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| <b>Meeting</b>        | Regional Management Board                                                                          |                |
| <b>Venue</b>          | Holiday Inn, Bromsgrove                                                                            |                |
| <b>Time and Date</b>  | 9.15am 1 <sup>st</sup> June 2019                                                                   |                |
| <b>Present:</b>       | Mr S Kirkland (Chair)                                                                              | Mr B Simkins   |
|                       | Mrs P Davies                                                                                       | Mr F A Green   |
|                       | Mr D Corbett                                                                                       | Mrs E Sykes    |
|                       | Ms E Gale                                                                                          | Mrs J Childs   |
|                       | Mr P Holmes                                                                                        | Mrs V Hewitt   |
|                       |                                                                                                    |                |
| <b>In Attendance:</b> | Miss A Swan (Regional Club Development Officer)<br>Mrs H Weeks (Regional Club Development Officer) |                |
| <b>Apologies:</b>     | Mr M Beard (Finance Manager)                                                                       | Mr S Highfield |
|                       | Dr S Prosser                                                                                       |                |

| Minute               | Agenda Item                                                   | Details                                                                                                                                                                                                                                                                  | Action        |
|----------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 19/05.00             | <b>Welcome from chair</b>                                     | The Chair welcomed all members to the meeting. ES congratulated the regional staff for their Bronze Team Of The Year award that was received at the Swim England Staff Awards.                                                                                           |               |
| 19/06.00             | <b>Minutes of 13th April</b>                                  | Amendment to 18/99.01<br>Minutes approved.                                                                                                                                                                                                                               |               |
| 19/07.00<br>19/07.01 | <b>Matters Arising</b><br><i>Minute 18/95.02<br/>IPL Pool</i> | IPL pool update – timing equipment is now place.                                                                                                                                                                                                                         |               |
| 19/07.02             | <i>Minute 18/95.03<br/>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 and asked the board if they had any objections. SK will send email to the board & go through formal process                                       | <b>SK</b>     |
| 19/07.03             | <i>Minute 18/95.04<br/>Club Networks</i>                      | HW to ask Jon Keating about how to maximise the use of club networks and county structure – No further update                                                                                                                                                            |               |
| 19/07.04             | <i>Minute 18/95.05<br/>National Club Survey</i>               | National club survey results – SK to contact Damian regarding results                                                                                                                                                                                                    | <b>SK</b>     |
| 19/07.05             | <i>Minute 18/95.07<br/>Cliff Lakes</i>                        | Insurance claim back for Cliff Lakes cancellation. Fiona Conway is following up - carried forward                                                                                                                                                                        | <b>Office</b> |
| 19/07.06             | <i>Minute 18/95.13<br/>Swim England<br/>ACM 2020</i>          | Date confirmed 16 <sup>th</sup> May 2020                                                                                                                                                                                                                                 |               |
| 19/07.07             | <i>Minute 18/95.15<br/>ASA Friend</i>                         | The proposal of ASA friends by the region to SE should be approved by the board first. Broader discussion took place regarding County & Regional roles. The board are to look into how complaints, grievances and disputes are dealt with. Processes need to be clearer. | <b>SK</b>     |

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| 19/07.08             | <i>Minute 18/97.00<br/>Cash Investment</i>                         | The region to consider training & workshops for club committee members & regional roles.<br>SK to set up a working group with reps from the four counties to deal with disputes and look at disciplinary and complaints procedure from club through to region.<br>HW mentioned the region are running a number of club matters and internal disputes workshops.<br><br>Ongoing discussions. Interest will be received every quarter.       | MB     |
| 19/07.09             | <i>Minute 18/99.01<br/>OMS</i>                                     | OMS has been included in the Regional newsletter                                                                                                                                                                                                                                                                                                                                                                                           |        |
| 19/07.10             | <i>Minute 18/99.01<br/>Difficult agreement</i>                     | Find out how clubs manage a difficult disagreement – Completed                                                                                                                                                                                                                                                                                                                                                                             | Office |
| 19/07.11             | <i>Minute 19/02.01<br/>Incorporation of clubs</i>                  | How many WM clubs are incorporated and what form of incorporation. Ask for all clubs to send their constitutions in by 31 <sup>st</sup> July 2019.                                                                                                                                                                                                                                                                                         | Office |
| 19/07.12             | <i>Minute 19/02.01<br/>Everyone Active</i>                         | Email regarding Everyone Active has been circulated to clubs.                                                                                                                                                                                                                                                                                                                                                                              | SK     |
| 19/07.13             | <i>Minute 19/92.01<br/>Masters Handbook</i>                        | SK to circulate the Masters Handbook                                                                                                                                                                                                                                                                                                                                                                                                       | SK     |
| 19/07.14             | <i>Minute 19/02.06<br/>Masters Inter-regionals</i>                 | Pool has been booked for Masters Inter-County competition                                                                                                                                                                                                                                                                                                                                                                                  |        |
| 19/07.15             | <i>Minute 19/02.06<br/>Masters Secretary</i>                       | Agenda item for next Masters Meeting                                                                                                                                                                                                                                                                                                                                                                                                       | PH/JC  |
| 19/07.16             | <i>Minute 19/04.00<br/>Regional Welfare Officer</i>                | Region to fill Regional Welfare Officer role in due course.                                                                                                                                                                                                                                                                                                                                                                                |        |
| 19/07.16             | <i>Minute<br/>Change of RMB Date</i>                               | Due to the 30 <sup>th</sup> November RMB meeting falling on the same day as the National Awards we will need to move the RMB date.<br><i>Action: Office to circulate a number of possible dates to RMB</i>                                                                                                                                                                                                                                 | Office |
| 19/08.00<br>19/08.01 | <b>Regional Strategy Governance</b>                                | It was agreed by the board that the 2019 Presidents term will run for 18 months                                                                                                                                                                                                                                                                                                                                                            |        |
| 19/08.02             | <b>Finance<br/>Finance Managers Report &amp; development costs</b> | MB had circulated a report and various schedules prior to the meeting: <ul style="list-style-type: none"> <li>• Year ended 31 March 2019 – The year end accounts were approved by the board.</li> <li>• 2019 budget – The board approved the 2019 budget. HW has discussed with MB of a financial bonus for clubs if they achieve SwimMark Performance Status.</li> <li>• The chair thanked MB to putting the reports together.</li> </ul> |        |
| 19/08.03             | <b>Marketing and Communication</b>                                 | Nothing to Report                                                                                                                                                                                                                                                                                                                                                                                                                          |        |
| 19/08.04<br>19/08.05 | <b>Clubs<br/>Club development committee report</b>                 | Nothing to report – Club Development Committee meeting to be held on 10 <sup>th</sup> June                                                                                                                                                                                                                                                                                                                                                 |        |

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| 19/08.06 | <b>Club Development Officers report</b> | <ul style="list-style-type: none"> <li>• Masters Development Day 15<sup>th</sup> September at Warwick School. Advert for coach has been circulated.</li> <li>• Coach &amp; Teacher CPD Day 7<sup>th</sup> September at West Bromwich Leisure Centre.</li> <li>• A number of workshops running across the region including - Team Manager, Safeguarding, SwimMark. Internal disputes, club matters and sponsorship.</li> <li>• Coach Advisors – Alan Bircher &amp; Marc Spackman are working across the region mentoring.</li> <li>• New Terms &amp; Conditions for Club Offer Coaching courses.</li> <li>• There is a Club Hub on the Swim England National website for clubs to help themselves.</li> <li>• 56 accredited SwimMark clubs</li> </ul> <p><i>Action: Add Club Solution Wales Workshops, help for clubs Sports Scotland &amp; Club Matters workshops to Regional Newsletter</i></p> <p>SK asked the board what they thought the key issues that would transform clubs from where they are now to what they could be. The board responded with: Training in committee members, training in constitutions or a club committee induction checklist for clubs.</p> <p>Stronger Affiliation – SK discussion the Stronger Affiliation concept and its purpose to ensure safe, effective clubs at a minimum operating standard.<br/>SK asked the board for thoughts on Stronger Affiliation. The board agreed that it was the right way forward.<br/>JC commended the whole team for creating Stronger Affiliation and for the work that has gone into it.</p> | Office |
| 19/08.07 | <b>Facilities</b>                       | Nothing to report                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |        |
| 19/08.08 | <b>Workforce Regional Awards</b>        | <p>This year the process of Regional Awards differs from previous years.</p> <ul style="list-style-type: none"> <li>• Clubs &amp; individuals nominate nationally</li> <li>• A winner will be selected by the Region for each award and then put forward to the National Awards.</li> <li>• If an award has no nominations from the WM Region their will be no award for that category.</li> </ul> <p>HW noted that there was no 'Team Award'.<br/>The region has arranged volunteer badges for 2019.</p> <p><i>Action: Office to add the awards to the newsletter, website &amp; social media.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Office |
| 19/08.09 | <b>Competitions and events</b>          | <p>A report was circulated to board members prior to the meeting. Additional comments:</p> <ul style="list-style-type: none"> <li>• There was confusion on some expense forms having 45p millage and not 35p. It was not sure if it was an error on a form in circulation or if the cost is correct.</li> <li>• Coaches passes at WM Champs – Questions were raised on the reason why coaches passes cannot be shared between coaches. SK confirmed that it was due to Safeguarding and a requirement for Swim England.</li> <li>• Fines at WM Champs – Concerns were raised that there was not enough information regarding fines. It will be published clearer in the meet conditions for next year.</li> <li>• It was noted that West Midlands was the only Region that ran events of all ages and it work very well.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | MB     |



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|-----------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|                 |                                             | <p>Wolverhampton.</p> <ul style="list-style-type: none"> <li>• A further Pathway camp will be held on 23<sup>rd</sup> June at West Bromwich.</li> </ul>                                                                                                                                                                                                                                                                                                                             |           |
| <b>19/13.00</b> | <b>AORB</b>                                 | <ul style="list-style-type: none"> <li>• DC updated the board that the situation at Wolverhampton Central Baths has been completed. SK thanked DC for all the hard work he has put into making this happen.</li> <li>• PH raised concern over the CEO report and the Parliamentary Swim Group and the closure of Kings pool which will deny three schools access to the learn to swim programme.</li> </ul> <p><i>Action – SK &amp; HW will raise the concern with the CEO.</i></p> | <b>SK</b> |
|                 | <b>Confirmation of date of next meeting</b> | Saturday 13 <sup>th</sup> July – Holiday Inn, Bromsgrove at 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                                                       | 19/07.02          | SK            |
| ➤ | National club survey results – SK to contact Damian regarding results                                                                                       | 19/07.04          | SK            |
| ➤ | Insurance claim back for Cliff Lakes cancellation – carried forward                                                                                         | 19/07.05          | Office        |
| ➤ | Set up a working group with reps from the four counties to deal with disputes and look at disciplinary and complaints procedure from club through to region | 19/07.07          | SK            |
| ➤ | MB to keep the RMB informed of cash investment                                                                                                              | 19/07.08          | MB            |
| ➤ | SK to circulate the Masters Handbook                                                                                                                        | 19/07.13          | SK            |
| ➤ | Masters Secretary to be added as an agenda item for the next Masters meeting                                                                                | 19/07.15          | PH            |
| ➤ | Circulate a number of possible dates for the RMB in November                                                                                                | 19/07.16          | Office        |
| ➤ | Add club workshops to regional newsletter                                                                                                                   | 19/08.06          | Office        |
| ➤ | Volunteer awards to be included in next club newsletter, website and social media                                                                           | 19/08.08          | Office        |
| ➤ | Clarify correct millage expenses rate for events                                                                                                            | 19/08.09          | MB            |
| ➤ | Grant Robins to be invited to the next RMB meeting                                                                                                          | 19/08.09          | Office        |
| ➤ | Add talent teams information to regional newsletter                                                                                                         | 19/08.10          | Office        |
| ➤ | Raise the closure of Kings pool with the CEO                                                                                                                | 19/13.00          | SK            |

**DATE OF NEXT MEETING:**

|                     |            |
|---------------------|------------|
| Minutes prepared by | Date       |
| Hayley Colville     | 17.04.2019 |