



ASA East Region
Minutes of the Management Board meeting
5th March 2017 – Kentford

Present Mrs Joan Wheeler (JW) Chairman
Mr David Metcalf (DM) Vice-Chairman and ASA Sport Governing Board
Substitute Representative
Mr Keith Belton (KB) Finance Manager

Elected Members

Mr Ian Mackenzie (IM) ASA Sport Governing Board Representative
Mrs Gerry Metcalf (GM)*
Mr Andy Morton (AM)
Mr Tom Baster (TB)
Mr Ian Cotton (IC)

County Representatives

Mr Phil Pelling (PP) Bedfordshire
Mr Ian Knight (IK) Cambridgeshire and East Region President
Mr Paul Hayes (PH) Essex
Mrs Sheila Mackenzie (SMM) Hertfordshire
Mr Chris Galer (CG) Norfolk
Mr David Robinson (DR) Suffolk

Also present, Jane Nickerson, ASA Interim Chief Executive Officer, Mike Farrer, Chairman of the ASA Group Board, Chris Bostock, Chairman of the ASA Sport Governing Board, Brian Havill, ASA Interim Chief Financial Officer, Amy Bryant (AB), Regional Development Officer, Leanne Brace (LB), Regional Development Manager and Kelly Stannard (KS), Divisional Office Manager.

17/01 Apologies for Absence and Introductions

17/01.1 Apologies for absence were received from Stewart Murray (Norfolk County ASA Representative). JW welcomed Chris Galer (CG), attending as the substitute Norfolk County ASA Representative.
*Gerry Metcalf was unable to attend, but joined for part of the meeting via Skype/ telephone.

17/02 Declarations of Conflict of Interest

17/02.1 Ian Cotton and Dave Robinson declared Conflicts of Interest for agenda item 16.

17/03 ASA Incorporation and Governance

17/03.1 Chris Bostock gave a presentation on the ASA's proposals for Incorporation and Future Governance. Briefing papers prepared by the ASA had been circulated with the agenda. Chris explained that he, and others from the ASA team, had visited all regions to consult on these important issues. The proposals for Incorporation had been under discussion for some time, workshops had been held at the 2016 ASA Council meeting, but that there was now a will

to resolve the issue.

Chris explained why Incorporation was considered necessary, and outlined the two options of Company Limited by Guarantee, and Company Limited by Guarantee with Charitable status. Chris also reported on the need to review the current ASA Governance Structure, in the context of Good Governance Codes issued by Sport England and the Sport and Recreation Alliance. He outlined a possible future Governance structure for the ASA, and invited views on the proposals.

- 17/03.2 After discussions Chris asked for an indication of views from those present. The Board indicated that it supported the ASA's proposals to become an incorporated body, with a clear preference for the option of a Company Limited by Guarantee with Charitable status. The Board also indicated that it supported the work done to date on governance, and looked forward to hearing more about detailed proposals, including information on regional and membership representation.

17/04 Previous Minutes

- 17/04.1 The minutes of the meeting of the 11th December were agreed as a true record.

17/05 Matters Arising

- 17/05.1 The report on Matters Arising from the Minutes was discussed and completed actions were noted and approved.

17/06 Ratification of items agreed since the last Management Board Meeting

- 17/06.1 None.

17/07 ASA Sport Governing Board Report

- 17/07.1 IM's report summarising the recent SGB meeting, had been circulated for discussion. The report also included information on the emerging issues for the ASA.

17/08 Reports from the Regional Development Manager / Regional Development Officer

- 17/08.1 The Board received updates from Leanne Brace and Amy Bryant (AB) on their current areas of work. LB reported that she and AB had been working on a range of activities, with AB continuing to support the disciplines with development.
- 17/08.2 LB showed the Board the front page of the new website, currently in draft format... This would include an online booking form for courses.
- 17/08.3 International Camp – Edinburgh 2017 – Plans have been finalised and medical information would go out at the start of the week ready for the team travelling on Thursday evening. The Board sent their best wishes to all involved.
- 17/08.4 LB confirmed that Henlow Blue Sharks SC had been in contact regarding the closure of the pool at RAF Henlow. GM confirmed that this also affected other local clubs. **(Action: GM and LB to discuss following the meeting.)**

17/09 Finance Update

- 17/09.1 **Update**
The budget control statements to the end of December 2016, January 2017 and February 2017 were received and noted.

17/10 Plans and Budgets for 2017/2018

- 17/10.1 The budgets and plans for each discipline were presented to the Board for their consideration.
- 17/10.2 The proposed budgets and plans were summarised by KB, AB and LB. An overall discussion followed.

17/10.3 With regard to proposed Water Polo budget, there was agreement that the Board needed more information about the proposed Grand Prix, before this element of the budget was agreed. The Management Committee's proposal, that it meet with the Water Polo Manager to discuss this initiative, was supported. **(Action: KB to contact Martin Atkinson.)**

17/10.4 After discussion, the Management Board approved the plans and budgets for 2017/2018.

The Water Polo budget would be reconsidered by Management Board, after the MC had met with the Water Polo Manager. (JW would email the Board after the discussions had been concluded).

17/11 Proposal to Recruit a Regional Swimming Talent Development Officer

17/11.1 A report from the Management Committee, regarding a proposal to recruit a Regional Swimming Talent Development Officer, had been circulated with the agenda and was discussed.

17/11.2 TB, informed that Board of his concerns about the current standard of competitive swimming in the Region, and explained the reasons he supported the proposal to reinvest the money generated by licensing and competitions, in this way. Following the discussion this proposal was agreed, with AM voting against the proposal and KB and PH abstaining from voting.

17/11.3 It was agreed that the post be advertised, and TB be included on an appointments panel.

17/12 Vacancy for Diving Manager

17/12.1 JW reported that, no nominations or expressions of interest had been received for the vacant post of Diving Manager. IM was acting as the interim Diving Manager, and was prepared to continue. IM was thanked for being willing to take on this role.

17/13 President's Report

17/13.1 A report was received from IK detailing events he had attended in his capacity as President of the ASA East Region. These were:

- 17/12/2016 – ASA Winter Meet - Sheffield
- 22/01/2017 – Norfolk ASA Counties
- 28/01/2017 – Cambridgeshire ASA Counties
- 29/01/2017 – Bedfordshire ASA Counties
- 04/02/2017 – Essex ASA Counties
- 05/02/2017 – Hertfordshire ASA Counties
- 11/02/2017 and 12/02/2017 – Suffolk ASA Counties
- 25/02/2017 – Norfolk County Relay Gala
- 26/02/2017 – Cambridgeshire ASA Counties

IK has also sent a letter of congratulation to an East Region swimmer, for breaking British Records.

17/14 Membership Report

17/14.1 The Board received a report submitted by Chris Galer (CG), in which he advised that:

17/14.2 TriSudbury have completed the affiliation process and is now an East Region affiliated club.

17/14.3 Norwich & Thetford Water Polo Club has applied to change its name to Norwich Water Polo Club. This application was received via the ASA, and CG is now taking the club through the correct process.

17/14.4 Hertsmere Flyers Swimming Club is in the process of closing down.

They are still listed on the ASA website but on their own website there is an announcement that they have merged with Potters Bar Swimming Club. CG will clarify with the ASA and the club.

SMM confirmed that the club has ceased to exist and that, following the renewal process at the end of March, it should not continue to appear on the ASA website.

17/14.5 CG is in correspondence with ASA membership regarding an issue as to whether a person has to be a member of a club to affiliate, as opposed to affiliating as a County member only. The ASA are happy to go down this route as they don't want to risk losing members, they have asked for further thoughts. In discussion, it was noted that most county constitutions required members to also be members of clubs.

17/14.6 CG had also reported that several clubs have been updating and revising their constitutions. He has been receiving general questions from members relating to membership and fees.

17/15 Item raised by Suffolk ASA – Affiliation of New Clubs

17/15.1 Concerns were raised by Suffolk ASA regarding the affiliation of new clubs. A discussion followed regarding the recent application for a new club in Suffolk that had been considered by the region.

CG reported that, the process he followed in considering applications had been established by the region in 2011. It was agreed that JW and CG would review the policy, and bring an updated document to the next Management Board meeting for approval. (**Action: JW/CG to review.**)

17/16 Report from the Regional Licensing Officer

17/16.1 A report, received from Simon Gee, had been circulated with the Board papers and was noted.

17/17 Sub-group items

17/17.1 Management Committee

Minutes of meetings held on the 8th December 2016, 12th January 2017 and 2nd February 2017 were received and noted. The minutes of the meeting held on 2nd March were not available. Items for consideration were part of the agenda for the Board meeting.

17/17.2 Club Development Group

No meetings have been held since the 5th December 2016. The draft minutes for this meeting had been received at the previous Board meeting. GM reminded the Board of her observation that counties were not supporting this committee and that, consequently, the meeting had been inquorate. LB clarified that no decisions had been taken at the meeting.

17/17.3 Diving Committee

Minutes for the meeting held on the 9th February 2017 were received and noted. PP reported that Bedfordshire ASA would confirm their representative following their next Executive Meeting, in early April 2017. The next meeting of the Diving Committee takes place on the 8th June 2017.

17/17.4 Masters Committee

Minutes for the meeting held on the 18th January 2017 were received and noted.

DR highlighted that the numbering needed amending. TB confirmed that the Essex representative is Doug Drake and not Doug Clarke, as shown in the minutes.

17/17.5 Open Water Committee

Minutes for the meeting held on the 21st February 2017 had not been received.

17/17.6 Swimming Committee

Minutes for the meeting held on the 30th November 2016 were received and noted.

TB thanked JW, DM and Suzanne Philpot for their efforts in negotiations with Basildon Sporting Village for competition pool time. Everyone Active had agreed to host one regional swimming championship per year from 2019 onwards. The agreement was limited to the competition pool, and had not included use of the community pool.

17/17.7 **Synchronised Swimming Committee**
SMM sought clarification as to why the minutes for the meeting held on the 1st October 2016 had not been received by the Board, although these were referred to in the minutes for the following meeting. AB agreed to establish whether there were minutes, or notes, of this meeting and if possible, circulate them to the Board.
Minutes for the meeting held on the 14th January 2017 were received and noted.

17/17.8 **Water Polo Committee**
No meetings have been held since the 23rd November 2016.
(Action: JW to discuss the frequency of meetings with Martin Atkinson.)

17/17.9 **Swimming Officials Group**
Minutes for the meeting held on the 20th November 2016 were received and noted.

17/18 Confidential items

17/18.1 At this point AB, LB and KS left the meeting.

The Chairman reported on the loss of Sport England funding for participation, and its impact on Regional Offices and ASA staff working in the Region.

The reduction of subsidy for the Regional Office rent was noted. Management Board supported the Management Committee's proposal with regard to staffing. It was that the proposal to recruit a Regional Swimming Talent Development Officer, be deferred until the position with regard to ASA employed staff working in the office had been resolved.

17/19 Next meeting

17/19.1 The next meeting will take place on Sunday 11th June 2017 at the Regional Office.