

**ASA SPORT GOVERNING BOARD**  
**Minutes of the meeting held on 27<sup>th</sup> – 28<sup>th</sup> January 2017**  
**SportPark, Loughborough**

**Subject to approval at the next meeting**

<b>Present:</b>	Mr C Bostock Mrs A Clark Mrs K Grimshaw Mr I Mackenzie Mr B Simkins Mr N Booth Mr R Gordon Mr R Margetts Mr R Prior Mr B Saunders Ms P Jones Miss J M Nickerson	Chairman East Midland Region London Region East Region West Midland Region North West Region North East Region South West Region South East Region Sport Specialist Sport Specialist (Friday only) Interim Chief Executive Officer
<b>Non-Voting</b>	Mrs A Reah Mr R Whitehead	President Vice President
<b>Staff</b>	Mr R Barnes Mr Brian Havill Mrs E Griffin Mrs L Barnes Mrs T Carecci	Director of Legal (Friday only) Interim Chief Financial Officer Operations Director (Friday only) Executive Assistant (Friday only) Premises and Operations Team Leader (Saturday only)
<b>By Invitation:</b>	Mr M Farrar	Group Board Chairman

**Apologies:**

**Min No:**

1. **Welcome and Introductions**
  - 1.1 The Chairman welcomed everyone to the meeting with a special welcome to Mike Farrar, Chair of the ASA Group Board.
2. **Declarations of Interest**
  - Robert Margetts – National Licensing Panel
3. **Actions arising from the minutes of the meeting held on 18<sup>th</sup> November 2016**
  - 3.1 **Min 112.2 – Production costs of Swimming Times** – The analysis was discussed and it was agreed further thought be given on the issue of publishing an electronic version.
  - 3.2 **Min 113.4 – Long Service Awards** – It was agreed a paper is to be produced and discussed at the next Board meeting.
  - 3.3 **Min 113.5 – National Licensing Panel** – The Swimming Management Group suggested appeals for refusal of a licence be referred to the Swimming Management Group. Following a discussion it was agreed that this matter should be referred back to the Swimming Management Group for a detailed paper for consideration by the Board.

3.4 **Min 113.6 – Low Level Competitons** – It was agreed further clarification is required for other disciplines. The Chairman agreed to contact the discipline specific management groups and a further paper produced before a decision is reached.

3.5 **Min 114 – Competitive Swimwear** – The Interim Chief Executive Officer confirmed a discussion will be held at the Home Country Partnership meeting in February regarding faith compliant swimwear guidance notes.

#### 4. **Legal Report**

4.1 The Director of Legal highlighted the draft updates made to the ASA Team Selection appeals procedure (set out in Appendix 1).

4.2 After consideration, the Board agreed to the updated procedures and further agreed that the same changes (highlighted Appendix 1) be made to the fast track process.

#### 5. **Operations Director Update**

5.1 The Operations Director gave the Board an update on the following key areas of the sport;

- Learn to Swim – Swim Safe Team now appointed, planning underway to deliver Swim Safe at 20 sites to 20,000 young people.
- Workforce – IoS website now complete. An Awarding Body audit was recently carried out with a very good result.
- Clubs – Swim21 changes now implemented.
- Membership – a small reduction in numbers overall with an increase in income.
- Withdrawal of membership free period – initiated 31 complaints spread across eight regions.
- Membership Review – All eight Regions to be asked to nominate a representative to form a working group. Ian Mackenzie will be the SGB representative.
- Talent – Update on results and KPIs given.
- KPI Report – report for the next quadrennial to be produced with assistance from Insight.

#### 6. **Interim Chief Executive Officer Update**

6.1 Sponsorship & Agency Selection – A meeting with the Commercial Working Group was held in December and work is ongoing to appoint an agency.

6.2 Branding – A discussion was held on the re-branding of the ASA and the use of logos within the region. A branding manual will be available in March.

6.3 Patron – It was confirmed that for the next 5 years the new Patron for the ASA will be HRH The Duke of Cambridge.

6.4 ASA 150 Year Anniversary – It was agreed that the Interim Chief Executive Officer will consider plans for the celebration.

6.5 Regional Funding – A discussion was held on the current funding situation in relation to the support to regional offices and administration support. It was agreed the regions should set out their thoughts to the Interim Chief Executive Officer.

7. **Finance Managements Accounts**  
7.1 The Interim Chief Financial Officer updated the Board on the management accounts and gave an overview of the variances to date and budget timelines.
- 7.2 The management accounts were noted.
- 7.3 Members discussed a bequest recently given to the ASA and it was agreed that this should be distributed for appropriate activity. The Operations Director to consider options and to give an update at the next meeting. One suggestion included using the money to support the athletes selected for the Commonwealth Games as the ASA has to fund a contribution of £1k per athlete and £5k per team member.
8. **Risk Register, Heat Map Review & ARP Minutes 2<sup>nd</sup> November 2016**  
8.1 The report was noted.
9. **Sport England Funding**  
9.1 The Interim Chief Executive Officer updated the Board on the current Sport England funding position.
10. **Board Structure**  
10.1 The Chairman advised the Board that he together with the Group Board Chairman, Interim Chief Executive Officer and the Interim Financial Officer will be visiting all Regions during February and early March to discuss Incorporation options.
- 10.2 A positive discussion followed on the structure of Incorporation for the ASA.
11. **Minutes of the meeting held on 18<sup>th</sup> November 2016**  
11.2 The minutes of the last meeting were noted.
12. **British Swimming Board minutes 4<sup>th</sup> / 5<sup>th</sup> November 2016**  
12.1 The minutes of the last meeting were noted.
13. **Group Board Minutes 22<sup>nd</sup> November 2016**  
13.1 The minutes of the last meeting were noted.
14. **Decisions noted by email between meetings**  
14.1 Appointment of ASA Chief Executive Officer – Recruitment has commenced with shortlisting to be undertaken early February.
15. **Any Other Business**  
15.1 None.
16. **Date of next meeting**  
16.1 The next meeting will be held on the 17<sup>th</sup> – 18<sup>th</sup> March at SportPark, Loughborough.