

<b>Meeting</b>	Regional Management Board	
<b>Venue</b>	Holiday Inn, Bromsgrove	
<b>Time and Date</b>	9.15am 13th July 2019	
<b>Present:</b>	Mr S Kirkland (Chair)	Mr B Simkins
	Mr M Beard (Finance Manager)	Mr F A Green
	Mr D Corbett	Mrs E Sykes
	Ms E Gale	Mrs J Childs
	Mr P Holmes	Mrs V Hewitt
	Mrs P Davies	
<b>In Attendance:</b>	Miss S Barrow (Regional/ National Diving Officer ) Mrs H Weeks (Regional Club Development Officer) Mrs L Beiersdorf (Regional Office Coordinator)	
<b>Apologies:</b>	Jean Childs	Mr S Highfield
	Dr S Prosser	Amanda Swan (Club Development Officer)

Minute	Agenda Item	Details	Action
19/14.00	<b>Welcome from chair</b>	The Chair welcomed Lucy Beiersdorf and Sarah Barrow to the meeting and Grant Robins sends his apologies.	
19/15.00	<b>Minutes of 1<sup>st</sup> June</b>	Minutes approved.	
19/16.00	<b>Matters Arising</b>		
19/16.01	<i>Minute 19/07.01 Regional Chair</i>	SK to look further into the role of chair for chair in waiting role in the future – SK to consider continuing as Chair. SK will send email to the board & go through formal process	<b>SK</b>
19/16.02	<i>Minute 19/07.02 National Club Survey</i>	National club survey results – SK to contact Damian regarding results – carried forward	<b>SK</b>
19/16.03	<i>Minute 19/07.03 Cliff Lakes</i>	Insurance claim back for Cliff Lakes cancellation. Fiona Conway is following up - carried forward	<b>Office</b>
19/16.04	<i>Minute 19/07.07 Working Group</i>	Counties to nominate reps. SK/HW to look at systems review and contact county welfare officers to start discussion.	<b>SK/H W</b>
19/16.05	<i>Minute 19/07.08 Cash Investment</i>	MB to keep RMB informed of cash investment – circulated by email	
19/16.06	<i>Minute 19/07/13 Handbook</i>	SK to circulate the Masters Handbook	<b>SK</b>
19/16.07	<i>Minute 19/07/15</i>	Masters Secretary role has been discussed at Masters meeting and currently no nearer to appointing someone.	
	<i>Minute 19/07.16 RMB Date</i>	November 30 <sup>th</sup> RMB date cancelled and moved to new date 16 <sup>th</sup> November	

19/16.08	<i>Minute 19/08.06 Club Workshops</i>	Club Workshops added to the regional newsletter and sent out	
19/16.09	<i>Minute 19/08.08 Difficult agreement</i>	Volunteer Awards included in the Regional Newsletter, website and social media.	
19/16.10	<i>Minute 19/08.09 Millage</i>	Clarify milage expenses rate for meeting at 35p and event rate is 45p. Closed	
19/16.11	<i>Minute 19/08.09 Talent</i>	Grant Robins invited to the next RMB meeting. GR invited but sends his apologies	
19/16.12	<i>Minute 19/08.10 Talent Teams</i>	Talent Teams published in the regional newsletter – closed	
19/16.13	<i>Minute 19/13.00 Kings Pool</i>	Raise the closure of Kings Pool with the CEO –SK to draft a letter and send	<b>SK</b>
19/17.00 19/17.01	<b>Regional Strategy Governance President Elect</b>	The President Elect selected by the panel was approved by the Board. The office will notify the person concerned.	
	<b>Constitution / Rule Changes</b>	<ul style="list-style-type: none"> <li>No rule or constitution changes to report.</li> </ul> <p>Discussion took place about incorporation / charitable status  <i>Actions - Incorporation to be included on the next agenda.  EG to look at County Level and SK to look at Regional Level incorporation</i>  <i>Action - Office to produce a list of clubs that have have/ have not returned their constitutions to County reps.</i></p>	<b>SK/EG</b>
	<b>Regional AGM</b>	<i>Action – Office to contact Swim England regarding recommendation of date to hold the 2020 AGM</i>	<b>Office</b>
19/17.02	<b>Finance Finance Managers Report &amp; development costs</b>	<p>MB had circulated a report and development costs-prior to the meeting:</p> <ul style="list-style-type: none"> <li>Year ended 31 March 2019 – Examined by Garratts and are unchanged.</li> <li>9 months to 31 December 2019 – Budgeted for a loss of £3.6k but may be greater.</li> <li>Office Storage – Additional storage for the Regional Office. This was approved by the RMB.</li> <li>Midland Open Water Championships – The cost of Midland OW championships is greater than expected, therefore would involve a substantial loss. MB proposed using the £3.9k originally planned for a team of OW overseas on the Midlands OW champs which was approved by the Board.</li> </ul> <p>Discussions took place about processes and budgets of disciplines Championships.</p> <ul style="list-style-type: none"> <li>Processes for roles and responsibilities need to be clearer.</li> <li>Process of approval of budgets – need a definite set budget that is presented to the JSG before approval. JSG to refer back to Regional Boards if there are issues that require approval. JSG meeting on Tuesday to discuss.</li> <li>How can the region increase revenue and decrease expenditure? <i>Action - MB to contact disciplines and look at Championship budgets</i></li> </ul>	<b>Office</b>
19/17.03	<b>Marketing and Communication</b>	Nothing to Report	<b>MB</b>

19/17.04 19/17.05	<b>Clubs Club Development Committee report</b>	<p>SP circulated a report in advance of the meeting SK discussed the Stronger Affiliation concept to the board. Club Development Committee met on 10<sup>th</sup> June.</p> <ul style="list-style-type: none"> <li>• 9 clubs reaccredited, 2 clubs reaccredited with annual health check, 1 network renewed and 1 club have lapsed.</li> <li>• HW gave a verbal update on Grants &amp; Bursaries. HW proposed going forward for club development grants that the region support single blocks but do not support lane ropes which was approved by the board.</li> <li>• HW mentioned that Warley Wasps, Oldbury and Haden Hill have agreed to merge with a target date of 2021. Finances &amp; structures are in discussion. <i>Action: HW to amend criteria</i></li> </ul>	<b>HW</b>
19/17.06	<b>Club Development Officers report</b>	<p>HW gave a verbal report:</p> <ul style="list-style-type: none"> <li>• CPD day on the 7<sup>th</sup> September at West Bromwich.</li> <li>• Masters Development Day on 15<sup>th</sup> September at Warwick Uni. Gary Humpage as Head Coach.</li> <li>• Open Water Development Day was held at Coventry in June. 19 swimmers have qualified for National. Region have received positive feedback.</li> <li>• HW is engaging with a possible 2 clubs gaining SwimMark– Southam and Stone.</li> <li>• Para-Swimming forum and Talent ID development day was held 2 weeks ago. Both went well.</li> <li>• Coaching / Teacher register – there are several clubs that have not completed the register. <i>Action - HW to advise counties of which clubs have not completed the register</i></li> </ul>	<b>HW</b>
19/17.07	<b>Facilities</b>	<p>Boldmere has had a response regarding high charges at Icknield Port Loop pool. HW has taken the issues to Swim England but currently awaiting a response. BS mentioned that there will be a new 8x25m pool built in Dudley on a new site.</p>	<b>HW</b>
19/17.08	<b>Workforce Regional Awards  Swim England Friends</b>	<p>No nominations for achievement awards at the moment. RMB to push for award nominations.</p> <p>The board received two new nominations for Swim England Friends. The RMB agreed not to impose an upper limit to friends. The RMB have agreed for the new nominated people to become Swim England Friends. The board agreed to contact the four existing friends to enquire if they wish to continue. Office will contact Swim England after AGM. <i>Action - Office to contact existing Friends.</i></p>	<b>Office</b>
19/17.09	<b>Hall of Fame  Competitions and events</b>	<p>SK will ask Swim England about regional Hall of Fame nominations.</p> <p>A report was circulated to board members prior to the meeting.</p> <ul style="list-style-type: none"> <li>• WM Championships dates set as 2<sup>nd</sup>, 3<sup>rd</sup>, 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> May 2020. Pool booked at Coventry and dates have been publicised.</li> <li>• Midlands SC at Harvey Hadden on 2<sup>nd</sup> &amp; 3<sup>rd</sup> November 2019. EM to host, WM to support.</li> <li>• Midlands Para-Swimming Championships 19<sup>th</sup> Oct at Rugby – entry information has been issued.</li> </ul>	<b>SK</b>
19/18.00	<b>ASA 150<sup>th</sup></b>	Nothing to report	

	<b>Anniversary</b>		
19/19.00	<b>Swim England Annual Council</b>	Date confirmed 16 <sup>th</sup> May 2020	
19/20.00 19/20.01	<b>Regional Reports Chairs report</b>	Nothing to report	HW
19/20.02	<b>Synchro Report</b>	Nothing to report	
19/20.03	<b>Waterpolo Report</b>	MB circulated a report prior to the meeting: <ul style="list-style-type: none"> <li>Under 16 Inter-Regionals Division One boys finished in 2<sup>nd</sup> place, an excellent performance. Division two girls finished fifth out of seven teams.</li> <li>Festival – two very successful Water Polo festivals at Walsall in May and June for players 2006+ were held. Around 80 players attended each festival.</li> </ul>	
19/20.04	<b>Diving report</b>	Sarah Barrow SB gave an overview of her role and what Diving looks like in the West Midlands at the moment and what it will look like in the future. SB also outlined future projects within the region and the use of Sandwell Pool in the future.	
19/20.04	<b>Masters Report</b>	Minutes of the Masters Committee meeting were circulated in advance. <ul style="list-style-type: none"> <li>Midlands Masters - A lazer measurer is needed to measure the pool when a boom is in. <i>Action HW is to investigate the process and cost of purchasing one.</i></li> </ul>	
19/20.05	<b>Regional Records</b>	Regional records are up to date. <ul style="list-style-type: none"> <li>Special mention that three of five records were set by Matthew Richards (RWS/Worcester SC) which are world class times for the 16 year old.</li> <li>DC thanked the regional office for updating the records on the regional website.</li> </ul>	
19/21.00 19/21.01	<b>County Updates Shropshire</b>	<ul style="list-style-type: none"> <li>Network meeting on 19<sup>th</sup> September</li> <li>34 swimmers attended the Open Water development day was well received and successful.</li> <li>Ran a successful Open Water J1 where 7 people attended.</li> <li>SE Development Programme Camp 2 on 21<sup>st</sup> July.</li> <li>Shropshire Summer meet in June was successful.</li> <li>County Age Group Champs have confirmed dates 19<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup> Jan &amp; 1<sup>st</sup>, 2<sup>nd</sup> Feb.</li> </ul>	
19/21.02	<b>Warwickshire</b>	<ul style="list-style-type: none"> <li>New President – Elaine Gale and President Elect Janet Welsh.</li> <li>New Secretary – Elaine Gale.</li> <li>Synchro Champs Walsall June 23<sup>rd</sup> was very successful.</li> <li>Working group setup to start process of becoming CIO or equivalent.</li> <li>SE Development Pathway – Day 2 13<sup>th</sup> July</li> </ul>	
19/21.04	<b>Staffordshire</b>	<ul style="list-style-type: none"> <li>Stafford Leisure Centre replacing the starting blocks</li> <li>Concerns over the condition of County Trophies</li> <li>Executive dinner at Moat House was a success</li> <li>Nomination for President Elect WM region was agreed.</li> </ul>	
19/21.03	<b>Worcester</b>	<ul style="list-style-type: none"> <li>Successful relay gala at Wolverhampton</li> <li>3 Counties Gala held on 7<sup>th</sup> July, won by Worcester County</li> </ul>	

<b>19/22.00</b>	<b>AORB</b>	<ul style="list-style-type: none"> <li>Midlands Open Water Champs feedback – is it possible for WM / EM results to be separated?</li> </ul> <p><i>Action – HW to follow up separated results</i></p> <ul style="list-style-type: none"> <li>The board congratulated Peter Holmes who first became District President in 1971 and has been on the RMB for 48 years. This will be his last board meeting before stepping down.</li> <li>VH mentioned that Ledbury &amp; District are considering changing name to incorporate Malvern. The club are to change name at their AGM and submit request to Club Development Committee.</li> </ul>	<b>HW</b>
	<b>Confirmation of date of next meeting</b>	Saturday 14 <sup>th</sup> September – AGM Snowdome Saturday 28 <sup>th</sup> September – Holiday Inn Bromsgrove 9.15am	

	<b>SUMMARY OF AGREED ACTIONS</b>	<b>MINUTE REF</b>	<b>ACTION</b>
➤	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
➤	Insurance claim back for Cliff Lakes cancellation – carried forward	19/16.03	Office
➤	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

**DATE OF NEXT MEETING:**

Minutes prepared by	Date
Hayley Colville	18.07.2019