

Meeting	Regional Management Board
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Venue	Zoom Online Meeting
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Time and Date	6pm 20 th May 2020
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Present:	Mr S Kirkland (Chair)	
	Mr M Beard (Finance Manager)	Mrs M Garrott
	Mrs J Childs	Mrs E Sykes
	Mr D Corbett	Dr S Prosser
	Mrs P Davies	Mr J Morrey
	Mr F A Green	Mr B Simkins

In Attendance:	Mrs H Weeks (Club Development Officer)
	Miss A Swan (Club Development Officer)
	Miss H Colville (Regional Office Manager)

Apologies:	Ms E Gale	Mrs V Hewitt
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Minute	Agenda Item	Details	Action
19/61.00	Welcome from chair	The Chair welcomed all members to the meeting.	
19/62.00	Minutes of the 28th March & 25th April 2020	Minutes approved.	
19/63.00	Matters Arising		
19/63.01	<i>Minute 19/54.02 Role descriptions</i>	SK to review role descriptions for position on RMB – on going.	
19/63.02	<i>Minute 19/54.03 Incorporation</i>	SK look further at incorporation and submit a proposal at April AGM – proposal given and waiting for Jane Nickerson to give advice on options. Will circulate once received – Closed	
19/63.03	<i>Minute 19/54.04 Regional Shirts & Blouses</i>	Find quotes for regional shirts & blouses – board members to send sizes to office by Friday 3 rd April. – Carried forward once Grace returns from furlough	Office
19/63.04	<i>Minute 19/54.10 Pathway</i>	SK to contact England Talent about a pathway for county swimmers – SK will raise at Chairs meeting but carry forward as most staff are furloughed	SK
19/63.05	<i>Minute 19/54.11 DISE Programme</i>	County reps to broaden the county's knowledge of DISE programme – SK to ask George for guidance and to share with counties – Carried forward	SK
19/63.06	<i>Minute 19/56.04 Constitution</i>	To review Birmingham Marlins Constitution – HW to carry forward	
19/63.07	<i>Minute 19/56.04 Club Suspension</i>	Office to let clubs know that their membership has been suspended – Have asked for guidance on this and will write to clubs once given. SK will also ask at Chairs meeting. Closed	HW
19/63.08	<i>Minute 19/56.07 Volunteering</i>	CDO's to work with SK & EG regarding the direction of volunteering – to be discussed at a later date – carried forward	CDO
19/63.09	<i>Minute 19/57.00 SE ACM</i>	Board members to notify office if they wish to represent at the Swim England ACM – agreed at AGM – Closed	

<p>19/63.10</p> <p>19/63.11</p> <p>19/63.12</p>	<p><i>Minute 19/59.04 Action Plan</i></p> <p><i>Minute 19/60.02</i></p> <p><i>Minute 19/63.01 ToR</i></p>	<p>SK to circulate Swim England action plan to board members – SK will circulate. Guidance from Swim England will be released on 15th June about getting back into the water – Closed</p> <p>SK to send confirmation of our rep to Jon Keating and Ian Cotton – closed</p> <p>SP to circulate Terms of Reference & role descriptions for Club Development Committee to Counties – circulated and discussed in meeting – Closed</p>	
<p>19/64.00</p> <p>19/64.01</p> <p>19/64.02</p> <p>19/64.03</p> <p>19/64.04</p>	<p>Governance</p> <p>Regional Incorporation</p> <p>Finance</p> <p>Finance Managers Report & development costs</p> <p>Accounts to 31st December 2019</p> <p>2020 Membership</p> <p>2020 Budget</p> <p>Marketing & Communications</p> <p>Clubs</p> <p>Club Development Officers report</p>	<p>Incorporation was discussed at the Regional AGM. Once SK has received options in further details with Jane Nickerson, the office will circulate with board members <i>Action – The office to circulate papers once received</i></p> <p>MB circulated his finance manager’s report prior to the meeting:</p> <ul style="list-style-type: none"> Accounts and records were delivered to Garratts at the beginning of March but the person who deals with them is currently furloughed so they have not been signed off. Arrangements are being made for someone else to deal with it. Received the main payment of 2020 membership fees from Swim England which is linked to the annual returns. We should be expecting one more payment to come. Overall the membership numbers are much the same as last year. The situation for the foreseeable future is unclear and it is hard to prepare a budget with any degree of confidence. A budget was circulated that assumes a restricted restart of club swimming from 1st September with no regional membership fees collected, no more open meets this year, no regional championships. Calculation suggest that we should be able to allocate £30k to development whilst breaking even. <p>Nothing to report</p> <p>HW gave a verbal report on what work the Club Development officers have been doing during this time to support clubs.</p> <ul style="list-style-type: none"> Holding weekly and club forums via zoom. A number of coaches and clubs are engaging. 26 clubs engaged at present on Mondays. 29 – 30 West Midlands Coaches are engaged in the joint Midlands forum on a Thursday. It has been well received by coaches with different themes each week. <p><i>Action – HW to email attendance of forums to county reps</i></p> <ul style="list-style-type: none"> Water Polo zoom meeting was positive Ran several TM1 workshops and more are continuing to run along with safeguarding workshops with the East Midlands. National – ran a new welfare officer seminar yesterday. It is being tweaked and rolling it out to regional welfare officers. Officials training – HW shared a table of number of national and WM J1, J2, J2S and Referees numbers for swimming only. J1 and J2 same ages as national. <p>MB raised that concern was expressed at the Water Polo meeting that older referees will not return. FAG mentioned that the region are balanced for officials at licenced competitions at this point in time.</p> <p><i>Action – HW to share table with board members</i></p>	<p>Office</p> <p>HW</p> <p>HW</p>

<p>19/64.05</p> <p>19/64.06</p> <p>19/64.07</p> <p>19/64.08</p>	<p>Club Development Committee report</p> <p>Workforce</p> <p>Competitions & Events</p> <p>Talent</p>	<ul style="list-style-type: none"> AS & HW will be pushing forward new intro course into Synchro, diving, swimming and water polo official. It is free of charge. <p>AS shared the overview of the Clubs Audit and four point action plan for</p> <ul style="list-style-type: none"> Finance Legal Structure Volunteer Support SwimMark / Governance <p>Action – AS to circulate overview to board members</p> <p>SK asked MB to put something together regarding the role of the treasurer within a club. MB agreed to do this</p> <p>Action – MB to put a treasurer role description together</p> <p>On behalf of the board and the region, SP thanked HW & AS for all of the work they are doing supporting clubs within the region.</p> <p>SK discussed the Sport England Emergency Funding to the board. There were three West Midlands clubs that have been awarded funding.</p> <p>Action – HW to circulate a comprehensive list of funding available to clubs to board members.</p> <p>SK asked the board if they were satisfied with the amount of information that Swim England are sending out to clubs and board members. The overall response was the board are happy but are concerned with how that information is circulated wider within clubs</p> <p>SP circulated a report prior to the meeting.</p> <ul style="list-style-type: none"> Next meeting will be on the 12th June via Zoom 56 (+3) SwimMark Essential Clubs & 4 SwimMark Networks <p>SP circulated the Terms of Reference and Role description prior to the meeting. He proposed that going forward Counties may confirm their existing representative or propose a new representative. All existing CDC members will continue until next AGM, but any new representative will be co-opted onto the committee as part of their development into the role.</p> <p>The board proposed that the representative have a term i.e. 4 years, and a cap of 10 voting members as points to consider?</p> <p>The board approved SP proposal</p> <p>Covered in other areas</p> <p>Nothing to report.</p> <p>Nothing to report</p>	<p>AS</p> <p>MB</p> <p>HW</p>
<p>19/65.00</p> <p>19/65.01</p>	<p>Regional Reports Chairs Report</p> <p>Artistic Swimming Report</p>	<p>Action – Ski to circulate Chairs report to board members</p> <p>A report was circulated prior to the meeting. Some things highlighted were:</p> <ul style="list-style-type: none"> 15th Feb Regional Age Groups were held which was well attended. National Age Groups on 7th & 8th March at Manchester. All Midlands teams performed well. All future events, competitions, training camps and assessment days have been cancelled up until September 2020. Midlands Artistic Swimming Committee have met twice this year and had discussions around supporting clubs through this period of time and resources and support offered by Swim England and the possible re-emergence out of lockdown. Other discussions included the rebranding of clubs following the change of Swim England synchronised swimming to artistic swimming in line with FINA. 	

19/65.02	Water Polo	<ul style="list-style-type: none"> • Next committee meeting is scheduled for June via Zoom. • Prior to lockdown the WM competed in both the boys and girls under 18 inter-regional championships and the programme of regional training camps was well underway. • A joint Midlands coaching forum was held on zoom two weeks ago which was attended by 18 coaches from the West Midlands. • An executive meeting of the Midland Water Polo League was held on zoom last week. No firm decisions could be made but it was clear that everyone had been keeping in touch with developments. • It was recognised that there is an additional issue affecting the start of water polo namely that it is a close contact sport and it may be that training drills may be allowed before the resumption of matches. This should be covered in Swim England restart guidance. 	
19/65.03	Diving	<ul style="list-style-type: none"> • Sarah Barrow has been furloughed. 	
19/65.04	Masters	<ul style="list-style-type: none"> • West Midlands meeting will not be held on the 2nd July and one will hopefully be arranged sooner as there are a few differences between West Midlands and East Midlands committees. 	
19/65.05	Regional Records	<ul style="list-style-type: none"> • No records to date since mid-March. • Freya Anderson has transferred from Ellesmere College Titans to Bath and Charlie Hutchinson to Loughborough NC. Timeframe for the transfers is uncertain. 	
19/66.00 19/66.01	County Updates Shropshire	<ul style="list-style-type: none"> • Shropshire Network – successful Zoom meeting on 2nd April. • County Development Programmes. March & July Camps have been cancelled. Decision on the October camp will be made in due course. • County OW Development weekend in June has been cancelled. • Young Volunteers Programme is suspended until further notice. • County meetings have been held virtually and the county have offered the clubs the use of Zoom for their meetings and many clubs have made use of this. • Zoom meeting with Shropshire officials has taken place with over 30 attending. • Shropshire have had a bit of fun and made a video which is now on the regions Facebook page. 	
19/66.02	Warwickshire	<ul style="list-style-type: none"> • Nothing to report 	
19/66.03	Staffordshire	<ul style="list-style-type: none"> • Most activity is dormant at the moment. Executive meetings have been cancelled/postponed and communication has been via email. There is a zoom meeting planned for June. • County Champs were completed just before lockdown • Next executive meeting is scheduled for September. HW will be attending. 	
19/66.04	Worcester	<ul style="list-style-type: none"> • Clubs remain very proactive • Business plan receiving an overhaul with time now available. • Future planning on going for next year. OW even and revamp County Relay Gala and thoughts on how to celebrate our 100th birthday. 	
19/67.00	AORB	No other business to report	
	Confirmation of date of next meeting	Saturday 11 th July 9.15am via Zoom	

	SUMMARY OF AGREED ACTIONS	MINUTE REF	ACTION
➤	Find quotes for regional shirts & blouses – board members to send sizes to office by Friday 3rd April.	19/63.03	Office
➤	SK to contact England Talent about a pathway for county swimmers and raise at Chairs meeting	19/63.04	SK
➤	County reps to broaden the county's knowledge of DISE programme – SK to ask George Wood for guidance and to share with counties.	19/63.05	SK
➤	To contact and review Birmingham Marlins constitution.	19/63.06	HW
➤	Club Officers to work with SK & EG regarding the direction of volunteering	19/63.08	HW / AS
➤	Office to circulate papers on Incorporation once received from Jane Nickerson	19/64.01	Office
➤	HW to circulate club forum attendance to county reps	19/64.04	HW
➤	HW to circulate Officials table / graph with board members	19/64.04	HW
➤	AS to circulate overview of Club Audit to board members	19/64.04	AS
➤	MB to create a treasurer role description	19/64.04	MB
➤	HW to circulate a comprehensive list of funding available to clubs to board members	19/64.04	HW

DATE OF NEXT MEETING: Saturday 11th July 2020

Minutes prepared by	Date
Hayley Colville	28.05.2020