

## SUBJECT TO APPROVAL AT THE NEXT MEETING

### MINUTES OF A MEETING OF THE GROUP BOARD OF THE AMATEUR SWIMMING ASSOCIATION, HELD ON 28<sup>TH</sup> MARCH 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 S Cain	Independent Member
Mr N W Humby	Independent Member
Mr I Mackenzie	SGB Representative
Mr B Simkins	SGB Representative

**Staff:**

Mr R Barnes	Director of Legal
Mr B Havill	Interim Chief Financial Officer
Mr D Stevenson	Insight Director
Mr M Thompson	Chief Commercial & Marketing Officer
Mrs L Barnes	Executive Assistant

**Apologies:**

Mr S Johnson	Independent Member
Mr K Ashton	SGB Representative

#### Min No:

#### 17. Welcome and Introductions

17.1 The Chairman welcomed everyone to the meeting and congratulated Jane Nickerson on her appointment as Chief Executive Officer, effective from 1<sup>st</sup> April 2017.

#### 18. Declarations of Interest

18.1 None.

#### 19. Minutes of the Meeting held on 14 February 2017

19.1 The minutes were agreed as a correct record.

#### 20. Actions from Previous Meeting held on the 14 February 2017

20.1 **Min 6.4 British Swimming MOU** – The Chairman confirmed that a formal letter had been sent to the Chairman of British Swimming regarding the ASA contribution with no response to date.

20.2 **Min 9 Sponsorship Update** – The Chief Commercial & Marketing Officer confirmed that final details have been completed with Altius, a signed contract is now in place with them, and thanked Stuart Cain for his support.

20.3 **Min 14.1 Commonwealth Games Attendance Policy** – approved and agreed to keep this under review.

#### 21. Report from ASA Sport Governing Board Meeting

21.1 The report was noted.

## **22. Chairman's Update**

- 22.1 The Chairman advised the Board that he had attended five of the six regional meetings and stated that an overwhelming number of attendees are supporting Incorporation. It was noted that different questions and issues were raised during these meetings and therefore a follow-up meeting has been organised for the 12<sup>th</sup> April 2017 for all regions and Board members are invited to attend.
- 22.2 The Chairman and the Interim Chief Executive Officer have held meetings with Sport England on governance in relation to funding awards.

## **23. Interim Chief Executive's Update**

- 23.1 The Interim Chief Executive Officer presented the current situation on the following;
- Sport England funding
  - Award Conditions
  - Investment Opportunities
  - Strategic Implementation Plan
  - Re-structure
  - School Swimming Review – recommendations in the latest draft to be issue to Board members
  - Swim Group
- 23.2 The Board were concerned about the communication from British Swimming regarding the confidential enquiries currently being undertaken by British Swimming and asked the Chief Executive Officer to review the notification process between British Swimming and the Home Countries at the Home Country Partnership Meeting in June.
- ## **24. Sport England Funding Progress**
- 24.1 The Interim Chief Executive Officer presented the current funding notification received from Sport England and the associated requirements that Sport England expect the ASA to comply with.
- ## **25. IOS Update**
- 25.1 The Interim Chief Executive Officer presented a report prepared by the Managing Director of IoS with an update on the current issues with year to date performance indicators.
- 25.2 Lisa Wainwright, Chair of the IoS expressed concern that the IoS Board had not been asked to meet to approve the IoS budget and had not been asked to sign off the final accounts for the last two years. She also expressed concern that a substantive recommendation to change Swimming Times to a bi-monthly product had not been put to the IoS Board despite the fact the IoS members are the largest audience of Swimming Times, receiving a copy as part of their membership package.
- 25.3 The Interim Chief Executive Officer assured the Board that the IoS Board will be asked to review and sign off the year end accounts once finalised and that the budget will be circulated to all IoS Directors following the meeting.
- 25.4 The report was noted.

## **26. Incorporation Update**

26.1 The Interim Chief Financial Officer gave an update on the recent regional meetings and the overall impression was that there is a general agreement that the time is now right for the ASA to become an incorporated body and move to a single board structure comprising the following;

- 1 Chairman
- 4 Directors/Trustees nominated by the Membership
- 3 Independent Directors/Trustees
- 1 CEO
- 1 CFO
- 2 Specialist Directors/Trustees

26.2 The draft options for the committee structure beneath the main board will be considered at the meeting on the 12<sup>th</sup> April.

## **27. Finance Report/Budget**

27.1 The Interim Chief Financial Officer explained to the meeting the arrangements which had been made with the Company's bankers, Lloyds Bank plc (the "Bank"), whereby the Bank be instructed to collect and credit any account of the Company credits of whatever nature payable to any of the following payees;

- ASA
- Swim England
- Swim England Awards
- ASA Swim England
- Swim England (ASA)
- ASA Awards

27.2 A draft of the indemnity to the Bank was produced to the meeting and approved.

27.3 It was resolved that any one director be authorised to sign the indemnity and to advise the Bank of any payee to be added or deleted from the indemnity from time to time.

27.4 The draft budget for 2017-18 was presented and an outline given on the following areas;

- Sport England
- Four Year Financial Plan
- Swimming Times
- IoS
- ASA

27.5 A lengthy discussion around the budget continued and what level of detail the Board requires. It was agreed that the Interim Chief Financial Officer will prepare a document to explain in more detail the context of the budget report.

**28. Marketing Update**

28.1 The Chief Commercial & Marketing Officer gave an update on the following:

- New membership product, including TYR discount
- Learn to Swim Commercial Review
- Sponsorship approach
- Swim England Rebrand

28.2 It was agreed by the Board that the new Sponsorship agency, Altius, be invited to a future Board meeting.

28.3 The report was noted.

**29. Any Other Business**

None.

**30. Date of Next Meeting**

30.1 The next meeting will be held on the 23<sup>rd</sup> May at SportPark.