



**Swim England East Region**  
**Minutes of the Management Board Meeting**  
**18<sup>th</sup> March 2018**

<b>Present</b>	Mrs Joan Wheeler (JW)	Chairman
	Mr David Metcalf (DM)	Vice Chairman
	Mr Keith Belton (KB)	Finance Manager
	<b>Elected Members</b>	
	Mr Ian Mackenzie (IM)	Swim England Sport Governing Board Representative
	Mr Tom Baster (TB)	
	Mr Ian Cotton (IC)	
	Mrs Gerry Metcalf (GM)	
	Mr Marcello Tontodonati (MT)	
	<b>County Representatives</b>	
	Mr Phil Pelling (PP)	Bedfordshire ASA
	Mr Ian Knight (IK)	Cambridgeshire ASA
	Mr Paul Hayes (PH)	Essex County ASA
	Mrs Sheila Mackenzie (SMM)	Hertfordshire ASA

**Also present** Leanne Brace (Regional Development Manager).

**18/19 Apologies**

18/19.1 Apologies were accepted from Stewart Murray (Norfolk County ASA and Regional President), Andrew Morton (Elected Board Member), and David Robinson (Suffolk County ASA Representative).

**18/20 Declarations of conflict of interest**

18/20.1 Declarations were received from IM, TB and DM for item 7 (Budgets and Plans), and IC for item 12 (Club Development Group).

**18/21 Previous minutes**

18/21.1 The minutes of the meeting held on the 7<sup>th</sup> January were confirmed as an accurate record.

**18/22 Matters arising**

18/22.1 A report on the Matters Arising from the meeting held on 7<sup>th</sup> January was noted. All actions were complete.

**18/23 Ratification of items agreed since last meeting**

18/23.1 There were no items to ratify at this meeting.



## 18/24

### Finance

- 18/24.1 A budget report for February was previously circulated to members. KB, Finance Manager, confirmed that the summary was in accordance with the approved budget, with the exception of Water polo.
- 18/24.2 JW reported that the Water Polo Manager had advised the Management Committee that the satellite sessions, planned to take place weekly in two locations, one in the east and one in the west, of the region had been discontinued as regional events. It was understood that both would continue to run, and would be open to players from across the region, but be organised by other groups. KB clarified that, as both had been planned to run at a profit, this income would not be realised.
- 18/24.3 Swim England had requested the region to consider a recommendation to reduce membership fees to 50% for the final quarter of the financial year. This would begin on the 1<sup>st</sup> October 2018. Board members voted and agreed the proposal. It was noted that counties should have also been asked to make decisions about this issue.

## 18/25

### Plans and Budgets 2018/19

- 18/25.1 The budgets and plans for each discipline were presented to the Board for their consideration. The proposed budgets were summarised, changes from the previous year highlighted and discussed.
- 18/25.2 The Management Board approved the plans and budgets for 2018/19.
- 18/25.3 It was confirmed that the monthly budget summary would show the split between event and development income and expenditure for each discipline for the new financial year.
- 18/25.4 Responding to a question about the planned overspend, KB reported that, for 2017/18 the Board had agreed a deficit budget of £86K. A review of the current position showed that there was currently a surplus of £7k, although by the end of the financial year it was predicted that the end expenditure would show a deficit against budget of around £15k. There were a number of reasons for the underspend, including a change of timing for the international swimming meet, a low uptake of bursaries and income higher than predicted.

## 18/26

### Report from the Regional Development Manager

- 18/26.1 Report on key work areas- A report was received and no questions were raised.
- 18/26.2 Data Protection Act and General Data Protection Regulations (GDPR)- LB gave a presentation outlining the key issues arising from GDPR and the implication it has on the region. An action plan was shared with the Board and key actions were discussed.
- 18/26.3 LB clarified that the changes being put in place for the region will be shared with the counties for their information.



18/26.4 Website- LB gave an update on the website and the difficulties experienced in transferring to a new hosting company following the death of Alan Doyle.

18/26.5 Some initial difficulties had been experienced as the website and email accounts had been transferred over to the new host, Blue Monkey, without the staff being told a transfer date. Email issues are now, in the main, resolved. The website is now working, although a slightly out of date version. Staff would update with any missing items. Discipline Managers would be asked to identify any documents that had been posted in the past two months so that LB could check that these were available.

## **18/27 Branding**

18/27.1 LB gave an update on branding. Management Board members were provided with an option of shirts and outerwear, and samples had been provided.

18/27.2 New Officials shirts, Clerk of the Course T shirts and staff uniform had been ordered and received. Stock records had been updated accordingly. New sails and poolside boards had also been ordered and received.

18/27.3 A branding guidance document has been written and is being submitted to Management Committee in April prior to circulation to staff, managers and officers.

## **18/28 Chairman's Report**

18/28.1 A report from the Chairman was received and noted. Key features included;

18/28.2 i) Information from Swim England-  
Basildon & Phoenix SC had received SwimMark Performance status, and City of Norwich SC were soon to complete as a Para Performance club. City of Peterborough SC were still uploading evidence, and Hatfield SC are due to reaccredit in June. Mike Parker and Dean Walker are working with clubs to help them achieve this status. The criteria is available to view.

18/28.3 ii) Counties and Sub-Regional Bodies-  
Hertfordshire ASA changed to become Swim England Hertfordshire at the beginning of March. The lead for the rebranding for SE has confirmed that other counties will receive information after Easter on how this pilot has gone, and advice on how to change their branding if they wish.

18/28.4 iii) Swim England Regional Chairman Buddy System-  
Each regional Chairman has been assigned a 'Buddy' from the Senior Leadership Team within SE. George Wood, Sport Development Director, had been paired with East Region and JW will be meeting with him shortly.

## **18/28 Swim England (SE)**

18/28.1 IM provided the Board with some key updates and will circulate a report following the meeting.



- 18/28.2 The Swimming Times magazine has been revamped and now has a focus towards teachers and coaches to attract more customers. It was noted that some members of the Board do not currently receive editions, and this will be actioned.
- 18/28.3 Swim England Handbook is being updated, although this will take some time, so current advice is to use the existing version and swap 'ASA' for 'SE' where appropriate. The 2018 Handbook would only be published online.
- 18/28.4 Membership fees have made use of the new bank accounts for the Incorporated company, and SE has agreed a 50% reduction in membership fees for the final quarter of the financial year, starting 1<sup>st</sup> October.
- 18/28.5 Many Para athletes have been negatively affected by a re-classification process. As a result, four athletes heading for the Commonwealth Games are in a harder category, or can no longer enter at all.
- 18/28.6 Work is being undertaken regarding the issue of Learn to Swim sections within clubs not being SE members, as this is contradictory to ASA Law 47.1.
- 18/28.7 Chris Bostock has formally notified SE that he will be resigning from all voluntary swimming posts he holds with the organisation. It was agreed that JW would write on behalf of the SE ER Board to Chris and thank him for his services to swimming and support over the years.

## 18/29

### Governance- Committee Structure

- 18/29.1 Club Development Group (CDG)  
A report was received detailing a proposal to cease the CDG due to changes to the National processes of SwimMark, and the commitment of the group volunteers. The proposal outlined how the Regional Development Officer would attend County Executive (or other as appropriate) within the counties twice a year, to engage directly. It was also proposed that a smaller SwimMark group will be created to ratify SwimMark submissions on behalf of the region.
- 18/29.2 After discussion the Board agreed that:
- i) the Club Development Group be discontinued
  - ii) the volunteers be advised of the decision and thanked for their services to the region
  - iii) A temporary SwimMark panel be established to consider applications due for consideration in the immediate future
  - iv) A further report on the Terms of Reference for, and the membership of, the SwimMark Panel be brought to the Board at its next meeting.
- 18/29.3 Awards Panel  
A Terms of Reference was received and agreed.



**18/30 President's Report**

18/30.1 The President's Report was received and noted.

**18/31 Membership Report**

18/31.1 The Membership report was received and noted.

**18/32 Sub Group Items**

18/32.1 The minutes of committees and sub groups were received and noted.

Management Committee

18/32.2 The minutes from the meetings dated 11<sup>th</sup> January 2018 and 9<sup>th</sup> February 2018 were received and noted. Although the minutes from the meeting dated 16<sup>th</sup> March 2018 were not yet available, JW reported that the MC had recommended that LB become the organisation's Data Controller. This recommendation was agreed.

Disability Committee

18/32.3 The minutes from the meeting dated 15<sup>th</sup> January 2018 were received and noted. The numbering within the minutes are believed to be incorrect. This will be investigated and updated.

Diving Committee

18/32.4 The minutes from the meeting dated 15<sup>th</sup> February 2018 were received and noted. IM reported that, due to some maintenance issues at Southend Pool, the regional age group championships, due to take place later in March, had had to be postponed.

Masters Committee

18/32.5 The minutes from the meeting 7<sup>th</sup> February 2018 were received and noted.

18/32.6 The suggestion was raised whether SM had been invited to present the medals at the Masters meets as mentioned in item 18/06.1. LB would follow this up.

18/32.7 GM's name was spelt incorrectly, and so will be rectified.

Open Water Committee

18/32.8 The minutes from the meetings dated 19<sup>th</sup> November 2017 and 15<sup>th</sup> February 2018 were received and noted. MT's name was noted as being spelt incorrectly in both set of minutes. This will be rectified.

18/32.9 The request detailed in 18/08.2 for approval to have dark blue, rather than white, officials' shirts for open water was discussed. The Board was reminded of its decisions regarding branding taken at the previous meeting, and recalled that, as part of this, it had been decided that officials shirts should be white. After discussion a vote was taken which showed a majority against the recommendation from the Open Water Committee. JW undertook to advise the Open Water Manager of the decision.

Synchronised Swimming Committee



18/32.10 The minutes from the meetings dated 3<sup>rd</sup> December 2017 and 3<sup>rd</sup> February 2018 were received and noted. The minutes will be amended to notes, due to not being quorate.

**18/33**

**Any other Urgent Business**

18/33.1 There were no items.

**18/34**

**Date of Next Meeting**

18/34.1 The date of the next meeting is 10<sup>th</sup> June 2018. GM, DM and PH submitted their apologies for the meeting as they are unable to attend. IM and SM were on holiday but would be joining the meeting by telephone.