

Meeting	Regional Management Board
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Venue	Zoom Online Meeting
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Time and Date	9.15am 28 th March 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
	Ms E Gale	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 G Grove (Regional Office Coordinator)

Apologies:	Mrs P Davies	Mrs V Hewitt
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Minute	Agenda Item	Details	Action
19/52.00	Welcome from chair	The Chair welcomed all members to the meeting.	
19/53.00	Minutes of the 1st February 2020	Minutes approved.	
19/54.00	Matters Arising		
19/54.01	<i>Minute 19/44.03 Nominations</i>	Set up a working group with reps from the four counties. Nominations to be received from each county – nominations received from Shropshire, Warwickshire and Worcester County - on hold.	
19/54.02	<i>Minute 19/44.06 Role descriptions</i>	SK to review role descriptions for position on RMB – on going.	SK
19/54.03	<i>Minute 19/44.07 Incorporation</i>	SK look further at incorporation and submit a proposal at April AGM – on going.	SK
19/54.04	<i>Minute 19/44.14 Regional Shirts & Blouses</i>	Find quotes for regional shirts & blouses – board members to send sizes to office by Friday 3 rd April.	Office
19/54.05	<i>Minute 19/45.00 Diving programmes</i>	Each county to contact SB about possible CPD diving programmes & events to showcase diving within counties – circulated by counties – closed.	
19.54.06	<i>Minute 19/45.00 Diving toolkit</i>	SB to send Diving Stages 8 -10 toolkit & Diving toolkit promo video to members - completed and available on website to board members – closed.	
19/54.07	<i>Minute 19/46.01 Models of Incorporation</i>	Working group to look at pros and cons of different models of incorporation – on going.	Working Group
19/54.08	<i>Minute 19/46.04 Membership presentation</i>	SP to circulate the presentation to board members – circulated – closed.	

19/54.09	Minute 19/46.07 Volunteering	AS to work with SK regarding volunteer lead – to be discussed at a later date – closed.	
19/54.10	Minute 19/46.09 Pathways	SK to contact England Talent about a pathway for county swimmers – on going.	SK
19/54.11	Minute 19/46.09 DISE	County reps to broaden the county's knowledge of DISE programme – SK to ask George Wood for guidance and to share with counties.	SK
19/54.12	Minute 19/48.01 Awards	SK to write to Jane Nickerson regarding the Harold Fern and Alf Turner awards – SK has written to Jane Nickerson and is being discussed – closed.	
19/54.13	Minute 19/48.06 Masters committees	JC to propose to the three masters committees to form as one group and SK to raise it with John Hidle – SK completed – JC proposed to committees and they are not going to be joining together at the moment – to review at the turn of the year – closed.	
19/54.14	Minute 19/49.01 Price comparison	JC to do price comparisons on the two pools they are using for Counties and report back to the board – JC found that Coventry's was very expensive and Liverpool was about a 1/3rd cheaper. Although the Coaches liked the idea, it was felt that Shropshire would lose revenue as we would not get as many swimmers attend due to the travel costs. Shropshire have decided at the moment not to pursue this option, and that we would continue using Wolverhampton Central Baths – closed.	
19/55.00	Swim England Talent	Richard Blackshaw's presentation has been postponed until another meeting.	
19/56.00 19/56.01	Governance Regional Incorporation	Discussion took place regarding Regional Incorporation, the effect it may have on the board's structure, limited liability and how it may affect regional employment contracts. The board agrees that the only change would be to its legal structure and looks to move towards incorporation. The board agreed to move to an incorporated body and to put to the AGM for agreement with the members. <i>Action – It was agreed that SK would circulate the three options to the members to make comment on if the members agree to move to incorporation.</i>	SK
19/56.02	Finance Finance Managers Report & development costs	MB circulated his finance manager's report prior to the meeting: There are two significant changes to the draft accounts that were presented to the last meeting - <ul style="list-style-type: none"> The final accounting statement for the Midland Synchro Group revealed that they had actually made a surplus of £2,072 instead of incurring net expenditure of £10k as budgeted. Consequently we have received a half-share refund of £6,036. We have been invoiced by Swim England for our contribution towards Sarah Barrow, Diving Development Officer. The cost to 31 December was £5,712. The final outcome was a small surplus of £3.9k for the period which increased our general reserves from £207.9k to £211.8k. The surplus was achieved after allocating £47.0k to development but net spend on development was only £45.0k so ring-fenced reserves increased from £65.0k to £67.0k. In summary, therefore, total reserves increased from £272.9k to £278.8k.	
	Accounts to 31st December 2019	The Accounts to 31 December 2019 were approved by the board.	
	2020 Budget	MB was hoping to present a final budget at the meeting, however feels it's best to not present to the board due to the current situation and the budget will be managed as we go.	

<p>19/56.03</p>	<p>Marketing & Communications</p>	<p>The impact of the current shutdown should broadly be neutral. On the one hand our income will be lower for two main reasons namely:</p> <ul style="list-style-type: none"> • We won't be receiving membership fees for members joining clubs during the shutdown period. • We won't be receiving open meet licence fees during that period. <p>On the other hand no courses, training camps etc. will be taking place so expenditure will be less.</p> <p>Discussion took place on what each county in the region has been doing to communicate with clubs, swimmers etc. in this uncertain time. HW and AS are hosting 2 regional club forums for club chairs on a Monday lunchtime and a Monday evening. It was discussed that furloughed workers would not be able to give advice or respond to people at this time.</p>	
<p>19/56.04</p>	<p>Clubs Club Development Committee report</p>	<p>SP circulated a report prior to the meeting which included the following information:</p> <ul style="list-style-type: none"> • Currently 56 SwimMark clubs and 4 SwimMark networks. Heath Town and Bilston gained SwimMark accreditation for the first time and City of Hereford regained their accreditation. • 15 clubs retained their SwimMark accreditation. • Worcestershire network was reaccredited. • Five club development grants were approved (Stone & District, Walsall Synchro, Rugby, Redditch and City of Hereford). • Request for affiliation – Birmingham Marlins. Their approved constitution makes it clear that their focus will be para and disability swimming but would also include a mainstream group to allow siblings and family members to stay within the same club. It has proven necessary to remind them of this focus. <i>Action – To review & check the wording of Birmingham Marlins constitution.</i> • Club Closures – With closure of both school pools and leisure centres, all clubs have suspended activities until the end of May in line with the Swim England advice. Clubs are under significant challenges now with the continued payment of employees with no or reduced membership income and with risk of losing both members and water time during the closure period. <p>The CDC proposed that a small grant of funding is offered to those clubs that will be completing Stronger Affiliation to enable them to appropriately upskill relevant personnel with a safeguarding qualification to meet the requirements. Proposing a grant of up to £175 per club and the funding would not be granted without evidence of safeguarding completion and once Stronger Affiliation has been achieved – the board were happy to incorporate the grants into the budget for the 18 clubs who have no SwimMark accreditation.</p>	<p>SP</p>
	<p>Club Constitutions</p>	<p>After a discussion regarding constitutions and the deadline given at the last RMB meeting, it was decided by the board that the following clubs will have their affiliation suspended as they have not submitted their club constitutions by the deadline of the 1st of March:</p> <ul style="list-style-type: none"> • Aston SC. • West Midlands Police SC. • Wolverhampton Masters. • Wednesbury Water Polo. <p><i>Action – Office to let the four clubs know.</i></p>	<p>Office</p>

19/56.05	Club Development Officers report	<p>HW presented the following information: The West and East Midlands along with Richard Blackshaw are looking to set up a joint coaching forum.</p> <ul style="list-style-type: none"> • The Para forum that the region held online was well attended. • Network meetings are continuing to go ahead online. • The Team Manager Module One workshop is in the process of being transferred online. • UK Coaching has now launched their Safeguarding and Protecting Children workshop online. • On the 6th April Swim England will be launching their Safeguarding and Protecting Children workshop online. • All activity has been suspended until September. • Club officer engagement with clubs since 1st Feb: 33 clubs have been involved in direct calls and 37 clubs have been involved with meetings and workshops that the region is putting on. 	
19/56.06		Nothing to report.	
19/56.07	Facilities Report Workforce Volunteer Coordinators Report	<p>Amanda produced and circulated a volunteer coordinators report prior to the meeting which highlights:</p> <ul style="list-style-type: none"> • One Volunteer Coordinator coffee evening has been run since the last RMB in Staffordshire which was well received. • The potential of a 6 monthly coordinator meeting / online forum has been discussed at the Worcestershire Club Network meeting and clubs were keen to see this happen. • The Warwickshire coffee morning was cancelled due to two people booking onto the workshop. • No further progress has been made nationally regards online workshops / podcasts that will be available for volunteer coordinators to tap into. • Marcus Henson has joined the organisation this month to replace Beccy Trimming who left the organisation in January as Volunteering & Pathways Coordinator. <p><i>Action – Club Officers to hold a meeting with SK and EG to discuss the direction of volunteering support in the region.</i></p>	HW / AS
19/56.08	Competition & Events	Nothing to report.	
19/56.09	Talent	Nothing to report.	
19/57.00	Swim England Annual Council	<p>The region must identify 7 people to represent the West Midlands at the Annual Council.</p> <p><i>Action – Board members to let HC know if they wish to be a representative.</i></p>	Board
19/58.00	Regional Reports		
19/58.01	Chairs Report	Circulated – nothing to note.	
19/58.02	Synchro Report	Nothing to report.	
19/58.03	Water Polo	<p>MB made the following comments at the meeting:</p> <ul style="list-style-type: none"> • Aston WP is under threat as they use Woodcock Street pool which is within the proposed Birmingham clean air zone (CAZ). • Wednesbury WP hasn't operated for two years however there are long-standing members who wish to keep it going. 	
19/58.04	Diving	SK working with SB on strategy.	

19/58.05	Masters	Discussed earlier in meeting regarding the three Masters committees.	
19/58.06	Regional Records	Reports circulated. Regional records are up to date on the website and certificates will be sent out in due course.	
19/59.00 19/59.01	County Updates Shropshire	<ul style="list-style-type: none"> • Shropshire is due to hold their next network meeting on the 7th April via conference call. • County Development Programme – the first camp, due to take place on Sunday 22nd March, was cancelled due to the current situation and is hopefully going to take place later in the year. • The County Open Water Development Weekend on the 5th and 6th June may have to be cancelled if the current situation continues. • Shropshire’s Young Volunteer Programme is up and running, however the first aid course has had to be cancelled and will be rearranged for later in the year. • County Championships held at Wolverhampton pool went well. • Unfortunately Shropshire has lost one of their past referees on the 9th March, Ceri Worthington, a much loved lady and will be missed by all who knew her. 	
19/59.02	Warwickshire	<ul style="list-style-type: none"> • Warwickshire’s Count Pathway Programme has been suspended and they will hope to fix a date later in the year, potentially September/October time. • County Championships held at Coventry’s Fairfax Street pool was a successful event. • A county coaches WhatsApp has been set up to share ideas and support each other. 15 coaches from 10 clubs have joined this group. • The county’s chairs forum had very high attendance and hopes that they are able to have face to face sessions in the future. 	
19/59.03	Staffordshire	<ul style="list-style-type: none"> • Staffordshire’s County Championships (including Masters) were held in February and March and were both very successful with record numbers of entries and swims. • To assist with the running of the Championships Staffordshire purchased a new set of radios which proved to be very helpful. • A Swim Development Programme has been arranged for the 26th April, 5th July & 11th October at Newcastle-Under-Lyme school. These dates are all subject to current restrictions. • Unfortunately Staffordshire lost county stalwart Barrie Davenport, husband of our President Elect Jose Davenport. 	
19/59.04	Worcester	<ul style="list-style-type: none"> • Worcester County successfully completed County Championships with increased entrants. • The county has had encouraging talks with city councillors regarding the 100% increase for pool hire charged this year and are expecting a reduction together with a Grant from the Council going forward. • County Development Programme – the first camp on the 29th March was unfortunately cancelled and will be rescheduled. It may be that the June camp will also be cancelled. • All clubs in the county were closed by the 20th March. <p><i>Action – SK to circulate Swim England’s action plan to board members.</i></p>	SK
19/60.00 19/60.01	AORB AGM	The board has agreed to still go ahead with the AGM on 25 th April. The AGM will now be a virtual AGM and be held online using Zoom.	
19/60.02	Club Leadership Group	The board agrees to appoint our Club Development Group Chair as the regional representative at the Club Leadership Group. They have also agreed to have a deputy if the Chair of the CDG cannot attend. <i>Action – SK to send confirmation of our rep to Jon Keating and Ian Cotton.</i>	SK

Confirmation of date of next meeting	AGM Saturday 25 th April 2020 – Online Zoom meeting	
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	SUMMARY OF AGREED ACTIONS	MINUTE REF	ACTION
➤	SK to review role descriptions for position on RMB.	19/54.02	SK
➤	SK look further at incorporation and submit a proposal at April AGM.	19/54.03	SK
➤	Find quotes for regional shirts & blouses – board members to send sizes to office by Friday 3rd April.	19/54.04	Board
➤	Working group to look at pros and cons of different models of incorporation.	19/54.07	Working Group
➤	SK to contact England Talent about a pathway for county swimmers.	19/54.10	SK
➤	County reps to broaden the county's knowledge of DISE programme – SK to ask George Wood for guidance and to share with counties.	19/54.11	SK
➤	SK to circulate the three options to the members to make comment on if the members agree to move to incorporation.	19/56.01	SK
➤	To review Birmingham Marlins constitution.	19/56.04	SP
➤	Office to let the four clubs know that their membership has been suspended.	19/56.04	Office
➤	Club Officers to hold a meeting with SK and EG to discuss the direction of volunteering support in the region.	19/56.07	HW / AS
➤	Board members to let HC know if they wish to be a representative at Swim England's Annual Council	19/57.00	Board
➤	SK to circulate Swim England's action plan to board members.	19/59.04	SK
➤	SK to send confirmation of our rep to Jon Keating and Ian Cotton.	19/60.02	SK

DATE OF NEXT MEETING: Saturday 25th April 2020

Minutes prepared by	Date
Grace Grove	09.04.2020