SCOTTISH AMATEUR SWIMMING ASSOCIATION

BOARD OF MANAGEMENT MEETING

FRIDAY 24th SEPTEMBER 1993
MORAY HOUSE COLLEGE, EDINBURGH

MINUTE OF MEETING

PRESENT	I. MASON	Chairman
	M. WALLACE	VC Marketing & Promotion
	S. BRUNTON	VC Development
	W. HAYES	VC Technical Development
	W. LORD	VC Disciplines
	S. MARTIN	VC Admin & Finance
	W. BLACK	SASA Secretary
	W. CHARLES	SASA Treasurer
APOLOGIES	W. FERGUSON	SASA President

Ian opened the first full meeting of the Board and outlined the responsibilities and objective of the Board. He emphasised the need for all to work together as a team to move the sport forward. Bill Charles and Bill Black intimated that they would be available for help to facilitate a smooth transition through to February 1993 and beyond.

Bill Charles requested that the stake holders of the sport be clearly identified. After discussion it was felt that a form of information pamphlet be produced for all association members and clubs with details of the new board - members addresses and phone numbers, objectives, responsibilities etc.

Action - M. Wallace.

SYSTEM OF OPERATION

Each Vice Chairman gave a short indication of their perceived roles and where they were in relation to these roles.

Admin & Finance

Stuart intimated that his priority was the budgetary control of disciplines. He had identified a software package to facilitate this which would give conveners a breakdown of income & expenditure on a monthly basis. It was hoped this system would be operational by the next financial year. Action - S. Martin.

Technical Development

Wynn reported that the crucial meeting of the education working group in whether we "go it alone" or enter a partnership with the ASA education scheme was to take place on the 8/9th October and that she was busy preparing the material for that meeting.

Marketing & Promotion

Murdo thought that his biggest issue was identifying people to form his committee and getting the right kind of people to assist him. The main priority for the next year was fund raising and generating income.

Disciplines

Wally is the process of taking an overview of the situation and attempting to collate the base information and current framework to put together an outline of where the sport in going.

Development

Sandy saw his first priority as getting his group of people together as this was a new committee. Some preparatory work had been done in preparing background information for the members of this group.

The new working groups for the next phase and invitation to the planning seminar were discussed.

Development

Sandy intimated he had approached and "signed up" the following people Blair Prentice, Maureen Campbell, Martin Sreenan, Peter Snape, Brian Campbell. A representative from the SSSA was needed for this group and after some discussion Jean Smith was to be approached.

Education

The core members of the existing education committee plus Alan Lynn and Anne Dickson.

Marketing

Murdo indicated that he had made up a list of possible names for this group but had not confirmed them as yet.

Admin & Finance

Stuart felt that there was little need at this time to form a committee. Bill Charles and himself would liaise to ensure the proper systems were in place before any further help was required.

The extra people are to be written and invited to join the respective committees and attend the planning seminar on the 31st October 1993.

Action - S. Brunton/M. Wallace/W. Hayes.

SYSTEM OF COMMUNICATION

Secretarial Service to the Board would hopefully be done by the Office Staff until the appointment of the Admin. Manager.

Copies of all letters from Board Members to be kept in a circulation file at Cambuslang.

Weekly mailing to Board Members of appropriate non urgent materials.

Council to receive Board Minutes for information only and a report to be submitted from the Board to Council Meetings.

Board Members were to make use of the Office Secretarial Services by use of Fax, Phone etc.

Board Headed Paper and Business Cards for Members were to be purchased.

Action - S. Martin/M. Wallace/B. Charles/B. Black.

The Annual Programme Guide has been sent to the printers. Different format this year with meet information and dates only. List of committees and members to be produced after the AGM in 1994.

Professional Appointments

After extensive discussions with the SSC by Ian and Bill Black the salary brackets for the 2 posts have been agreed.

Adverts for the Director of Swimming will be in the Swimming Times and out to all Clubs. Administration Manager advert to be in the Glasgow Herald. Action - W. Black.

Information Packs have been made up and will be sent to applicants.

Interviews will be at the Marriot Hotel, Glasgow. D.o. S. Saturday 20th November and Admin. Manager Sunday 21st November. Full board plus Bill Black and a SSC representative to be in attendance. Murdo to arrange accommodation and interview room.

The format of the interviews is to be a 15 minute presentation from the candidate then an open forum of questions.

Stuart has been looking into the possibility of car leasing and HP for the D.o.S. post. After some discussion he was to investigate this matter further.

Correspondence

Banchory Beavers - requesting support for a new swimming pool.
Action - I. Mason (copy of reply to Sandy for North Distict)

SSC - requesting details of National and Regional facilities. 30th November deadline. Copies of this letter to be distributed to board members for discussion at next meeting.
Action - SASA Office/I. Mason.

Glasgow Pool - Meetings have been attended regarding the new 50m pool complex at Tolcross, Glasgow. The board have to prepare a rationale as to a) Why we, as an association, support this project. b) What equipment would be needed at the facility and c) Reasons why we may want office accommodation in situ in the complex.
Action - Held over for consideration at next meeting.

The Meeting was closed at 21.00 to resume at 10.00 next morning.

cc:

B.O.M.	
Council	
C. Pearson	S.S.C.
I. Russell	S.S.C.
A. Gray	Genesis