

Berkshire & South Buckinghamshire ASA
(A sub-region of ASA South East Region)

MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON 9 FEBRUARY 2010 AT THE WINDSOR LEISURE CENTRE, STOVELL ROAD, WINDSOR, COMMENCING AT 2000HRS.

Present: Mrs S D Green (President), R F Penfold (Hon Secretary), Mrs R Large (Asst Hon Secretary), Mrs M M Felmingham (Hon Treasurer), Mrs E M Adams, K H Adams, N J R Brand, Mrs J Brown, Mrs J Hopkins, Mrs J Hulbert, E J Lyne, D Mason, R G Prior, J Rowley, G D Shields, P M Tiley, Ms S Topchik.

Apologies for absence were received Mrs B Coker, Miss S M Harrison, Mrs P A Jack, Mrs M S Lyne, R Pay, K J Rolph, Mrs L Rootes, F W Timms, Mrs T Turner, H H V Wilkinson.

26 MINUTES

The minutes of the meeting held on 17 December 2009 were agreed and signed by the President as a correct record, subject to the correction of the initials in Minute 14 to "L M", the correction of the name "Willis" in Minute 16/13C and to the insertion of the following times in Minute 24 – 25.40, 25.54, 3:58.42, 25.40, 25.54, 2:00.10, 1:49.64, 3:58.42, 4.29.81.

27 MATTERS ARISING ON THE MINUTES

- 14 It was agreed to make a donation of £50 to Great Ormond Street Hospital, in memory of the late Mrs L M Harrison.
- 16/4B The Hon Secretary reported correspondence with Chalfont Otters SC concerning the appointment of a person to serve as a Member of the Committee. The President indicated that Wycombe District SC had nominated Ms C Harper to serve on the Executive Committee.
- 16/5 It was agreed again to defer the election of the Diving, Masters and Swimming Committees.
- 16/13C Mrs S Topchik introduced the proposals, developed with her Club's coach, expanding on her suggestions for County development, on a 4-tier basis. Mr E J Lyne supported the concept of the proposals, arguing that the Association should be encouraging ventures along these lines. Members agreed, although it was recognised that any programme would need to be cohesive and carefully designed.
- It was decided to support the concept set out the circulated proposals and to authorise Mrs Topchik to take the project forward: in principle, financial support would be available for the venture.
- In the meantime, it was decided to appoint Mrs Topchik as a member of the Development Group.
- 23 The Hon Secretary reported that arrangements had been made for all meetings in 2010 to be held at the Windsor Leisure Centre.

28 CORRESPONDENCE

	Date	To/From	Subject
1	16.12.09	Hon Secretary, Oxon & North Bucks ASA	Seeks meeting to discuss role/local priorities of Regional Club Development Officer
2	21.12.10	Bucks & Milton Keynes Sports Partnership	December e-news
3	12.09	Chairman, ASA South East Region	Review of regional affiliation fees, regional handbook, ASA Council and Conference, 2009, ASA Development Framework for Teaching and Coaching, staff roles and responsibilities in the Region, Vetting and Barring Scheme, Regional Director
4	12.09	Manager – Membership Services, ASA	Association annual return, 2010

It was agreed, in accordance with previous practice, to meet the ASA membership fees of the Category 3 members of the Association.

5	08.01.10	Support Assistant, Berkshire Sport	Vetting and barring event, Newbury, 11.02.10
6	15.01.10	Support Assistant, Berkshire Sport	CPD courses
7	19.01.10	Support Assistant, Berkshire Sport	1st draft delivery plan in connection with NGB/CSP engagement

It was agreed to refer the document to the General Purposes Committee and the Development Group, for consideration and report.

8	19.01.10	Chairman, ASA South East Region	Seeks view on proposed change of name of Reading Cygnets SC, from “.. for the mentally handicapped ” to “...for people with a learning disability”.
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No objection was expressed to the change of name.

9	22.01.10	Tony Pearce, St Paul's School, Barnes	“Master Swimming and How to Survive It” – swimming technique master classes, 10-11.04.10
10	25.01.10	Support Assistant, Berkshire Sport	Berkshire Sports Development Forum, Dorney, 04.03.10

Having volunteered, Mrs J Hopkins and Mrs S Topchik were appointed to represent the Association at the Forum.

11	26.01.10	Regional Office & Finance Administrator, ASA South East Region	Application for affiliation by Great Marlow School
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No objection was raised to the affiliation, although clarification was sought as to whether the School wished to be affiliated as a school or a club.

12	28.01.10	Berkshire Sport Royal Borough of Windsor & Maidenhead	Sports Bug Fortnight, 15-28.05.10
13	01.10	ASA Membership Services	CRB Update Issue 7
14	01.10	ASA	"From Policy to Pool" – An ASA policy document on swimming pools in England
15	01.10	ASA	Wavelength, issue 133
16	01.02.10	Support Assistant, Berkshire Sport	Schedule of courses to Jul 2010
17	04.02.10	Bucks & Milton Keynes Sports Partnership	"Give It A Go..." taster sessions, 15-21.02.10
18	08.02.10	Bucks & Milton Keynes Sports Partnership	New funding zone
19	08.02.10	Support Assistant, Berkshire Sport	Coaching disabled performers' course, Windsor, 03.03.10
20	02.10	ASA	Wavelength, issue 134

29 HON TREASURER'S REPORT

The Hon Treasurer advised that there was £68,000 in the Association's bank account and that the Masters' event had generated a surplus of c £1900.

30 REPORTS OF COMMITTEES

1 General Purposes

There had been no meeting.

2 Diving

No report

3 Masters

No report

4 Swimming

The Hon Championships Secretary reported on the arrangements for the [swimming] County Championships. There had been some difficulties which she felt that had been overcome. Alternative arrangements had, for instance, been made for catering, as the previous caterer was out of action. Arrangements had been made for a feedback meeting for coaches and team managers between sessions 9 and 10 of the Championships, and it was agreed that those attending the meeting should be fed.

It was reported that the Officers had, as a matter of urgency, accepted an offer of sponsorship, via the ASA, from British Gas, in respect of the County Championships. In return for the naming rights (the British Gas XXX County Championships), the Association would receive £500, a pull up stand - personalised for the County with its logo and British Gas branding, 50 technical official polo shirts per annum, 4-page programme wraps with British Gas advert on the back cover, artwork files including County Championship British Gas composite logo's, adverts, wraps etc, template press releases – pre & post event and medal ribbons (if required)

The Committee approved and confirmed the action of the Officers.

5 Synchronised Swimming

New trophies for synchronised swimming competitions were displayed. It was reported that arrangements had been made to hold a County Novices' Competition on 12 June 2010, as part of an event promoted by Reading Royals SSC.

31 REPORTS OF OFFICE HOLDERS

1 Hon Trophies' Secretary

The Hon Trophies Secretary reported that, following the decision of the Committee at its last meeting; there were trophies for all [swimming] Championships.

The Hon Trophies Secretary enquired whether the Committee felt that a new County banner should be purchased, as part of the celebration of the Association's centenary, in 2011.

2 Water Polo Manager

No report.

3 Public Relations Officer

The Public Relations Officer advised that he was exploring the provision of a better electronic version of the county badge. He hoped to bring versions to the next meeting.

4 Swimming Officials' Organiser

The Swimming Officials' Organiser that the recruitment of officials for the County Championships was well in hand.

32 SUB-REGIONAL DEVELOPMENT PLAN

It was agreed to defer consideration of the Sub-Regional Development Plan pro tem.

33 ASA SOUTH EAST REGION

The Hon Secretary and Mr R G Prior reported on the meeting of the ASA South East Region Regional Management Board in February 2010, when the Board had received reports from each of the discipline managers and set the parameters for the budget for 2010/11.

The Hon Secretary (in his role as immediate Past President of ASA South East Region) was delighted to present the Jeff Cook Memorial Salver to Mr E J Lyne, on behalf of the Region.

34 RATIFICATION OF COUNTY RECORDS

It was observed that, according to the most recently published County Handbook, the conditions for establishing County Records still required the applicant to have been born in the Association's area, or to have resided in the area continuously for 3 months. Members recognised that this was not consistent with the County Championships' conditions, from which the birth or residence requirement had been removed. It was agreed to recommend the Annual Council Meeting to remove the birth or residence requirement from the Conditions for establishing County Records, unless research revealed that alteration already to have been made, and that, if necessary, ratified records set by persons who did not meet the birth or residence records be endorsed retrospectively.

35 ANY OTHER BUSINESS

- A The President reported that she had acquired a trophy for the Association to donate to ASA South East Region, and it was agreed to propose that the trophy was awarded to the winner of the Women's 1500m Regional Championship.

There being no further business, the meeting closed at 2120hrs.