

Meeting	Regional Management Board	
Venue	Holiday Inn, Bromsgrove	
Time and Date	9.15am February 2 nd 2019	
Present:	Mrs J Childs	Mr M Beard (Finance Manager)
	Mrs P Davies	Mr F A Green
	Mr D Corbett	Mrs E Sykes
	Mr B Simkins	Mrs V Hewitt
	Ms E Gale	Dr S Prosser
In Attendance:	Mrs H Weeks (National Club Development Officer) Miss A Swan (Regional Club Development Officer)	
Apologies:	Mr P Holmes	Mr S Kirkland (Chair)
	Mr S Highfield	

Minute	Agenda Item	Details	Action
18/81.00	Welcome from chair	Mike Beard opened the meeting stepping in as chair in Simon's absence.	
18/82.00	Minutes of 1st December 2018	Minutes approved.	
18/83.00 18/83.01	Matters Arising <i>Minute 18/72.02</i> <i>Para-swimming times</i>	Carried forward – recommendations for para-swimming county times required	HW/AS
18/83.02	<i>Minute 18/72.05</i> <i>IPL Pool</i>	IPL pool – further information / update required on whether timing equipment will be in place. HW to follow up with Lesley Hill at meeting week commencing 4 th Feb, 2019	HW
18/83.03	<i>Minute 18/72.06</i> <i>Regional Chair</i>	SK to look further into the role of chair for chair in waiting role in the future. Action carried forward	SK
18/83.04	<i>Minute 18/72.08</i> <i>Club Networks</i>	HW to ask Jon Keating about how to maximise the use of club networks and county structure – ongoing discussions as a National team at present – action carried forward	HW
18/83.05	<i>Minute 18/74.02</i> <i>National club survey</i>	HW to share National club survey results once released – not yet ready to share regional data, will present at the next meeting	HW
18/83.06	<i>Minute 18/74.03</i> <i>GDPR</i>	GDPR and handbooks – process for officials details being published – carried forward to discuss with HC	Office
18/83.07	<i>Minute 18.74.06</i> <i>Cliff Lakes</i>	Insurance claim back for Cliff Lakes cancellation – carried forward	Office
18/83.08	<i>Minute 18/74.08</i> <i>Wolverhampton Central baths</i>	Ongoing timing pad issues – DC discussed a number of issues. DC to follow up with Wolverhampton Baths re: report	DC

18/83.09	<i>Minute 18/74.08 Backstroke ledges</i>	Backstroke ledges request available for Regional Champs Coventry – LS put backstroke ledges into the spec for the new pool at Coventry, but they can't be forward purchased for our champs in 2019.	
18/83.10	<i>Events and Competitions committee rep</i>	Point for consideration; from a constitutional point of view, should Louise Barnes be attending the RMB in a none voting capacity as she leads the Events and Competitions Committee	SK
18/84.00 18/84.01 18/84.02	Regional Strategy Governance Finance Finance Managers Report & development costs	<p>Nothing to report</p> <p>MB had circulated a report and the development costs prior to the meeting:</p> <ul style="list-style-type: none"> • Membership fee income is down, partly due to reducing the fee by 50% in the last quarter of the year and partly due to a drop in club membership. MB stated that SP would present more information on this later on. Projected to break even. • Schedule of development costs covering the 9 months to the end of December. Net spend to date much lower than budget. • Bank balance remains healthy at over £70k • Midlands Synchro Group continues to operate well within budget • MB has written to all budget holders asking for budget submissions covering the 9 month period to 31 December 2019 by the end of February to enable MB, SK and HW to review them in time for April presentation at the RMB. <p>MB circulated a separate report about the Regional Office Rental Agreement which is due to expire on 31st March 2019. The Report stated that the landlords had put forward various options but had required a decision by the end of January. The two regional chairs and finance managers had conferred and agreed to renew the rental of the current unit on a 12 month fixed term agreement at a rent of £974.40 per month</p> <p>Discussions took place around the hire of the Holiday Inn, Bromsgrove for RMB meetings and various other meetings of regional committees. It was stated that the Holiday Inn is a much cheaper option to Basepoint for meeting room hire, as Basepoint have increased their meeting room fees.</p> <ul style="list-style-type: none"> • BS suggested putting a request to Basepoint to include a certain amount of meeting room bookings per year within the monthly rental agreement figure to see if a deal could be made and reduce the meeting room rental cost. Request that HC follow this up with Basepoint. 	
18/85.03	Marketing and Communication	HW brought copies of the Regional Strategy which has now been printed and shared with the everyone present	
18/86.04 18/86.05	Clubs Club development group report	<p>SP had circulated a report prior to the meeting:</p> <ul style="list-style-type: none"> • 55 accredited clubs • 2 currently lapsed – Kingsbury and Haden Hill • 5 accredited club networks • 2 currently lapsed club networks • SP, HW, AS and HC attended a SwimMark standardisation day on 6 December 2018, it was a 	

<p>18/86.06</p>	<p>Club Development Officers report</p>	<p>useful day to check and challenge our understanding of the SwimMark criteria against other regions. Jean Childs also attended as National Club Management Group member.</p> <ul style="list-style-type: none"> • New club development committee member has joined us; Amy Baker from Walsall Synchro. <p>SP presented a detailed analysis of the membership numbers for the Regions clubs. Presentation will be circulated with the RMB minutes. Observations / discussions took place around:</p> <ul style="list-style-type: none"> • Some clubs are beginning to seek private insurance for their LTS scheme as it is cheaper than Swim England insurance, but this takes their cat 1 membership outside of the organisation • Should we consider reducing the charge for cat 1, would that stop clubs having their own private learn to swim schemes with private insurance and taking membership outside of the ASA? • How much is the insurance per swimmer privately in comparison to Swim England insurance? <p>HW had circulated a report prior to the meeting:</p> <ul style="list-style-type: none"> • Currently 55 accredited clubs • Kingsbury lost their accreditation. Haden Hill are looking to accredit this quarter. • Overseas competition – Head Coach: Dave Painter (RWS), two assistants; Paul Wilson (Coventry) and Mikey Hire (City of Hereford), two team managers: Hayley Colville and Eleri Fairbanks (Shrewsbury) took a full team of 24 swimmers to Amiens. Large number of good swims, great feedback has been received into the office. • Regional Development Programme – Mikey Hire confirmed as head coach. Skills coaches out for application at present. Venue confirmed as West Brom LC in Sept, Oct and Nov. • Para-swimming; setting up a new forum for para-swimming in the region, first meeting to take place on 6th Feb 2019. A new development programme is being set up with 6 training sessions across the Midlands region, with Tim Hastie as Head Regional Coach. Assistant coach and development lead to be recruited soon with guidance from England Talent Officer • Regional conference taking place on Saturday 16th March 2019 at Snow Dome, Tamworth • Young Volunteer Programme – open for bookings for Snow Dome and RLSS. • Open Water – Regional champs confirmed for Sunday 7 July 2019 in Nottingham. Selecting a group of swimmers to compete at the Great North Swim in June. • Synchro – 6 novice development days, 3 intermediate development days being organised across the Midlands. Beacon programme up and running. Residential confirmed for 29 July – 1 August 2019. • Waterpolo – Overseas opportunity to Serbia being organised by WM Waterpolo management group • Diving – Sandwell planning meeting organised for 5 	
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		February 2019	
18/86.07	Workforce	Appointed admin coordinator for the office to replace Deb Harris she starts on 1 April 2019. In the meantime, Jane Campbell has agreed to return 2 days a week and temp in Feb and March to help out the office.	
18/87.08	Competitions and events	<p>LB circulated a report prior to the meeting:</p> <ul style="list-style-type: none"> • Midland short course ran well. Draft accounts should be with MB by the time of the RMB. • Work is underway on the para champs, Andy Stead has rewritten the terms and conditions. They would like to introduce merchandise and offer at the champs, and they have a new supplier who is interested in supporting this – for consideration by the board please. Hoping to run more classification on the day • WM Champs – call outs to go to officials and other helpers. Merchandise and tokens agreed with SRS. Pool is booked, everything else a work in progress. <p>Discussions took place around SRS:</p> <ul style="list-style-type: none"> • MB pointed out that Louise Barnes must be made aware that we have an exclusive standing agreement with SRS which we must be mindful of when thinking about new suppliers 	
18/87.09	Talent	Nothing to report. Next meeting to take place on 15 Feb 2019. Talent information included within club development officers report.	
18/88.00	ASA 150th Anniversary	Nothing to report	
18/89.00	Swim England Annual Council	A question raised over when the 2020 council meeting is to be held – office to find out and report back to the board	Office
18/90.00	Regional Reports		
18/90.01	Chairs report	No report	
18/90.02	Synchro Report	No report	
18/90.03	Waterpolo Report	<p>MB circulated a report prior to the meeting:</p> <ul style="list-style-type: none"> • Inter-regionals; U18 girls played last weekend in Elstree, placed 2nd in division 2 winning 4 matches against Scotland, South East, East Midlands and North West B. Players were a good representative spread across 6 different clubs and the team officials were from Worcester Crocodiles WPC. The U18 boys event takes place at Ponds Forge this weekend and will be competing in division 2. • Assistant Coach Course – after much delay a course took place over the last 2 weekends over two venues; KES and Wyndley LC. The course was fully subscribed with 16 candidates, filled at short notice. • U13's – two tournaments for players born 2006+ are scheduled to take place at KES in Feb and March. 8 teams have been entered. 	
18/90.04	Diving report	<p>SK circulated report prior to the meeting via email:</p> <ul style="list-style-type: none"> • A group has been formed made up of Swim England central staff and regional staff led by SK. An action plan has been developed to develop diving in a traditional way as well as developing a volunteer development programme 	

18/90.05	Masters Report	<ul style="list-style-type: none"> Funding is being developed to be matched with WM's funds – likely to receive funding to support a development officer focused on developing diving around the games. Exact job description yet to be finalised but will be about developing a club infrastructure <p>No report.</p> <p>Issues raised re: Etwell Eagles distance meet. It was agreed at a previous RMB meeting that WM's would only provide medals for the event. MB to email John Hidle in the EM's to reiterate that WM's will only be providing medals and outline that there still seems to be some misunderstanding going on.</p>	MB
18/90.06	Regional Records	DC circulated report prior to the meeting via email	
18/91.00 18/91.01	County Updates Shropshire	<ul style="list-style-type: none"> Open water development camp is progressing, interest already for the camp, looking at who they will invite to attend Starting 3rd year of the County Development programme, 3 camps are now booked and main personnel in place. Parents meeting 20 Jan which was a success County Champs 20 Jan, 26/27 Jan and 2/3 Feb. No major problems with AOE Strong young volunteer programme. 12 just completed aquatic helper and time keeper, 12 more awaiting the course Had an initial meeting with someone from Swim England about the feasibility of owning their own pool – interesting meeting and they are looking further into this 	
18/91.02	Warwickshire	<ul style="list-style-type: none"> Swimming Championships 2019 on target entries up this year, officials slow in coming forward, chairs forum planned for second weekend County awards – swimmer of the year: Dan Smith (masters), Volunteer of the year: Dee Reynolds (Swimming) Synchro – flexibility training postponed due to trainer illness, skills event successful, new website to be launched Forming partnership with Hive College – students 19 – 25 with special educational needs and disabilities are supported into employment and promote their confidence and independence: students have designed and produced poolside passes for county champs and county marketing and comms. 	
18/91.03	Worcester	Verbal report provided at the meeting – issues ongoing with Freedom leisure and competition use	
18/92.00	AORB	<ul style="list-style-type: none"> VH raised the issue of an ASA friend being put forward from Worcester County without their consent. MB confirmed that this was an administrative error and was under the impression that she would not be used but SK might be able to confirm Swim Management group notice – including para-swimmers in counties 	SK

	Confirmation of date of next meeting	Saturday 13 th April – Holiday Inn, Bromsgrove at 9.15am	

	SUMMARY OF AGREED ACTIONS	MINUTE REF	ACTION
➤	Recommendations for para-swimming county times required	18/83.01	HW / AS
➤	IPL pool update required re: will timing equipment be in place	18/83.02	HW
➤	Look further into the role of chair for chair in waiting role in the future.	18/83.03	SK
➤	How to maximise the use of club networks and county structure – ongoing discussions as a National team at present – feedback at next meeting	18/83.04	HW
➤	Share National club survey results once released – not yet ready to share regional data, present at the next meeting	18/83.05	HW – add to agenda?
➤	GDPR and handbooks – process for officials details being published – carried forward to discuss with HC	18/83.06	Office
➤	Insurance claim back for Cliff Lakes cancellation – carried forward	18/83.07	Office
➤	Ongoing timing pad issues – follow up with Wolverhampton Baths re: report	18/83.08	DC
➤	Consider, from a constitutional point of view, should Louise Barnes be attending the RMB in a none voting capacity as she leads the Events and Competitions Committee	18/83.10	SK
➤	HC follow up with basepoint re: include meeting room costs in monthly rental figure – come to a deal?	18/84.02	Office
➤	Circulate membership analysis presentation with the RMB minutes	18/86.05	SP
➤	Find out when the next Swim England Council meeting is	18/89.00	Office
	MB to email John Hidle re Etwall Eagles issue	18/90.05	MB
	SK to confirm the situation regarding the Worcester County friend	18/92.00	SK

DATE OF NEXT MEETING:

Minutes prepared by	Date
Amanda Swan	21.2.2019