

Minutes of a meeting of the ASA London Region Management Board

Held on Sunday 9th July 2017
At Waltham Abbey Marriott Hotel,
Old Shire Lane, Waltham Abbey, EN9 3LX

Present

Voting Board Members

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

In attendance

Kelly Stannard

Administration and Member Services Officer

Apologies

Di Gamble
Kay Grimshaw
Suzanne Philpot
Ralph Shortland
Maria Abrams, Regional Welfare Officer

49. Welcome

The Chairman welcomed members and thanked them for their attendance.

50. Apologies

Received from Maria Abrams, Di Gamble, Kay Grimshaw, Suzanne Philpot and Ralph Shortland.

51. Declarations of Interest

There were no declarations.

52. Safeguarding Review and Welfare Officer's Report

A report following a meeting attended by Jean Cook, Discipline Representatives and the Regional Welfare Officer, Maria Abrams was received and noted.

Discussions followed with the following points raised:

- Possibility of Forums for County and Club Welfare Officers to better support them in their role
- Are we as a Region fulfilling the requirements in Wavepower when we run our events

- What support do the Committees need with this
- Committee Chairs to feedback at the next Management Board meeting on the 12th September

Action: Management Board with the support of Maria to access Team Manager Course, Safeguarding Course requirements and DBS to ensure we are fulfilling our responsibilities as a Region

53. London Swimming Annual Report

The Board noted that the draft report followed the format of previous years and highlighted the four priorities in the strategy. It was disappointed that there was no information about Synchronised Swimming and Water Polo. The Board asked Jackie Bedford to contact Debbie Harris regarding the Synchronised Swimming section. Peggy Etiebet to provide the Water Polo Report for inclusion.

Action: Jackie Bedford and Peggy Etiebet

The Board also requested a greater number and variety of photos.

Action: Kathy Hook to contact photographer for the Regional Swimming Events to confirm permission in writing to use his photos for the Annual Report

The Report was approved subject to the above. The Report will be published next week and sent out via email to key stakeholders. Kelly Stannard and Suzanne Philpot were authorised to have copies printed if required.

54. Minutes of the meeting held on 23 May 2017

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

55. 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

55.1 Action 45.6 Office 365

Suzanne Philpot and Kelly Stannard to explore the option of a Board email address and one for each of the disciplines.

55.2 Action 15.1 Regional Calendar with online payments with Bluewave

The Calendar is now live and Kelly continues to populate this with dates for meetings and event. Richard is still to set the PayPal account up for the payments.

55.3 Action 35.1 Support for the F&A Chair and the Affiliations Officer

Dave Fletcher is exploring the option of these posts being shadowed by other Board members.

56. Regional Executive Officer's Report

Dave Fletcher gave an update to the Board on priority tasks/projects that are ongoing and have been completed by Suzanne Philpot and Kelly Stannard.

A report/ overview of activities carried out by the Swim England Club Development Officers had also been provided.

Club and Volunteer Project – Dave Fletcher confirmed that Lara Lill had completed an interim report on her findings and this would be shared with the Board by Kelly Stannard. It was agreed that Kelly would coordinate discussions between Lara, Counties and Discipline Leads.

Action: Kelly Stannard

57. Finance and Administration Committee Chairman's Report

57.1 July 2017 Report

The monthly report now presents data by Discipline and at a budget line level.

The budget has been allocated at this level over the year.

New codes have been identified which need setting up on Sage.

The indications are that the performance should be better than the budget as the Swimming Championships had a fully subscribed open meet and costs are running behind budget.

The report was noted.

57.2 Regional Membership Fee 2018-2019

Under the Region's constitution the membership fee for the following year has to be set by the end of July. The Board had previously been presented with possible options and discussions followed as to the most appropriate change.

The proposal was made to increase Cat 1 and Cat 2 membership fees by 50p for the 2018-2019 year. Cat 3 members would not be charged membership fees.

This was agreed.

58. Strategic Decisions & Discussions

58.1 Swim England Incorporation

Swim England is preparing motions to its 2017 Council meeting to enable the Association to incorporate. The details are not available in time for papers to be sent to the July 2017 Swimming Board meeting. The Region is likely to need changes to its constitution to reflect changes to ASA Law and procedure to establish the new swim England structure.

The Board discussed drafting a motion to the London 2017 Council Meeting. This was agreed.

Swim England Judicial Appointments Panel and Judiciary

The Region will be asked to nominate a representative to the Judicial Appointments Panel (usually at short notice) who has suitable knowledge, skills and attributes to set the criteria for and make appointments to the ASA Judiciary. Nominations to the Judiciary are made by members clubs, county associations and the region but some regions have chosen not to do so. The Board agreed to mirror this approach and not appoint a member of the Region to the Panel.

The Region can if it wishes nominate people for the Panel to consider appointing to either the disciplinary committee or the appeals committee (the Judiciary). The Board agreed that it is good practice to refresh the members of the Judiciary and ensure that the Judiciary is fit for purpose. It also noted and supported the concerns discussed by the Regional Chairs Forum and its request for a review. Nevertheless, it agreed to nominate one person from the region and asked the Chairman to approach that person.

Action: Regional Chairman

59. Information Reports

The following reports were noted:

- Club Development Report
- Open Water Report

Next meeting – Tuesday 12th September– Oasis Sports Centre at 6:30pm