



## ASA London Region

### Notes of Board Meeting – 4<sup>th</sup> December 2007

**Present:** Will Collins, Richard Whitehead, Jean Scott, Vernon Davies, Brian Kapp, Kay Grimshaw, Tamsyn Tremeer,

**Apologies:** Dave Andrews, Steve Baker, Jean Cook, Jackie Bedford, Dave Heathcock, Michelle Weltman

**In Attendance:** Colin Brown

As the meeting was not quorate, these are notes only and are not formal minutes and subject to acceptance at the Next Board meeting on February 11<sup>th</sup> 2008

#### 04.12.07.01 Minutes of Previous Meeting

Minutes of meeting of 7<sup>th</sup> November 2007 were reviewed for accuracy.

#### 04.12.07.02 Matters Arising

All items were agenda items in their own right

#### ACTION POINTS

- The web to be updated with note that London Swimming position regarding the Borough pathways will be formally covered when the strategy is distributed in New Year. This was the agreed fall back as the letter from Will Collins to the clubs had not been sent as agreed at the last meeting
- Strategy document on the web to be replaced with final version as soon as it is received from the design consultants

#### 04.12.07.03 Finance

- The monthly report was noted. RW stated that the Region's current position had been strengthened further with the receipt of £800 of membership fees in the last week.
- Sport England funding (LAP) will be updated by time of next meeting
- RW reported back on the recent audit, where initial feedback had been very positive. The formal report had not been issued and a number of actions would be required as a result of the audit
- It was noted that costs for communicating to members would be higher over the next few months as there were a number of things which would need to be circulated to all clubs (strategy, best practise, updated version of LTAD)
- The Board was updated on the initiatives being considered in detail by the Finance and Administration sub-committee. These work in progress items are moving forward with further meetings scheduled for the next few weeks

#### ACTION POINTS

- LAP position to be formally reported to next Board meeting
- 2007 data to be reported to Discipline managers so that their budgets could be drawn up. Need to consider for 2009 as managers tend to think in terms of calendar rather than financial years. Budget feedback to be brought to next meeting

#### 04.12.07.04 Regional Director's Report

- There had been a change in direction of Sport England policy in the last week following the resignation of the chair. As a result SE focus will be on the "Sport" end rather than the "Health" end which was being transferred back to Department of Health. There would be a further strategic review within Sport England and the situation would need to be monitored.
- It was planned to hold "Road Shows" in the 4 quadrants of London in the March-April period.
- A delegation from South Africa was here this week.
- Discussions were being held with Water Polo over the progressing of the CIF bid

- Kelly Padden had resigned as she was looking to take a career change. The Board noted the reasons behind her decision; noted with appreciation her contribution to the Region; and wished her well for the future – CB will review the Regional Office administration requirements before recruitment for a replacement is undertaken in New Year.
- Middlesex use entries to County Championships as means of communicating with swimmers and parents and road show information can be included in that pack.
- A discussion was had concerning how to address some of the fundamental structural communication problems. It has been perceived that some processes are being dictated by London Swimming when in reality it is another body, e.g. Local Authorities, who was driving the Agenda, and the Regional influence is limited to promotion of its own strategy.

#### **ACTION POINTS**

- Water Polo CIF bid to be further progressed
- Mailing to clubs in New Year of strategy, road show, letter from Will Collins
- In advance of this the Regional Office to get clubs to confirm detail of Club Secretary, Chairperson, Chief/Head Coach, Competition Secretary
- Counties to be approached regarding sharing the cost of the road show – seen as a good way of starting to link with the Counties

#### **04.12.07.05 Beacon Programmes**

- Ealing will be putting in a bid
- Crystal Palace Clubs had been consulted and further meetings were being arranged for this week. Several had already indicated that they would be interested.
- All clubs would be given same level of information and access to professional staff support/guidance
- Anne Adams-King and Nick Selwood would continue to be closely involved as this was just one regional bid as part of an overall national initiative. There was concern that the timescales were very tight in London. However it was noted that the responsibility for delivery was regional, not national.

#### **ACTION POINTS**

- It was agreed that a sub committee of the Board consisting of Vernon Davies, Richard Whitehead, Brian Kapp, Colin Brown and Nick Selwood would review the bids in advance of making a recommendation to the Board. The Chairman stressed the level of commitment required from the Group to be able to meet the tight deadlines. The Chairman would monitor the process.
- First duty of that group would be to create the review criteria that will be used to evaluate the bids and how they will meet the Programme and Regional Objectives.

#### **04.12.07.06 Crystal Palace and Crystal Palace Diving Institute (CPDI)**

- CB updated the meeting on the latest position re CPDI
- The meeting supported the Diving Committee's recommendation that the offer to CPDI to supply air boards whilst Crystal Palace had lapsed, and was therefore to be withdrawn, as CPDI had not complied with all the terms of the offer when accepting the proposal.
- CB updated the meeting following a meeting that afternoon. The contractors are on target to meet the June/July completion date. The Youth event in May will be at Gurnell Pool in Ealing. The preferred venue for the Bagcats was still Crystal Palace, however KG was trying to ensure that Gurnell was booked as a Safeguard. Unfortunately she could not get any confirmation of this and asked that CB continued to exert his influence to get confirmation from GLL. A key objective was to ensure that the Region only paid for one lot of pool hire.

#### **ACTION POINTS**

- CB to write to CPDI to confirm the position
- CB and KG to try and elicit a booking confirmation from GLL

#### **04.12.07.07 Constitutions**

- The ASA were changing the target date to June 2008 and offering a carrot to clubs to complete the task of 2 free CPD places
- Surrey is an issue in a wider sense as well as from a constitution angle

**ACTION POINTS**

- Need to create a new London Surrey Association – key to progressing this was a draft constitution. This had to be done because of the governance issues. This could be worked into part of one of the Road shows.

**04.12.07.08 Board Training**

- This needs to cover 2 angles
  - New Board members which would be covered in a session by Colin Brown
  - General Board Training

**ACTION POINTS**

- New Board members would be covered in a session by Colin Brown with support from Richard Whitehead on finance
- General Board training would follow similar format to previous year with a mid week date in April/May using the same moderator as last year .Specific focus areas should be on where we want the Region to be in 3 years time and how we get there.

**04.12.07.09 Trophy Secretary**

- Confirmed the appointment of Francis Prentice
- Confirmed that all Trophy details should be in the handbook
- Confirmed that the Trophy Secretary should arrange for all recommended repairs to be undertaken
- Formally thanked Jane Cook for her work as Trophy Secretary

**04.12.07.10 AOB**

- Board conflicts of interest – all board members must complete a form and have a responsibility to declare an interest in advance of a topic being discussed
- New club affiliation – this would be put on hold until after the outcome of various related activities involving the existing club have been progressed-

Time and Date of Next Board Meeting: Monday 11<sup>th</sup> February 2008 19.30 at Southbank House.



Affiliated Region