

SUBJECT TO APPROVAL AT THE NEXT MEETING

MINUTES OF A MEETING OF THE GROUP BOARD OF THE AMATEUR SWIMMING ASSOCIATION, HELD ON 14TH FEBRUARY 2017 AT SPORTPARK, LOUGHBOROUGH

Present:

Mr M Farrar	Chairman
Ms L Wainwright	Independent Member (Deputy Chairman)
Ms J M Nickerson	Interim Chief Executive Officer
Mr K Ashton	SGB Representative
Mr S Cain	Independent Member
Mr N W Humby	Independent Member
Mr S Johnson	Independent Member
Mr I Mackenzie	SGB Representative
Mr B Simkins	SGB Representative

Staff:

Mr R Barnes	Director of Legal Affairs
Mr N Caplin	Chief Participation & Development Officer
Mr B Havill	Interim Chief Financial Officer
Mr D Stevenson	Insight Director
Mrs L Barnes	Executive Assistant

By Invitation: Mr C Bostock SGB Chairman

Apologies: Mr M Thompson Chief Commercial & Marketing Officer

Min No:

1. Welcome and Introductions

1.1 The Chairman welcomed everyone to the meeting with a special welcome to Chris Bostock, Chairman of the Sport Governing Board.

2. Declarations of Interest

2.1 Nick Humby - CSL

3. Minutes of the Meeting held 22 November 2016.

3.1 The minutes were agreed as a correct record.

4. Actions from Previous Meeting held on 22 November 2016

4.1 **IOS Booking System** – The scoping document has been agreed. Budgets are being finalised for approval.

5. Report from ASA Sport Governing Board Meeting

5.1 The report was noted.

6. Chairman's Update

6.1 The Chairman gave a reflection on the current situation of our position in terms of the new strategy and the allocation of funds available from Sport England.

- 6.2 **Recruitment of Chief Executive Officer** - A short list of 6 candidates for the Chief Executive Officer position have been selected for interviews on 23rd and 24th March 2017.
- 6.3 **Non-Executives** - It was agreed that the co-opted/appointment of additional Non-Executives should be put on hold.
- 6.4 **British Swimming MOU** – The Board approved the position suggested by the Chairman to reduce the payment by £50K per year due to the reduction in ASA income. However, it was felt a review of the financial contribution should be considered if the current situation changes over the next 12 months.
- 6.5 Keith Ashton abstained from taking part in the overall agreement reached.
- 7. Interim Chief Executive's Update**
- 7.1 The report was noted.
- 8. Sport England Funding Progress**
- 8.1 The Interim Chief Executive Officer gave an overview of the change to the Sport England funding process and the current position. Further reflection will be given following the outcome in March. A discussion followed on available funds and what our expectations will be over the next 4 years. A circulation of the funding summary to be issued to Board members.
- 9. Sponsorship Update**
- 9.1 The Interim Chief Executive Officer advised a new sponsorship sales agency has been selected following the withdrawal of TRM. The Chief Commercial and Marketing Officer together with Stuart Cain were instructed to finalise details.
- 10. Finance Report**
- 10.1 The Interim Chief Financial Officer informed the Board that Head of Departments have submitted draft budgets for review. A lengthy discussion followed on the format and process following last year's issues. An ARP meeting is due to take place in March at which the Budget will be discussed.
- 10.2 The Management Accounts were noted.
- 11. Incorporation**
- 11.1 The Chairman advised the Board a number of Regional meetings have been organised to address incorporation and Board members are welcome to attend. The meetings are working towards proposed changes to be put to the Annual Council Meeting in October.
- 11.2 A discussion followed on the draft articles relating to the Board structure and committees and Simon Johnson was thanked.
- 12. Legal Update**
- 12.1 The report was noted.

13. Equality & Diversity Report

13.1 The Interim Chief Executive Officer advised the Board that ASA and British Swimming are working on a joint application for the Advanced Equality Standard. Sport England expect us to make that submission in May and a draft will be circulated to members of the Equality Steering Group for comment beforehand. Jonathan Duckworth, People Development Director is leading on this.

14. Decisions by Email

14.1 **Common Wealth Games Attendance Policy** – The current policy for VIP attendance was discussed and it was agreed the policy wording should be amended to include “subject to affordability”. This will be reviewed after the budgeting process has been completed and when a clearer indication of funding is available.

16. Date of Next Meeting

16.1 The next meeting will be held on the 28th March at SportPark.