

Meeting	Regional Management Board	
Venue	Holiday Inn, Bromsgrove	
Time and Date	9.15am April 13th 2019	
Present:	Mr S Kirkland (Chair)	Mr M Beard (Finance Manager)
	Mrs P Davies	Mr F A Green
	Mr D Corbett	Mrs E Sykes
	Mr B Simkins	Mrs J Childs
	Ms E Gale	Dr S Prosser
	Mr P Holmes	
In Attendance:	Miss A Swan (Regional Club Development Officer)	
Apologies:	Mrs H Weeks	
	Mrs V Hewitt	

Minute	Agenda Item	Details	Action
18/93.00	Welcome from chair	The Chair welcomed all members to the meeting	
18/94.00	Minutes of 2nd February	Minutes approved.	
18/95.00	Matters Arising		
18/95.01	<i>Minute 18/83.01 Para-swimming times</i>	Recommendations for para-swimming county times - email circulated - action closed	
18/95.02	<i>Minute 18/83.02 IPL Pool</i>	IPL pool – further information / update required on whether timing equipment will be in place. HW to follow up	HW
18/95.03	<i>Minute 18/83.03 Regional Chair</i>	SK to look further into the role of chair for chair in waiting role in the future. Still in progress. Action carried forward	SK
18/95.04	<i>Minute 18/83.04 Club Networks</i>	HW to ask Jon Keating about how to maximise the use of club networks and county structure – ongoing discussions as a National team at present – action carried forward	HW
18/95.05	<i>Minute 18/83.05 National club survey</i>	HW to share National club survey results once released – SK will follow up results with insight	SK
18/95.06	<i>Minute 18/83.06 GDPR</i>	GDPR and handbooks – process for officials details being published – Handbooks completed and published – action closed	
18/95.07	<i>Minute 18.83.07 Cliff Lakes</i>	Insurance claim back for Cliff Lakes cancellation. Fiona Conway is following up - carried forward	Office
18/95.08	<i>Minute 18/74.08 Wolverhampton Central baths</i>	Ongoing timing pad issues – New timing pads in place and the situation is much improved although still not perfect. DC discussed the issues and is in contact with Paul Yeomans. DC will continue to be conduit between the region and pool and will keep the Events & Competitions committee and Louise Barnes updated about the progress going forward. DC was thanked for all of his hard work	DC

<p>18/95.10</p> <p><i>Minute 18/83.10 Events and Competitions committee rep</i></p>		<p>and efforts in this matter Point for consideration; from a constitutional point of view, should Louise Barnes be attending the RMB in a non-voting capacity as she leads the Events and Competitions Committee. It was agreed that E and C were already sufficiently represented on the Board so there was no requirement for LB to also attend–Action closed.</p>	
<p>18/95.11</p>	<p><i>Minute 18/84.02 Meeting Rooms</i></p>	<p>HC follow up with basepoint re: include meeting room costs in monthly rental figure – Costs cannot be included – Action closed.</p>	
<p>18/95.12</p>	<p><i>Minute 18/86.05 Membership Analysis</i></p>	<p>Membership analysis circulated via email – action closed.</p>	
<p>18/95.13</p>	<p><i>Minute 18/89.00 Swim England ACM 2020</i></p>	<p>Find out when the next Swim England Council meeting is. Swim England will notify the office once the date has been confirmed. Carry forward</p>	<p>Office</p>
<p>18/95.14</p>	<p><i>Minute 18/90.05 Etwall Eagles</i></p>	<p>MB to email John Hidle regarding Etwall Eagles issue – Event has been cancelled. Action closed</p>	
<p>18/95.15</p>	<p><i>Minute 18/92.00 Worcester County Friend</i></p>	<p>SK to confirm the situation regarding the Worcester County ASA friend. No answer as yet. Carry forward</p>	<p>SK</p>
<p>18/96.00 18/96.01</p>	<p>Regional Strategy Governance</p>	<p>Simon is managing a disciplinary matter and will report back in due course.</p>	
<p>18/97.00</p>	<p>Finance Finance Managers Report & development costs</p>	<p>MB had circulated a report and various schedules prior to the meeting:</p> <ul style="list-style-type: none"> • Forecast for year ended 31st March 2019 Membership fee income is down and it is unlikely that we will receive the licence fee from the Royal School as they have changed from SE awards to STA. Nevertheless it is hoped we will achieve near break-even. • Midland Championships accounts have not been finalised yet as money from the Para-swimming competition is sitting in East Midlands PayPal account. Anticipate to breakeven. • Investment plans for the 9 months to 31 December 2019 had been reviewed by MB and HW. A summary was circulated prior to the meeting. A funding pot is being built to cover diving discipline. The additional amount required to fund the plans was £51,500 • 2019 budget – Draft circulated indicating a small loss on the 9 months assuming that membership numbers remain at the same level. Discussions took place around consistency for rates of pay across all disciplines. Office costs subsidy from Swim England may be pro-rata, this is to be confirmed. BS asked MB the reserves situation - £270,000 in total. The board approved the budgets. • Cash Investment – MB advised the Board that he had received an e-mail from the Swim England CFO enquiring if the regions would be agreeable to making a loan to SE in lieu of part of SE’s borrowing from Lloyds Bank. The rate of interest on the loan would be 1.4% The board agreed for the region to loan Swim England money up to a maximum of £54,000.00. MB to keep the RMB informed via email 	<p>MB</p>

18/99.05	Competitions and events	<p>Coleman to integrate National awards into Regional awards. The number of awards has increased at regional level. An awards portal will open in due course. SK is awaiting more information from Claire Coleman. The board were happy with this decision.</p> <p>LB circulated a report prior to the meeting:</p> <ul style="list-style-type: none"> • Entries to WM Championships close on 10th April. • Discussions about the feasibility to use the new Coventry pool for the short course in November to be confirmed. • Parents workshops have been booked for the championships • Next meeting 12th October. • We have a new supplier and new medals for WM and Midlands Championships. A 2 year supply has been purchased. 	
18/99.06	Talent	Nothing to report.	
19/00.00	ASA 150th Anniversary	Hall of Fame - MB will be nominating the late Graham Sykes who fits 2 out of the 3 categories. The board agreed with this nomination.	
19/01.00	Swim England Annual Council	Nothing to report	
19/02.00 19/02.01	Regional Reports Chairs report	<p>Chairs report was circulated prior to the meeting. SK noted that the group felt that all Chairs still have a role and the meetings have a purpose.</p> <ul style="list-style-type: none"> • Point 7 - Discussions took place around incorporation of a region that is currently being undertaken by the NE region. SK asked the board their thoughts on incorporation of the region? The board responded with concerns of finding time to do it and asked if they can see what happens with the NE project. <p>HW to find out how many WM clubs are incorporated and what form of incorporations they have.</p> <ul style="list-style-type: none"> • Point 9.1 – Pool Providers & SwimMark – AS to clarify it the communication regarding Everyone Active clubs using pools has been circulated • Point 10 Open Meet Licence Levy – FAG asked the board for their views on fees. SK responded that the group will develop proposals and feed them back to the regions to discuss. • Point 12 – Masters Handbook – SK will circulate the Handbook to the Masters Committee. 	<p>HW</p> <p>AS</p> <p>SK</p>
19/02.03	Synchro Report	Synchro report was circulated prior to the meeting.	
19/02.04	Waterpolo Report	<p>MB circulated a report prior to the meeting:</p> <ul style="list-style-type: none"> • Regional training continues focusing on building up to the U/16 Inter-regionals taking place in early July. • Serbia —A West Midland squad of 17 under 15 boys would be travelling to Serbia tomorrow for a 4 day training camp. The trip was set up to be entirely self-funded with players' parents paying £475 each which includes a contribution towards the team staff costs. However MB and HW are proposing that the region should pay for the team staff and, accordingly, have included £1,350 in the water polo budget. If agreed, the players would receive a small refund. <p>The Board agreed to the proposal</p>	
19/02.05	Diving report	<p>SK circulated report prior to the meeting via email:</p> <ul style="list-style-type: none"> • Following agreement of joint funding from Swim England the Region, we appointed Sarah Thomas as Diving 	

<p>19/02.06 19/02.07</p>	<p>Masters Report Regional Records</p>	<p>Development officer (Full-time) to start at the beginning of June. She will be based at Bromsgrove & Active Black Country offices.</p> <ul style="list-style-type: none"> • The Regional action plan will develop after Sarah starts. • JC has organised someone to cover the AOE at the Masters competition. • Inter-counties is in November. JC has provisionally booked. Office to pick up the booking. • Short of officials for Midlands Masters • Next meeting is on the 4th July • Office to look at secretary job role for the committee and EG will push recruitment in May at the competition. <p>DC circulated report prior to the meeting via email</p>	<p>Office Office / EG</p>
<p>19/03.00 19/03.01 19/03.02 19/03.03 19/03.04</p>	<p>County Updates Shropshire Warwickshire Worcester Staffordshire</p>	<ul style="list-style-type: none"> • Next network meeting on 2nd May. Successful in applying for a Grant to help with Open Water Development day £1000 has been approved. • Open Water Development Camp is progressing. • Into 3rd year of SE Development Programme. Camp 1 was a success. • County age group championships have been completed and were successful. • Young Volunteer Programme is going very well. Well done to Mandy Garrott for all her hard work on the programme. • Increasing the number of qualified officials. • County Pathway 2019 dates confirmed. Head coach Kim Mortimer. Skills coaches confirmed. • Young Volunteer Programme in May. • Review of all County Trophies is in place • A new website is being considered. • Development of sub-group to review county structure. • Two network groups continue to meet. • The first Development Camp was successful. • AOE system at Wolverhampton is much better but still has some issues. • A meeting has been held with City Councillors regarding the access and cost of Perdiswell pool • Worcester County would like to thank Dave Corbett for all his work on the AOE system at Wolverhampton. • County Championships were successful. • John Davey of the County Development Scheme gave a presentation to the Executive. The Junior Swim Camp is awaiting confirmation of date and site. 	
<p>19/04.00</p>	<p>AORB</p>	<ul style="list-style-type: none"> • DC noted congratulations to Heather Summerill who has been put on the FINA referee list from January 2019 for 4 years. • PD informed the board that sadly Dennis Page past Midlands District President has passed away. • BS notified the board that the Active Life Survey has come out and there has been an increase. • BS said that the NHS agreed for 1000 link workers employed by the NHS that allows doctors prescribing swimming as part of their recovery. • BS thanked the board for their volunteer badges. • SK mentioned there is no Regional Welfare Officer and one is needed. SK to look at the recommendations for the Regional Welfare Officer and ask at Regional Chairs 	<p>SK</p>

		meeting.	
	Confirmation of date of next meeting	Saturday 1 st June – Holiday Inn, Bromsgrove at 9.15am	

	SUMMARY OF AGREED ACTIONS	MINUTE REF	ACTION
➤	IPL pool update required re: will timing equipment be in place	18/95.02	HW
➤	Look further into the role of chair for chair in waiting role in the future.	18/95.03	SK
➤	How to maximise the use of club networks and county structure – ongoing discussions as a National team at present – feedback at next meeting	18/95.04	HW
➤	SK to contact Swim England Insight regarding the National club survey results.	18/95.05	SK
➤	Insurance claim back for Cliff Lakes cancellation – carried forward	18/95.07	Office
➤	Find out when the next Swim England Council meeting is in 2020	18/95.13	Office
➤	SK to confirm the situation regarding the Worcester County friend	18/95.15	SK
➤	MB to keep the RMB informed of cash investment via email	18/97.00	MB
➤	OMS to be included in next club newsletter	18/99.01	Office
➤	SK / Office to find out how clubs manage a difficult disagreement.	18/99.01	SK/Office
➤	HW to find out how many West Midlands clubs are incorporated and what form of incorporations they have.	19/02/01	HW
➤	AS to clarify if the communication regarding Everyone Active clubs using pools has been circulated	19/02.01	AS
➤	Circulate Masters Handbook	19/02/01	SK
➤	Office to book Rugby Pool for Masters Inter-regionals	19/02.06	Office
➤	Office to create a Masters Secretary job description and EG to promote at Masters Championships	19/02.06	Office / EG
➤	Regional Welfare Officer job recommendations SK to follow up at Regional Chairs meeting	19/04.00	SK

DATE OF NEXT MEETING:

Minutes prepared by	Date
Hayley Colville	17.04.2019