



Swim England West Midlands

Committee	Regional Management Board
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Venue	Basepoint Business Centre, Bromsgrove
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Time and Date	9.15am Saturday 19 th May 2018
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Present:	Ms H Edstrom (Vice Chair)	Mr D Corbett (President)
Mr M Beard (Finance Manager)	Mrs E Sykes	Mr B Simkins
Mr P Holmes	Mr P Welsh	Mrs V Hewitt

In Attendance:	Miss H Colville (Office Co-ordinator)	
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Apologies:	Mr S Kirkland	Mrs P Davies
	Mrs J Jones	Miss A Swan
	Dr S Prosser	Mrs J Childs
	Mrs H Weeks	Mr F A Green

Minute	Agenda Item	Details	Action
18/27.00	Minutes of 7 th April 2018	Minutes approved.	
18/28.00	Matters arising		
18/28.01	Minute 18/02.01 <i>Judicial process</i>	Date needs to be set for Governance meeting.	SK/HE
18/28.02	Minute 18/10.22 & 18/23.02 <i>Regional Chair's minutes</i>	Circulated	
18/28.03	Minute 18/16.00 <i>Regional Strategy</i>	Met with Warwickshire & Shropshire, meetings were very productive. Hereford & Worcester on 21 st June and Staffs on 9 th July. Initial findings to RMB on 14 th July	
18/28.04	Minute 18/17.00 <i>Club Development Grant</i>	Response received from VH	
18/28.05	Minute 18/17.00 <i>Grant Criteria</i>	No action for now	
18/28.06	Minute 18/19.00 <i>Black Country Clubs</i>	HW to follow up	HW
18/28.07	Minute 18/19.00 <i>Licensing</i>	Deferred to July meeting	Office
18/28.08	Minute 18/20.00	Report produced	

<p>18/28.09</p> <p><i>Talent Development</i></p> <p><i>Minute 18/21.00 Events and competition</i></p> <p>18/28.10</p> <p><i>Minute 18/21.00 Licensing</i></p> <p>18/28.11</p> <p><i>Minute 18/23.01 SGB Report</i></p> <p>18/28.12</p> <p><i>Minute 18/23.04 Water Polo</i></p>		<p>BS to inform of change once known.</p> <p>Key issues deferred to July meeting</p> <p>Awaiting response</p> <p>Done and no action take</p>	<p style="text-align: center;">BS</p> <p style="text-align: center;">SK</p>
<p>18/29.00</p> <p>18/29.01</p> <p>18/29.02</p> <p>18/29.03</p> <p>18/29.04</p>	<p>Governance</p> <p>Regional Strategy</p> <p>GDPR</p> <p>Handbook</p> <p>Annual Reports</p>	<p>Regional Strategy – nothing to report at the moment</p> <p>GDPR</p> <ul style="list-style-type: none"> • The board discussed GDPR issues within the region. The region will contact each club to ask for their permission. The office will meet with HW to discuss GDPR going forward by 25th May. • The board expressed concern about the lack of information that has been sent to clubs and volunteers regarding GDPR. • HE to email HW for further advice and support regarding GDPR and ask SP to share flowchart with the board. <p>Handbooks</p> <ul style="list-style-type: none"> • The Board agreed that the handbook will be printed in hard copy <p>Annual Reports – the board was happy with the current format of the Annual Reports. No change is needed.</p>	<p style="text-align: center;">Office</p> <p style="text-align: center;">HE</p>
<p>18/30.00</p>	<p>Finance report</p>	<p>MB circulated a report, second draft accounts for the financial year to 31 March 2018, 2018/19 budget and Midland Championships accounts prior to the meeting:</p> <ul style="list-style-type: none"> • Noted that the Board had approved by e-mail the reinvestment of £77,545.22 in a Nationwide BS fixed bond and the form has now been sent off <p>Accounts to 31 March 2018</p> <ul style="list-style-type: none"> • Extremely successful year with a healthy surplus • All key items were less than budget • Spend against plan for development items was less than budget. <p>Accounts to 31st March 2018 were approved by all</p> <p>Budget 2018/19</p>	

		<p>A second draft budget for 2018/19 was circulated:</p> <ul style="list-style-type: none"> With the new office arrangements and the region now covering the costs, the cost of postage and stationary was higher than previous years. MB has now increased the budget. <p>The second draft budget for 2018/19 was approved by all.</p> <p>Midland Championships A small surplus of just over £2k compared to the previous year which is split half to each region.</p> <p>Cash Investments The investment of £80k in a Teachers Building Society 90 day Saver account was approved by all.</p> <p>Financial year-end Swim England have advised they are changing their financial year-end date from 31st March to 31st December in line with their membership year. Budgets have now been set for the year to 31st March 2019. MB inclination to leave it until next year, then move it.</p>	
18/31.00 18/31.01	Club Development Committee report	<p>A report was circulated prior to the meeting</p> <ul style="list-style-type: none"> Number of new possible accreditations at meeting on 15th June. 4 clubs (Burntwood, Walsall Swim & Water Polo, Heath Town and Warwick WP) Current number of affiliations – 54 against target 56 (Haden Hill, Ellesmere College Titans, Boldmere currently lapsed). SwimMark Networks – 5 accredited against target of 4. Ellesmere College Titans to look at gaining SwimMark Performance <p>The request for affiliation for a new masters water polo club Rose Buds Masters Water Polo Club was approved by all.</p>	Office
18/31.02	Club Development Team report	<p>A report was circulated to the Board</p> <ul style="list-style-type: none"> Simon has been looking at development opportunities around diving within the region for the upcoming Commonwealth Games which has been looking positive. 	
18/32.00	Facilities	<p>No report circulated</p> <ul style="list-style-type: none"> Birmingham Northfield pool to open last week in May 2018. ES received an email to say that in 2019 Coventry 	

		<p>becomes the UK European City of Sport.</p> <ul style="list-style-type: none"> • Target date for the new Coventry Aqua Centre will possibly be middle 2019. • Starting blocks from old Coventry pool will be transferred to the new Coventry pool. • Regional champs to be held at the old Coventry Sports Complex next year. • DC reported that there has been some concern over the lack Backstroke starting wedges at regional level. DC reported that there has been an issue of availability of Backstroke start wedges with British Swimming. DC has obtained an indicative cost of the portable Backstroke Start Wedges (Omega OBL2 Pro) at £585.00 each. 	
18/33.00	Talent Development	Talent Report has been circulated to the board	
18/34.00	Events and competitions	<p>West Midlands Championships</p> <ul style="list-style-type: none"> • Ran smoothly and very well with a sound overall programme. • Issue for next year with alternating gender and reprogramming. • Incident in changing rooms resolved • Four day mirror programme and fifth day with 50m events worked very well. • Some issues coming up are variation with regions • Joint EM/WM meeting after LC championships • Louise Barnes and Andy Stead shadowed ES • Andy Stead to run Para champs in October 18 • Joint Short Course champs with EM in November are to go ahead at Nottingham. Louise Barnes to take the lead and has had meetings with David Rush. • Pool booked for WM championships 2019. May Bank holiday weekend and the following weekend. 	
18/35.00	ASA 150th Anniversary and ASA President	<p>Calendar circulated to board.</p> <ul style="list-style-type: none"> • No impact to the region on this • ES has had no further information or dates but has been told that the region do not need to do anything. • The region will need to agree on the donation at next meeting. MB will suggest it at next meeting in finance report. 	MB
18/36.00 18/36.01	Regional reports SGB report	<p>Bernard Simkins gave a verbal report</p> <ul style="list-style-type: none"> • BS attended the Swim England Staff awards at Nottingham beginning of May. All award nominees were shown this year and it was a great event. • BS attended the first meeting of the new commercial committee. Only 3 members at the moment. Information and person specification will be sent to regions for interest of 2 new members. Meetings will be held 4 times a year. • Next Board meeting will be held in Manchester so British Swimming get to know the board members. • A debrief was given by Grant Robbins on the 	

<p>18/36.02</p>	<p>Chair's meeting</p>	<p>Commonwealth Games. MB attended the AGM of the British Water Polo League on Sunday 13th May.</p> <ul style="list-style-type: none"> • The relationship between Water Polo and Swim England is positive compared to previous years. • The British Water Polo league is on board with Swim England Water Polo. <p>Chair's meeting minutes were circulated to board</p> <ul style="list-style-type: none"> • Point 7 Jane Nickerson is now the WM Buddy, replacing Jonathon Duckworth. Office to send dates of RMB meetings to Jane Nickerson. • Point 11.5 – peer reviews. WM work closely with EM and are half way there on peer reviews • Point 8.1 – Constitution to be added to agenda for July meeting 	<p>Office</p> <p>Office</p>
<p>18/36.03</p>	<p>Synchro</p>	<p>The Synchro report was circulated to the Board</p>	
<p>18/36.04</p>	<p>Water Polo</p>	<p>The Water Polo Report was circulated to the Board</p> <ul style="list-style-type: none"> • WM committee – All roles have now been filled. The board approved the appointments. • The girl's inter-regional championships will be held at Millfield School but hotels may be expensive. • Great Britain under 19 men's team competed for the LEN European Champs last weekend and qualified on goal difference. MB to report at next meeting. • The West Midlands have been holding the budget for the Water Polo up until 31st March 2018. At the end of March the balance was £8000. £4000 will be paid to East Midlands region. MB has sent an account to East Midlands and finalised it this week. This was not rectified for the West Midlands Budget for the current year. MB will submit a 3rd Draft Budget for the current year 	<p>MB</p> <p>MB</p>
<p>18/36.05</p>	<p>Records Officer Report</p>	<p>The records report was circulated to the Board.</p>	
<p>18/37.00 18/37.01</p>	<p>County updates Shropshire</p>	<ul style="list-style-type: none"> • Shropshire Network Group meeting is on Thursday 24th May 2018 • Young Volunteers Program is very busy training 29 young people. • Development Camp 1 has been a success. Camp 2 is on 22nd July 2018 • Open Water Development Camp has been delayed for 2018. Currently looking for a venue. • 2018 Masters Championships and Open Meet will take place on 14th October 2018. Paperwork available soon. • Thank you to AS and HE for attending the County meeting on 2nd May 2018. 	
<p>18/37.02</p>	<p>Staffordshire</p>	<ul style="list-style-type: none"> • Nothing to report 	
<p>18/37.03</p>	<p>Warwickshire</p>	<ul style="list-style-type: none"> • The new three year County Development Plan has been completed and circulated. It is designed to align with the Regional Plan. • First session of County Pathway has taken place. 	

18/37.04	Worcester County	<p>Feedback is positive.</p> <ul style="list-style-type: none"> • County championships are now published on the website • Nothing to report 	
18/38.00	AORB	<ul style="list-style-type: none"> • MB has updated the expenses sheet. • BS would like to continue on the board as his current role will have finished. • ES thanked everyone for the flowers and wine she was presented with at the championships for 30 years recognition. 	
18/39.00	Confirmation of date of next meeting	Saturday 14 th July 2018 at Basepoint Business Centre	

	SUMMARY OF AGREED ACTIONS	MINUTE REF	ACTION
➤	Judicial process to be covered at the next Governance meeting.	18/28.01	SK/HE
➤	HW will contact the Black Country clubs to re-engage with them and organise a meeting.	18/28.06	HW
➤	Licensing to be added to AORB on next Board agenda.	18/28.07	Office
➤	BS will ask about para-swimming times and advice for counties at next national swimming committee.	18/28.09	BS
➤	SK to write a statement for the newsletter on 'supporting clubs with LTS issues'.	18/28.11	SK
➤	Office to meet with HW to discuss GDPR for the region.	18/29.02	Office/ HW
➤	HE to email HW for further advice and support regarding GDPR and ask SP to share flowchart with the board.	18/29.02	HE/HW/SP
➤	MB to suggest donation amount for ASA 150 th Anniversary and ASA President in next finance report.	18/35.00	MB
➤	Office to send dates of RMB meetings to Jane Nickerson	18/36.02	Office
➤	Constitution to be added to July RMB agenda	18/36.02	Office
➤	MB to produce report on Water Polo Great Britain under 19 men's team	18/36.04	MB
➤	MB to submit 3 rd Draft Budget for the year	18/36.04	MB