

Minutes of a meeting of the ASA London Region Management Board

Held on Tuesday 11 April 2017
At Oasis Sports Centre, 32 Endell Street,
Covent Garden, London, WC2H 9AGX

Present

Voting Board Members

Jackie Bedford
Jean Cook
Norman Edgell
Peggy Etiebet
Dave Fletcher
Kay Grimshaw
Alex Harrison
Kathy Hook
Ralph Shortland
Richard Whitehead

Non-voting Board Members

Suzanne Philpot Regional Executive Officer
Di Gamble Vice President

In attendance

Kelly Stannard

Administration and Member Services Officer

Apologies

None

27. Welcome

The Chairman welcomed members and thanked them for their attendance. Dave Fletcher also thanked Alex Harrison for arranging the venue for the meeting.

28. Apologies

None.

29. Declarations of Interest

There were no declarations.

30. Swimming and Masters Swimming

Kathy Hook gave an update to the Board and confirmed the following:

30.1 Talent Development Programme

- Dean Walker presented the England Swimming Pathway Programme to the coaches' forum. The Coaches have agreed to be involved with this. The coaches' forum will select 36 swimmers who will be 12 years of age by the 31st December 2017. The selection of the swimmers will be based on the results of the Age Group Championships. There will be a presentation on the programme at the Age Group Championships given to parents of potential athletes.
- Damien Bryan of Kingston Royals has been appointed the Head Coach for the year and will oversee this project. Dean Walker has been helping him.

- The Camps will take place at Trinity School on the following dates:
 - a. 8th July 2017
 - b. 30th September 2017
 - c. 2nd December 2017

30.2 Events

- Youth Championships (and all Distance Events) – 29th April 2017 to 1st May 2017 at the London Aquatics Centre.
- Age Group Championships – 13th May 2017 to 14th May 2017 at the London Aquatics Centre and the 20th to 21st May 2017 at Crystal Palace National Sports Centre.
- Last Chance Meet will now take place as an Open Meet – 27th May 2017 to 28th May 2017 at the London Aquatics Centre.
- Winter Championships – 4th November 2017 to 5th November 2017 at the London Aquatics Centre. This will be run as Long Course this year in line with the British Championships taking place in December. The British Championships will be the trials for the Commonwealth Games.
- The building of a podium has been commissioned for medal presentations at the London Aquatics Centre.
- The issue of branding covers the whole of the region not just swimming, open water swimming and masters swimming and will be discussed at a future Board meeting. In the meantime the existing brand and logo will be used.
- Backstroke Ledges – These have now been purchased and delivered.

30.3 Volunteers

- Officers - Ralph Shortland had met with the four Counties to discuss ways of working.
- Other Volunteers – Development in this area is waiting for further instruction from the Club Development Team. Richard Whitehead confirmed that there are discussions considering the reallocation of money to recruit an external Consultant to assess amongst other things the barriers and pathways for Volunteers.

30.4 Masters – Richard Jones from Bexley Masters SC has agreed to take over the Masters Discipline with London Swimming.

30.5 Open Water – Richard Whitehead confirmed that the Regional event takes place on Sunday 2nd July 2017 at Surrey Quays Watersports Centre Rotherhithe. Discussion followed on the Fina rule changes for costumes and wet suits.

30.6 Budget update – Kathy confirmed that all events will be either breaking even or will have a surplus.

30.7 A discussion followed on how best to monitor the success of London Region Swimming and some ideas on KPI's.

ACTION: The Swimming Chair will take these suggestions and, with the support of the Swimming Committee, develop a full set of KPIs for the swimming development plan.

31. Minutes of the meeting held on 5 February 2017

There were no amendments to the minutes and they were agreed.

32. Confirmation of decisions made by correspondence

The appointment of Suzanne Philpot as Regional Executive Officer agreed by the Management Board by correspondence was formally ratified. Dave Fletcher thanked Suzanne and Jean Cook for their support during his absence.

33. Matters arising from the minutes and Action Points not on the agenda

The action items were reviewed and most were agreed to be closed except

33.1 Action 45.6 Office 365

Part of the Office 365 package is SharePoint (Microsoft's document depository system). All disciplines will be allocated their own areas in which to store all their information. The approach was originally to only use a limited number of licences but this is not working so the alternative will be to have a licence for everyone. This will cost around £3,500 per year. The Board had concerns about the cost and asked the Finance and Administrations Committee (F&A) Chair to speak to ASA IT to see if there was another feasible option. Training and documentation would be provided for all members in due course.

33.2 Action 14.2 Safeguarding

The Welfare Officer has begun the review and will be meeting with the Committee Chairs. The Officers will invite her to present her report to the full Board and lead a full Board discussion on safeguarding.

33.3 Action 24 County Grants

The F&A Chair will advise Counties of the decision later in the year when paying current year.

34. Finance and Administration Committee Chairman's Report

34.1 Management Accounts

The year end results show a surplus of around £32,000 which is significantly higher than had been forecasted in February. Whilst this will be a challenge to explain to the membership, it does give the Region added comfort at a time when there will be substantially increased costs now that Suzanne Philpot and Kelly Stannard have to be funded (from April 1st).

The principal differences between the February forecast and Current final outcome are as follows:

- higher membership fees £4k
- higher license fees £4k
- lack of club network spend £4k
- the Region has not spent on new kit (~~branding~~) £3k
- less outlay on club rebate scheme (non-applicants) £5k
- Amiens trip overall cost is less than forecast £4k
- talent camps/diving camps/disability support are less than expected £4k
- water polo under spend on Competition support £2k
- staff costs (the Region did not replace Sophie Joinson) £4k

- Other expenditure (net) £1k
- Total £35k (surplus – now £32k and previously forecast -£3k)

The detailed management accounts will be updated once the number are finalized and will be circulated to members at this stage along with the first draft year end accounts

All disciplines have received delegation letters giving them details of the budget granted in February.

34.2 Reserves

The F&A Chair is working on updating the Reserves Strategy given the new financial position. The approach will still be to reduce reserves over the next few years but the challenge will be how to generate future revenue to cover the additional staff costs. There are three main options:

- increase membership fees;
- generate additional revenue streams (given the new Sport England project approach this is an area which Suzanne intends to target); and
- look at other sources of project income – health area is likely to be a key area.

The Board asked the F&A committee to pursue all three options and, wherever possible, minimize the financial burden on the clubs and members. For budget planning purposes, it was agreed a phased increase in membership fees should be adopted and to consider the Region's approach to future fee levels in the light of the outcomes of the current ASA Review of its fees structure by ASA membership working party (attended by Jean Cook and Richard Whitehead).

A paper will be presented at the next board meeting, where the Regional Membership fees will be set. Richard proposed that part of the annual report includes a detailed section on our prediction of how finances might change over the next few years.

ACTION: F&A Chairman to present the draft reserves policy and fees proposal to the Board at its next meeting

ACTION: F&A Chairman to provide a written report for inclusion in the annual report

34.3 Administration

The Office 365 platform is slowly coming together and SharePoint will in future be the Region's main source for document storage. Kelly and Suzanne will principally operate through London Swimming email addresses.

The web site calendar update is about to be moved to live. Once this is in place the on line payment process will be introduced

The new event/participant information must be placed in an appropriate format in appropriate place (with restricted access where needed) on SharePoint for all camps/competitions run after 1 April 2017.

The Board thanked the F&A Chairman for his work.

35. Strategic Decisions

35.1 Board meetings in 2017/18

The Board considered the meeting dates/formats and main topics for October 2017-September 2018. The Board agreed to meet every six weeks with the same mixture of midweek and weekend meetings. Discussion followed on succession planning and the

Board agreed to look into support for both Richard and Jean. It was recognised that dates would never be perfect

ACTION: Kelly Stannard to publish dates and to book suitable venues.

ACTION: Officers to identify additional support for the F&A Chair and Affiliations Officer

35.2 Financial Policy

The Board considered a new Financial Policy which laid out the committee chairs, officers, F&A Committee and Board's authority to commit expenditure and, in line with good governance practice, ensures the Region has a "two-signature" process for all expenditure. An amendment to point 16 to add the authority for Richard or Kelly to commission an independent audit if required. This was agreed.

ACTION: F&A Chair to amend the policy and circulate it to Committee Chairs

35.3 IT Policy

The Board considered a new IT policy which laid out how people should use the Region's IT and that they must comply with relevant legislation. This was agreed.

ACTION: F&A Chair to ensure that people who have been given regional IT kit or access to it have copies of the policy.

36. Information Reports

The following reports were noted:

- Health and Safety Report;
- Club Development Report;
- ASA Sport Governing Board Report; and
- Open Water Report.

Next meeting – Tuesday 23 May – Oasis Sports Centre at 6.30pm