



ASA East Region
Minutes of the Management Board meeting
17th July 2017 – Conference Call

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 County ASA
	Mr Ian Knight (IK)	Cambridgeshire County ASA and East Region President
	Mrs Sheila Mackenzie (SMM)	Hertfordshire County ASA
	Mr David Robinson (DR)	Suffolk County ASA

Also present: Leanne Brace (LB), Regional Development Manager.

17/40 Apologies for Absence

17/40.1 Apologies for absence were received from Stewart Murray (Norfolk County ASA Representative), and Paul Hayes (Essex County ASA Representative).

17/41 Declarations of Conflict of Interest

17/41.1 David Metcalf declared a conflict of interest for agenda item 7, which included a discussion about the SGB substitute representative nominations.

17/42 Previous Minutes

17/42.1 The minutes of the meeting held on 11th June 2017 were confirmed as a correct record of the meeting.

17/43 Matters Arising

- 17/43.1 A report on Matters Arising had been circulated with the agenda, together with a copy of email correspondence with Dennis Freeman-Wright, concerning discussions about a possible 50m pool in Ipswich. Actions were noted.
- 17/43.2 In discussion of minute 17/22.10, DR welcomed the information and asked about the next steps to progress the Ipswich potential pool project. JW confirmed that she would make contact with Dennis Freeman- Wright to ask for further updates.
- 17/44 Ratification of Items Agreed Since the Last Board Meeting**
- 17/44.1 There were no items to ratify at this meeting.
- 17/45 Finance**
- 17/45.1 i) End of Year Accounts
- The accounts for the period 2016-17 had been circulated prior to the meeting and, after a vote, it was unanimously agreed to approve the accounts for signature by the Chairman. KB will now send off a signed copy to Hastings Wade, the region's examiners.
- 17/45.2 ii) Regional Fee
- It was agreed that the regional fee for 2018 would remain unchanged at £5 for category 1 and 2, and £35 per club. Category 3 will remain at £0.
- 17/45.3 iii) Budget Report
- The budget report for June was circulated prior to the meeting. KB highlighted that some payments were appearing in the incorrect month in comparison with the budget plan. There were no questions regarding the June budget report.
- 17/46 ASA Issues**
- 17/46.1 IM had previously circulated a report for this item. There were no questions regarding the report.
- 17/46.2 IM confirmed that Swim England shall be increasing the direct affiliate and corporate fee next year.
- 17/47 ACM**
- 17/47.1 JW confirmed that papers for the ACM had been published on the website, and a further paper detailing nominations for posts, would be distributed when the closing date for nominations had passed, at the end of August.
- 17/47.2 The published papers included information about the region seeking nominations for two Elected Board Member posts, and a Diving Manager vacancy. The closing date for all nominations is the 31st August.
- 17/47.3 JW thanked IM for his input into assisting the Diving Committee to date whilst the manager position is vacant.
- 17/47.4 JW reported that the Constitution required that the Management Board recommend to the ACM the appointment of a Sport Governing Board (SGB) Substitute Representative. The post had been advertised on the website, and only one application had been

received. This was from David Metcalf, current holder of this position. It was agreed that David Metcalf be recommended at ACM as SGB Substitute Representative.

- 17/47.5 A paper was previously circulated regarding ASA ACM delegates. This year, as part of the ASA's proposals to incorporate, and to establish a Members' Forum, regions would be required to nominate members for the Forum. In order to avoid the need for Special General Meetings, most regions had agreed that their ASA ACM Delegates would go forward as Members' Forum members for the following year. The Board agreed that the roles should be advertised as ASA ACM Delegate and Swim England Members Forum members.

17/48 Regional Staffing Structure

- 17/48.1 JW gave an update on the situation regarding the Finance Administrator post. After two attempts at advertising and interviewing, the region had not been successful in recruiting a Finance Administrator.
- 17/48.2 After some reflection, and discussion by the MC, the post has been revised, and merged with the current administrative support role to become one role. Joanne Stalley has accepted the new role, to be titled Regional Administrator, based upon a 27 hours per week contract, at the pro rata rate of the advertised Finance post. The new role will commence 1st September.
- 17/48.3 Jo has experience of managing club finances, and is familiar with the existing operations within the region. The role will be monitored and reviewed accordingly. It will not be possible for Jo to pick up all the previous work Kelly Stannard had undertaken, and LB and JW will pick up the Management Board administration to assist. KB will work closely with Jo during handover. The office would be manned three days per week, with appropriate arrangements made to monitor emails, and pick up telephone messages remotely.
- 17/48.4 IC left the meeting at this point.

17/49 Sub Group Items

- 17/49.1 The Management Board received minutes from committees and sub-groups. In some instances the minutes were in draft format, pending approval at the subsequent meeting.
- 17/49.2 Management Committee
Minutes of Management Committee meetings held on 13th June 2017 were included with the agenda. It was noted from the Management Committee minutes that members of the Masters Committee were not informed of the cancellation of the Masters Open Water event. LB agreed to look into this.
- 17/49.3 Club Development Group
The minutes of the Club Development Group meeting held on 19th June 2017 were received and noted.
- Diving Committee

17/49.4

The minutes of the meeting held on 8th June 2017 were received and noted.

17/49.5

Open Water Swimming Committee

The minutes of the Open Water Committee meeting held on 21st May 2017 were received and noted.

17/49.6

Synchronised Swimming Committee

The minutes of the meeting held on 13th May 2017 were received and noted.

17/50

Any other urgent business

17/50.1

JW reported on a proposal that had come to the East Region via Carl Cooper (British Para Swimming Officer). London region were unable to deliver a Disability meet scheduled for October 2017, and the East Region had been asked if it could host instead.

17/50.2

JW confirmed that Jackie Harvey, Disability Manager for East Region, was reluctant to deliver this event due to the Disability Committee's capacity, and the reliance on other volunteers to support such an event. It was confirmed that similar opportunities were being hosted by neighbouring regions, and therefore our swimmers would not lose out. In these circumstances East Region had declined to host the October meet.

17/51

Confidential Items

17/51.1

There were no confidential items discussed.

17/52

Next Meeting

17/52.1

The next meeting will take place straight after the ACM, on the 9th September, at Freckenham Village Hall at around 1pm.