshire
Mrs S Constable	Cambridgeshire
Mr G Couch	Essex
Mrs S Mackenzie	Hertfordshire
Mr J Frankland	Norfolk
Mr D Robinson	Suffolk

Also present:

Mr K Wray	ASA East Regional Director
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09/34 Welcome

09/34.1 The Chairman, IM, welcomed everyone.

09/35 Apologies

09/35.1 Apologies were received from Don Neate and Pat Neate.

09/36 Minutes of the meeting on 22nd February, 2009

09/36.1 The accuracy of the minutes was agreed.

09/37 Matters arising

Action

09/37.1	Minute 09/21.1 is an agenda item.	
09/37.2	Minute 09/21.2 A new date for the audit is awaited.	KW/KB
09/37.3	Minute 09/21.3 The tax liability has been paid, as was stated in the previous minutes.	
09/37.4	Minute 09/21.4 IM has spoken to Nick Selwood without a positive outcome. IM will try to ensure via NS that swimmers are invited to the correct regional camps from now on. Selection is still on-going.	All
09/37.5	Minute 09/21.5 The region still requires a welfare officer.	
09/37.6	Minute 09/21.6 is an agenda item.	
09/37.7	Minute 09/21.7 LTAD booklet distribution completed.	
09/37.8	Minute 09/21.8 Pat Dowsett has declined to be co-opted on to the Board at present. IM reported that PD had however represented the region at the Health and Safety Forum, but there was nothing of significance to report on from that meeting.	
09/37.9	Minute 09/21.9 The report from the TAES group is an agenda item.	
09/37.10	Minute 09/24.1 The report from CG on issues raised by a learn-to-swim set-up alongside a swimming club, is not yet complete.	CG
09/37.11	Minute 09/30.1 Minutes have been received from the disability group and have been distributed. Minutes are now awaited from the meeting on April 30 th .	Disability Manager
09/37.12	Minute 09/31.1 is an agenda item	
09/38	Finance update	
09/38.1	KB reported that the end of year accounts were being held open as there were items of income and expenditure still outstanding The books would close in a weeks time and the audit was set for 4th/5th June. Patrick Ritchie has started on the financial report. KB said that on-line access to the Co-op account would soon be available to him.	
09/38.2	IM reported the receipt of capitation money from the ASA and said that there were still swim21 payments outstanding. No club in ASA East Region is shown as suspended. DR asked what had happened about the club that had been suspended previously, and CG offered to investigate any queries he received on club suspensions. It was assumed that the ASA would sort out the issues they had with a club they had suspended.	
09/39	swim21 update	
09/39.1	The tracker chart was received.	
09/39.2	KW reported 54 accreditations, with the target for March 2010 as 58. Revalidations are up-to-date. Re-accreditations - Sudbury & District and Stowmarket. 5 re-accreditations are overdue. New accreditations - Aylsham Vikings(Skill Development), City of St. Albans(Teaching and Skill Development) and Letchworth(Teaching)	
09/40	Membership report	

09/40.1 CG reported that he had been Loughborough with Deborah Emmons(ASA ER Admin.) for a discussion on membership (club/not a club, swim schools) Jane Nickerson(ASA) had been unavailable to speak to them. Jackie Shields (ASA Membership) has been asked to produce a document for the Membership Forum on 31.5.09. CG is not able to attend this meeting and will pass on the pre-meeting paperwork.

Meeting attendee required

09/40.2 CG has spoken to Legal Department about the model constitution and the requirement for a committee. Legal is looking into it. Meanwhile CG is advising that a committee is required.

09/40.3 CG will produce a membership update report for the next board meeting for which he will be absent.

CG

09/40.4 Dacorum Synchronised Swimming Club was brought to the attention of the board. IM said that there were only two girl athletes, both Hungarian. They swim for the Hungarian national squad. IM had asked Legal Department about immigration issues, but this wasn't a problem. The coach is a member of the City of St. Albans Diving Club. IM said he thought they should be accepted.

Addenbrookes Water Polo – last year there was a problem with paperwork and payment. Affiliated this year.

Loddon Dolphins have started the affiliation process.

West Norfolk SC is now set up.

First Strokes of Godmanchester have affiliated.

St. Felix School's constitution is adopted.

Diss SC have a problem with pool time and the local authority. KW will follow this up.

KW

09/40.5 Affiliation forms and procedure for affiliation will be on the web-site in due course. The ASA logo is required and the wording 'affiliated to ASA East Region'. Clubs have to obtain permission to use the logo.

09/40.6 The affiliation of Little Fishes was considered. The members of the board who had a conflict of interest remained present, but took no part in the discussions. IM reported that he and DM had had a meeting on 1.3.09 with five representatives (three teachers/coaches and two parents) from Little Fishes. They now have eleven on the committee – eight of these are parents. It is being run separately from learn-to-swim. There is a membership of 100, the oldest swimmer being 13yrs old. There are two swimmers with disability. 25 swimmers have achieved county qualifying times. 10 hours water time is available each week. In the past they have offered to work with Norwich Penguins and Norwich Swans in providing reciprocal arrangements for training. They are keen to become swim21 accredited as soon as possible too.

DM and IM recommended their acceptance as an affiliated club – Little Fishes Swimming Club (Norwich) - and a unanimous vote was in favour. IM will inform them of the board's decision. CG will now support them in producing a correct constitution.

**IM
CG**

CG asked whether they are registered with the ASA as a swim school because, if so, they should have a different name. At present both the swim school and the club have the same name.

CG

09/41 Finance procedures

09/41.1 KB presented a paper.

The finance procedures will be trialled this year and will be fully in place next year. The discipline managers have agreed to work within these procedures.

09/41.2 KB said that some discipline managers will need help on putting together a budget and said that he will assist them. The discipline managers will report to the board via the minutes of the discipline meetings.

09/41.3 KB said that quora are needed for committees (50%, maybe). The inclusion of quora in the committee procedures document needs to be checked. The make-up of the committee needs to be included too. KW said that the office needs to know who is on the committee and who is the independent member too.

Dis Man

09/41.4 The finance procedures document was discussed and was approved subject to minor wording amendments. KB will circulate the amended document.

KB

09/42 TAES

09/42.1 A paper on the TAES group's recommendations for the improvement plan for 2009 was received by the board. KW outlined the main points The three themes which had been considered were: –

Leadership

Policy and Strategy

Standard of Service.

09/42.2 The board agreed a budget of £2000 to be spent on clipboards, lanyards pens, water bottles –for use with officials, volunteers, partners etc- to raise the profile of the region

09/42.3 KW said that it is a rolling plan. The TAES group will oversee the plan, steering and implementing it.

TAES gp.

09/43 ACM

09/43.1 Proposed paperwork for the ACM was circulated to board members. Included was the agenda, an ASA ER 2009 ACM delegate registration form, an ASA ER nomination form, a list of posts to be filled, the notification letter for the ACM which will be sent out to clubs, and the timetable for actions prior to the meeting.

This paperwork was agreed, subject to minor wording amendments, and will be available to clubs shortly.

09/44 County /Regional working

09/44.1 This item was postponed to a future meeting as time was short.

09/45 Up-date on ASA restructure

09/45.1 IM reported that two County Swimming Co-ordinators (CSC) had been appointed – Lisa Simpson, Bedfordshire and Phil Lown, Suffolk. No senior posts had been filled and the four other counties' CSC posts were still vacant.

- 09/45.2 IM and KW had attended a regional liaison meeting and were asked there that ASA East Region interviewed for and appointed the remaining posts. This will not happen. Interviews will however be conducted in the region. Applications close on 20.5.09.
- 09/45.3 It is still only a two-year post. Despite IM's efforts to have this included, the job description still does not say anything about swim21. The post could be self-funding, thus enabling it to continue after the two-year period?
- 09/45.4 GM asked if a generic copy of the contract could be available to counties, so that the county could monitor the work being done. IM suggested that the contract would not help, but what was really required was a role description. Once the roles are established, there will be work plans which will identify what the CSCs are expected to achieve, and then monitoring can be carried out against these.

09/46

Sub-group items

- 09/46.1 The minutes of the meetings of the following committees were received and noted:-

Technical Open Water Committee on 31.1.09 and 15.3.09

Technical Diving Committee on 10.2.09

Technical Masters Committee on 21.2.09

Technical Synchronised Swimming Committee on 28.2.09

Management Committee on 5.3.09 and 2.4.09

Technical Water Polo Committee(Conference call) on 6.4.09

Swim21 panel on 17.4.09

- 09/46.2 A report on the ASA East Region Senior Water Polo Championship 2009, held on 28th February, was received.

- 09/46.3 Notes from the meeting of the ASA Technical Swimming Committee on 29.3.09 were received.

- 09/46.4 IM said that he will ask Debbie Emmons to send the minute tracker with dates of receipt of minutes from committees and dates of dispatch to management board members on a regular basis (at each dispatch maybe), to assist members in locating minutes relevant to the next due board meeting. Also required is a list of paperwork produced and dispatched between board meetings.

IM said that the minutes of the regional liaison meetings and the ASA Board meeting minutes should also be sent to ASA East Region board members. These should also show on the distribution tracker.

- 09/46.5 DM said that there were some items he required to optimise his work as Swimming Officials' Development Manager. He will produce a document for the board's consideration. To aid with the production of support material for officials and additional reports during events, it was proposed that a photocopier was purchased by the region. £500 was agreed for this purpose.

DM and GM left the meeting at this point owing to commitments this afternoon.

09/47

Any other urgent business

DE

09/47.1 SM reported on the ASA meeting to review the ASA ACM she had attended as ASA East Region representative. A conference format is being adopted, with workshops and motivational sessions. Delegates will attend the conference sessions as part of their brief, and additional conference places will be available to each region. The ACM will be in the late afternoon and the inauguration of the new ASA President will be at the close of the meeting. The volunteer awards will be presented at the dinner which will follow the ACM. This change of format, if continued, will impact on the venue ASA East Region offers for the following year, as accommodation of the numbers attending will be a consideration. It might even mean that the venue becomes centralised.

The Management committee will consider the provision of support to the conference delegates from the region and report to the board for agreement.

09/47.2 CG raised the matter of the cost of licensing officials. As licensed officials will be a requirement in the future, then maybe the region could be supportive in covering the renewal fee, providing the official had officiated at a certain number of sessions for the region (Maybe –all day, three times a year). DM, as Swimming Officials' Development Manager, and his committee should look at the details and provide a report for the board to consider.

DM

09/47.3 DR asked that everyone was pro-active in providing a nomination by 30.6.09 for the ASA President Elect, as this nomination has to be ratified at the July board.

All

09/48 Confidential items

09/48.1 None

09/49 Next meeting

09/49.1 The next board meeting will take place on Sunday, 12th July, 2009 at Chippenham village hall at 9.30am.