

Meeting	Regional Management Board
----------------	---------------------------

Venue	Snowdome, Tamworth
--------------	--------------------

Time and Date	12noon 14th September 2019
----------------------	----------------------------

Present:	Mr S Kirkland (Chair)	Mr B Simkins
	Mr M Beard (Finance Manager)	Mrs M Garrott
	Mr D Corbett	Mrs E Sykes
	Mr P Holmes	Mrs V Hewitt
	Mrs P Davies	Mr J Morrey
	Mr F A Green	

In Attendance:	Miss H Colville (Regional Office Manager)
-----------------------	---

Apologies:	Jean Childs	Ms E Gale
	Dr S Prosser	Amanda Swan (Club Development Officer)
	Mrs H Weeks (Club Development Officer)	

Minute	Agenda Item	Details	Action
19/23.00	Welcome from chair	The Chair welcomed Lucy Beiersdorf and Sarah Barrow to the meeting and Grant Robins sends his apologies.	
19/24.00 19/24.01	Governance	SK asked the Board to consider the thought of incorporating (company ltd by guarantee) going forward.	Office
19/24.02	Appointment of Vice Chair	SK asked the board for any nominations. F A Green was nominated. His name is to be put forward at next board meeting. <i>Action – Add to agenda</i>	
19/24.03	Regional Appointments (5.4.2.8)	Diving co-ordinator – Position vacant Open Water co-ordinator – Jean Childs Water Polo co-ordinator – Nigel Greenwood Synchronised Swimming co-ordinator – Not needed due to Midland Synchro Committee Swimming Events and Competitions co-ordinators – Louise Barnes Swimming Talent co-ordinator – Position vacant Masters co-ordinator – Position vacant Chair of Governance Committee – Simon Kirkland Chair of Club Development Committee – Steve Prosser Swimming Officials co-ordinator – Ian Lamb Records officer – David Corbett Licensing officer – Tony Green	
19/24.04	Discipline group members (15.4.2.8.12)		
19/24.05		Co-ordinator - Louise Barnes	

	Swimming Events and Competitions	Members –	Jean Childs Mark Stowe Tony Green Mandy Garrott Dave Fereday	Simon Sinclair Viv Hewitt Ian Lamb Rachel Cutler	
19/24.06	Masters	Co-ordinator - Members -	Position vacant Jean Childs Dave Fereday	Trevor Clark Tony Ward	
19/24.07	Water Polo	Co-ordinator - Members -	Nigel Greenwood Mike Beard Henrietta Parr Terri Halstead	Liz Wilkins Mike Aish	
19/24.08	Club Development Committee (15.4.2.8.13)	Chair- County Reps -	Steve Prosser Jean Childs (Shropshire) Pam Davies (Warwickshire) Ian Lamb (Staffordshire) Trixie Puslford (Worcester County) Amy Baker (Synchro)		
19/24.09	Governance Group (15.4.2.8.14)	Chair Members	Simon Kirkland Helga Edstrom Judy Tullett		
19/24.10	Panel of Friends (15.4.2.8.15)	Alan Bartlett Peter Holmes Pamela Davies Jean Childs Mandy Garrott			
19/24.11	Appointment of RMB Member to each standing committee (15.4.2.9)	Events & Competitions – Masters – Water Polo – Mike Beard Club Development Committee – Steve Prosser			
		Appointments to be discussed at next meeting <i>Action – add as agenda item</i>			Office
19/25.00	AORB				
19/25.01	Office Proposal	The office put forward a proposal for the Region to purchase SurveyMonkey & Stripe to set up registration forms for workshops and course. The purchase will help reduce admin time and chasing payments in the office. The board approved the proposal			
19/25.02	Regional AGM Venue	MB discussed options for a cheaper venue for the AGM in the future and if there is a need to move around the counties. To be discussed at next meeting. <i>Action – add to agenda</i>			Office
19/25.03	Annual Reports	MB explained that the region have arranged 30 gloss printed copies of the Annual Report which will be available on request. In the future, look at non glossy copies and circulate to clubs with AGM papers. <i>Action – to receive a quote for the design only.</i>			Office
19/25.04	Awards				

19/25.05	Website	Bernard Simkins noted that there were very few nominations received for the Harold Fern and Alfred H Turner awards this year.	
19/25.06	Regional Awards	David Corbett explained how the website seems slow to load documents. Is there a quicker way? The chair suggested that for future Regional awards, we present all ten categories.	
19/25.07	RMB Dates	Board Meeting dates were approved apart from the date of 30 th May or a weekday meeting. It will be discussed at the next meeting. <i>Action – add to agenda</i>	
	Confirmation of date of next meeting	Saturday 28 th September – Holiday Inn Bromsgrove 9.15am Saturday 16 th November – Holiday Inn Bromsgrove 9.15am	

	SUMMARY OF AGREED ACTIONS (from July & Sept Meeting)	MINUTE REF	ACTION
➤	Chairman Role - SK will send email to the board & go through formal process of continuing as Chairman	19/16.01	SK
➤	National club survey results – SK to contact Damian regarding results	19/16.02	SK
➤	Set up a working group with reps from the four counties. Look at systems review and contact county welfare officers to start discussion.	19/16.04	SK/HW
➤	Raise the closure of Kings Pool with the CEO –SK to draft a letter and send	19/16.13	SK
➤	Incorporation to be included in the next agenda		Office
➤	SK to circulate the Masters Handbook	19/16.06	SK
➤	Look into Incorporation at County and Regional level. EG to look into County and SK to look at Regional level.	19/17.01	EG/ SK
➤	Produce a list of clubs that have have/ have not returned their constitutions to County reps.	19/17.01	Office
➤	Regional AGM - Office to contact Swim England regarding recommendation of date to hold the 2020 AGM	19/17.01	Office
➤	MB to contact disciplines and look at Championship budgets	19/07.02	MB
➤	Coaching / Teacher register – advise counties of which clubs have not completed the register	19/07.06	HW
➤	Swim England Friends - Office to contact existing Friends to apply if they would like to continue	19/17.08	Office
➤	Hall of Fame - ask about Hall of Fame nominations.	19/17.08	SK
➤	Masters - Investigate the process and cost of purchasing a lazer measurer	19/20.04	HW
➤	Midlands OW Champs results, can they be separated in EM/WM HW to follow up	19/22.00	HW
➤	Add Appointment of Vice Chair to the next agenda	19/24.02	Office
➤	To add Appointment of RMB Member to each standing committee to next agenda	19/24.11	Office
➤	To discuss Regional AGM venue at next meeting – add to agenda	19/25.02	Office

➤	Annual Reports – To receive a design only quote for the WM Annual Report	19/25.03	Office
➤	Confirm meeting date 30 th May or weekday evening meeting at next meeting – Add to agenda	19/25.07	Office

DATE OF NEXT MEETING:

Minutes prepared by	Date
Hayley Colville	17.09.2019