

Management Board Minutes

**Wednesday 16 July
London Swimming Offices Southbank House**

Present: Will Collins, Jackie Bedford, Kay Grimshaw, Jean Cook, Jean Scott, Steve Baker, Dave Heathcock, Brian Kapp, Colin Brown,

Apologies; Vernon Davies, Richard Whitehead, Tamsyn Tremeer, Michelle Weltman, Dave Andrews, Den Collen (co-opted)

080716.1 Minutes of Conference call 30th June 2008

Minutes accepted with the addition of the acceptance of the new logo for use on all items with the exception of medals.

080716.2 Matters arising –

Board Commitment – annual attendance spreadsheet had been circulated in advance.

A number of board members had fallen below the 3 consecutive attendance rule: Dave Andrews, Tamsyn Tremeer, Jean Cook and Brian Kapp. Jean Cook had been on ASA duties for two of her absences. Dave Andrews and Tamsyn Tremeer both tendered their resignations. Brian Kapp presented his reasons for lack of attendance. This was discussed and not felt to be acceptable. Brian left the meeting.

Den Collen was therefore co-opted to fill the vacancy left by Tamsyn Tremeer and serve until 2010.

080716.3 Finance

No written report due to illness in the family. Very little changes within the structure bar the first payment for the water polo project from Sport England. New company being set up to be able to invoice for Barking & Dagenham contract.

Board minuted its thanks to Colin Brown on his successful negotiation of the Barking & Dagenham contract.

080716.4 Regional Director

This month the report was Verbal due to holiday. Colin updated the board on the current progress being made in co-ordinating the government 'free swimming offer' for over 60 ' in London. Considerable work had been done in the last few days to co-ordinate this activity.

The website had 42,000 visits since January 2008 and averages 1,000 per week.

Colin to be key note speaker at Sport England London annual conference.

080716.5 ASA Committee Structure proposals – changes to law circulated previously

Will updated the board on the working group he had been part of that had taken on this area. Will felt that the most significant change for the ASA would be better use of volunteer resources for the ASA. An outcome desired by the Board was that all ASA minutes would be written in plain English and read as a stand alone item.

080716.6 Competition Workforce – update from Swimming Group circulated previously

Colin was attending a meeting with the LDA to access bursaries for officials to support this programme.

AP: All disciplines to feed into this paper so that it can be costed and launched at the ACM.

080716.7 Succession Planning – Chairman

The proposal from Harry Braund for a vice chairman role and mid year council meeting was discussed.

AP: Will to confirm with the seconder that he was happy with the proposal as it had been received in electronic form.

The selection process for the new Chairman was discussed. The Chairman was elected from within the Board post ACM. All candidates would be asked to produce an application showing how they met the job description (available on the website) and present to the Board at a special meeting during October.

AP: All Board members to identify prospective individuals for the vacancies at the ACM (Will Collins, Brian Kapp, Dave Andrews, Vernon Davies, Richard Whitehead and Kay Grimshaw).

080716.8 ACM

080716.8.1 Proposed changes to the constitution had been circulated

The Board voted to reduce the quorum from 8 to 7.
The Board voted to insert into the constitution the following:

“In the event of a vote of no-confidence in a Board member by a two thirds majority of the Board then the Board has the power to remove the said member”.

These two changes would be put before the ACM.

080716.8.2 Venue – still to be confirmed Jo Calvino and Gita working on it with Jackie assisting with schools.

080716.8.3 Timetable – Colin printed the current timetable and asked for feedback

080716.8.4 Aquaforce Awards – Board agreed to recognise Jan Van Der Velde for outstanding contribution and SkillsActive as partner of the Year.

In the 2009 awards the athlete and coach of the year would not be put before the membership instead agreed by the coaches forum and discipline committees.

080716.9 Swimming had benefited by receiving 156 bursaries for UKCC courses which represented 28% of the funding across all sports.

080716.10 Dates for 2007/2008 Meetings

AP: Will to circulate a new schedule of dates including an additional one in October – for selection of the new chairman.

080716.11 AOB:

080716.11.1 Trophy Storage – Kay to identify a suitable storage facility near our current championship venue (Crystal Palace) for all trophies.

AP: Disciplines to advise Kay of their requirements.

080716.11.2 Board Dinner – It was suggested that we change the date to 5 September (Friday) and return to Brown's if possible.

AP: Jean Cook to circulate details

080716.11.3 West London Sharks – approved for affiliation

080716.11.4 Ortus Londinium (Meaning arise or born in London) has been affiliated by the East Region. The club is for Essex Swimmers to train and eventually form a Basildon Squad.

AP: Will to object to the East Region affiliating a club with no geographical pretext.