

Meeting	Regional Management Board
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Venue	Holiday Inn, Bromsgrove
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Time and Date	9.15am 1 st February 2020
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Present:	Mr S Kirkland (Chair)	
	Mr M Beard (Finance Manager)	Mrs V Hewitt
	Mrs J Childs	Mrs E Sykes
	Mr D Corbett	Dr S Prosser
	Ms E Gale	Mr J Morrey
	Mr F A Green	Mrs J Davenport

In Attendance:	Mrs H Weeks (Club Development Officer)
	Miss H Colville (Regional Office Manager)
	Miss A Swan (Club Development Officer)
	Miss S Barrow (Diving Development Officer)
	Miss G Grove (Regional Office Coordinator)

Apologies:	Mrs P Davies	Mr B Simkins
	Mrs M Garrott	

Minute	Agenda Item	Details	Action
19/42.00	Welcome from chair	The Chair welcomed all members to the meeting and welcomed the Regional President Elect Jose Davenport & Office Coordinator Grace Grove.	
19/43.00	Minutes of the 16th November 2019	Minutes approved.	
19/44.00	Matters Arising		
19/44.01	<i>Minute 19/34.00</i> <i>Volunteers</i>	County reps to discuss with their counties and feed back to AS with dates to host volunteer coordinators coffee evening – Date arranged, closed.	
19/44.02	<i>Minute 19/36.01</i> <i>Chairman Role</i>	SK to go through formal process of continuing as Chairman – to be discussed at end of meeting – SK appointed as chairman - Closed	
19/44.03	<i>Minute 19/36.02</i> <i>Set up Counties working group</i>	Set up a working group with reps from the four counties. Clear process, structure and guidance is required. – Counties to submit nominations – carried forward	County Reps / SK
19/44.04	<i>Minute 19/37.01</i> <i>Club Matters</i>	Office to send out Club Matter link to board members – link circulated.	
19/44.05	<i>Minute 19/37.02</i> <i>Competition</i>	Office to contact Simon & David regarding an option to resolve competition expense and payment. A percentage of money will be sent prior to the event to cover costs & remainder percentage after the event – Closed	
19.44.06	<i>Minute 19/36.05</i> <i>Roles</i>	SK to create role descriptions for positions / roles on board – SK circulated the Chair, Finance & Director role descriptions. Agreed for a 3 year period. Roles were written based on future incorporation – SK to review - carried forward	SK
19/44.07	<i>Minute 19/30.01</i> <i>Incorporation</i>	SK to look further at incorporation and submit a proposal at April AGM – Ongoing and discussed in meeting	SK

19/44.08	<i>Minute 19/37.04 Terms of Reference</i>	SP to share Terms of Reference with Board Members – circulated - closed	
19/44.09	<i>Minute 19/37.04 Water Polo</i>	Office to circulate Regional Water Polo meeting dates – circulate – closed	
19/44.10	<i>Minute 19/37.05 Volunteering</i>	AS to produce a Volunteer Coordinators report for each RMB – Closed	
19/44.11	<i>Minute 19/39.05 Diving</i>	SB to deliver a presentation about Diving in the region at next RMB – SB attended – closed	
19/44.12	<i>Minute 19/38.00 150th Anniversary</i>	Remove ASA 150 th Anniversary from agenda – removed – closed	
19/44.13	<i>Minute 19/41.01 Hall of Fame</i>	Circulate Hall of Fame criteria to board members – circulated – closed	
19/44.14	<i>Minute 19/41.04 Regional Shirts & Blouses</i>	To find quotes for regional shirts & blouses – carried forward	Office
19/45.00	Diving Presentation	<p>Sarah Barrow delivered a Diving presentation, showcasing Diving within the West Midlands Region. The following focus areas were discussed:</p> <ul style="list-style-type: none"> • How we can engage with more clubs more effectively • Grassroots to performance programme to Sandwell 2022 • Swim England Diving Pathway • Delivery options for Stages 8 – 10 • Dive West Midlands launch • Workforce Pathway for Dive West Midlands • Diving activity within the West Midlands • Marketing <p><i>Action – Each county to contact SB about possible CPD diving programmes & events to showcase diving within counties.</i></p> <p><i>Action – SB to send Diving Stages 8 – 10 toolkit & Diving toolkit promo video to members.</i></p>	<p>County Reps</p> <p>SB</p>
19/46.00 19/46.01	Governance Regional Incorporation	<p>Discussion took place regarding Regional Incorporation and the following actions were agreed:</p> <ul style="list-style-type: none"> • At the 2020 AGM get principle from members with a motion to formally look at incorporation for 2021 <p><i>Action - Working group to look at pros and cons of different models.</i></p>	SK / MB / BS
19/46.02	Finance Finance Managers Report & development costs	<p>MB circulated a report and development costs-prior to the meeting:</p> <ul style="list-style-type: none"> • Accounts to 31st December 2019 – Draft accounts are currently showing a loss of £1,970 compared with a budgeted loss of £3,584. MB will be presenting final accounts at next RMB for the board to approve. • Development Costs – Net development expenditure for 9 months to 31st December was £45k compared with a budgeted spend of £86.5. • Reserves – General reserves decreased by £2k from £208k to £206k over 9 months as a result of the loss. Ring-fenced reserves increased from £65k to £73k. Reserves in total increased from £273k to £279k over 9 month period. • 2020 budget – One query outstanding in the synchro budget regarding purchase of speakers. The submission total £104.6k 	

19/46.03	Marketing & Communications	<p>and the amount required out of general reserves to fund the synchro speakers leave a small balance in hand is £61.5.</p> <ul style="list-style-type: none"> • Swim England loan – SE has repaid £5k of the £50k loan as they were oversubscribed by regions. It now stands at £45k. • Membership fees better than budget. • Current account is on the low side but MB is aware. <p>The board approved the outlined budget for 2020.</p> <p>The board thanks Mike for his hard work throughout the year.</p> <p>Nothing to report.</p>	
19/46.04	Clubs Club Development Committee report	<p>Firstly Steve Prosser delivered the annual analysis of the membership number for the Regions clubs. Discussions took place regarding the drop in category one members, however there has been an increase in both category two and three members.</p> <p><i>Action – SP to circulate the presentation to board members.</i></p> <p>SP circulated a report prior to the meeting:</p> <ul style="list-style-type: none"> • Currently 53 SwimMark clubs and 4 SwimMark networks. New club Stone & District & Cheadle and City of Hereford have lost their SwimMark accreditation • A major issue for clubs was producing a compliant Coaching & Teaching register with current DBS & Safeguarding certificates. • Request for affiliation – Birmingham Marlins. The board approved for Birmingham Marlin to become affiliated to the West Midlands Region. 	SP
19/46.05	Club Development Officers report	<p>A report was circulated prior to the meeting highlighting:</p> <ul style="list-style-type: none"> • All clubs that are not SwimMark accredited have been made aware that the Stronger Affiliation process will be made mandatory in December 2020. • It has been confirmed that Mikey Hire (Hereford) has been selected as head coach for the Regional Development Programme. • Regional Development Programmes will be held at the Alan Higgs Centre in September and at West Bromwich Leisure Centre in October and November. • We have two coach mentees for our Coach Advisor Programme: Alan Bircher and Marc Spackman. • 8 coaches have been selected to be mentored at our Coach Advisor Programme. • Successful Para-Swimming Midland Champs took place on 4th January. • There was a well-received joint training session took place before the champs, two further sessions have now been added in October and November and a time trial for the evening in November. • Regional Conference has been booked for Saturday 7th March at The Alan Higgs Centre, Coventry. <p><i>Action – Office to circulate flyer with board minutes and county reps to promote wider.</i></p> <ul style="list-style-type: none"> • Assistant and Coach Courses are being delivered across the region. • The region ran a Mental Health workshop in January. • Regional Championships have been confirmed and our taking place on Sunday 5th July 2020 at Spring Lakes. • A Regional Open Water training day is being planned for June 2020. 	

19/46.06	Facilities Report	<ul style="list-style-type: none"> The Intermediate Synchro Camp has been postponed to the 9th May 2020. Dates are currently being chosen for the Annual Residential Camp held at Nottingham University. <p>A new pool at The Alan Higgs centre is due to open within the next few weeks.</p>	AS / SK
19/46.07	Workforce	<p>Amanda produced and circulated a volunteer coordinators report prior to the meeting which highlights:</p> <ul style="list-style-type: none"> There was lots of positive feedback following a workshop held at the University of Worcester in January. Two more coffee mornings / evenings have been arranged. A volunteer coordinator working group meeting was held on the 7th January 2020 where the next steps for the project were discussed. Amanda and Helen met with Elaine Gale in December 2019 to discuss the direction of the project and volunteering as a whole. <p><i>Action – AS to work with SK regarding volunteer lead.</i></p>	
19/46.08	Competition & Events	Nothing to report.	
19/46.09	Talent	<p>SK explained the DISE programme to the board members. 12 athletes currently on the DISE programme, 9 of which are swimmers. It was agreed that the region could not afford to appoint a regional support/talent officer.</p> <p><i>Action – SK to contact England Talent about a pathway for county swimmers and county reps to broaden the county's knowledge of DISE programme.</i></p>	
19/47.00	Swim England Annual Council	Nothing to report – <i>Action – to be removed from agenda</i>	Office
19/48.00	Regional Reports	<p>Harold Fern and Alf Turner Awards – discussions took place as to whether they should be integrated into the Swim England Volunteering Awards in October 2020</p> <p><i>Actions – SK to write to Jane Nickerson regarding this.</i></p> <p>Nothing to report.</p> <p>MB gave a verbal report at the meeting:</p> <ul style="list-style-type: none"> Under 14 girls entered the inter-regionals for the first time. Under 18 girls competed in division 2 at Walsall in the week commencing 20th January. Under 14 boys came either 2nd or 3rd at the inter-regionals. Under 18 boys were due to compete the weekend of the board meeting at Sheffield. <p>Regional Overseas training experience in Serbia is being organised by the West Midlands Water Polo management group for 2020, this will include an additional camp for girls.</p> <p>Nothing to report.</p> <p>Discussed earlier in meeting.</p> <p>Midlands Masters are being held at Rugby Leisure Centre on the 16th and 17th June 2020.</p> <p>JC putting together a team of volunteers for the event.</p>	SK
19/48.01	Chairs Report		
19/48.02	Synchro Report		
19/48.03	Water Polo		
19/48.04	Open Water Report		
19/48.05	Diving		
19/48.06	Masters		

19/48.07	Regional Records	<p>Discussion took place about the scope of creating a joint masters committee. <i>Action – JC to propose to the three masters committees to form as one group. JC to attend meeting on Tuesday to raise the question.</i> <i>Action – SK to raise the above to John Hidle.</i></p> <p>Reports circulates. Regional records are up to date.</p>	JC SK
19/49.00 19/49.01	County Updates Shropshire	<ul style="list-style-type: none"> • Shropshire network meeting was held 9th January 2020 in which Sarah Barrow joined. • 2020 Open Water Development Camp is a two day event being held on 6th and 7th June 2020 at Ellesmere College and Alderford Lake. • Shropshire County has a new county coach – Danny Proffitt from Ellesmere College Titans. • Young Volunteer Programme now commenced for 2020. • Shropshire looking to hold County's in 50m pool in Coventry or Liverpool. <p><i>Actions – JC to do price comparisons on the two pools and report back to board.</i></p>	JC
19/49.02	Warwickshire	<ul style="list-style-type: none"> • County Championships were unfortunately cancelled half way through but Coventry Leisure Centre re-opened to accommodate the Championships. • Several new volunteers are stepping forward to support WASA after it was advertised in the programme. • County Swimmer of the Year – Tully Kearny (Boldmere SC) • County Volunteer of the Year – Dana Payne (Leamington Spa SC) • 4 County Scholarships were given out. 	
19/49.03	Staffordshire	<ul style="list-style-type: none"> • County Championships are being held at Stafford Leisure Centre throughout February 2020. • The county and region would like to wish Peter Holmes MBE a Happy 90th Birthday. 	
19/49.04	Worcester	<ul style="list-style-type: none"> • Successful Long Distance at Wolverhampton and Fist Age Group Gala at Perdiswell. • Worcestershire are revisiting their business plan to take them up to 2024. 	
19/50.00 19/50.01	AORB Constitutions	<p>Deadline for club constitutions submission has been extended until the 1st March, after this time clubs will be suspended.</p>	
19/50.02	Arena League	<p>FAG mentioned that the arena league system may be setting up a super league.</p>	
19/51.00	RMB Chair	<p>The Chair and staff members left the room for this item and MB took the chair. SK had completed his second 4 year period as Chair in September and had expressed a wish to continue but not necessarily complete another full 4 year term. The Board had to decide whether to (a) re-appoint SK or (b) advertise the position and go through an open recruitment process.</p> <p>Discussion was held with several contributions being made all of which were in favour of SK continuing. A vote was taken and the decision was unanimous that we should adopt option (a) and re-appoint SK with immediate effect.</p> <p>In addition the Board agreed that we should seek a suitable person to join the Board as Vice-chair with a view to that person taking over from SK when he stands down.</p>	

Confirmation of date of next meeting	Saturday 28 th March 2020 – Holiday Inn Bromsgrove 9.15am AGM Saturday 25 th April 2020 – The Alan Higgs Centre, Coventry 10.00am
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	SUMMARY OF AGREED ACTIONS	MINUTE REF	ACTION
➤	Set up a working group with reps from the four counties. Nominations to be received from each county.	19/44.03	County Reps / SK
➤	SK to review roles descriptions for position on RMB.	19.44.06	SK
➤	SK to look further at incorporation and submit a proposal at April AGM	19/44.07	SK
➤	Find quotes for regional shirts & blouses	19/44.14	Office
➤	Each county to contact SB about possible CPD diving programmes & events to showcase diving within counties	19/45.00	County Reps
➤	SB to send Diving Stages 8 – 10 toolkit & Diving toolkit promo video to members	19/45.00	SB
➤	Working group to look at pros and cons of different models of incorporation	19/46.01	SK / MB / BS
➤	SP to circulate the presentation to board members.	19/46.04	SP
➤	AS to work with SK regarding volunteer lead.	19/46.07	AS / SK
➤	SK to contact England Talent about a pathway for county swimmers.	19/46.09	SK
➤	County reps to broaden the county's knowledge of DISE programme.	19/46.09	Count Reps
➤	Swim England Annual Council to be removed from agenda.	19/47.00	Office
➤	SK to write to Jane Nickerson regarding the Harold Fern and Alf Turner Awards	19/48.01	SK
➤	JC to propose to the three masters committees to form as one group.	19/48.06	JC
➤	SK to raise the above to John Hidle.	19/48.06	SK
➤	JC to do price comparisons on the two pools and report back to board.	19/49.01	JC

DATE OF NEXT MEETING: Saturday 28th March 2020

Minutes prepared by	Date
Hayley Colville & Grace Grove	11.02.2020