

ASA East Region
Minutes of Annual Council Meeting
14th September, 2013 @ 10.30am
Freckenham Village Hall, Freckenham

Present:

Board Members: Ian Mackenzie (Chairman and President Elect), Keith Belton (Finance Manager), David Metcalf (Vice-Chairman), Tom Baster (Independent), Paul Hayes (President and Essex County ASA), Sheila Mackenzie (Hertfordshire ASA), Geraldine Metcalf (Bedfordshire ASA), Stewart Murray (Norfolk County ASA), David Robinson (Suffolk County ASA), Ian Knight (Cambridgeshire ASA), David Standish-Leigh (Independent), Joan Wheeler (Independent and Chairman Elect), Dean Walker (Independent) and Andy Morton (Independent).

Bedfordshire: Joanne Stalley (Bedfordshire ASA) and Dave Harman (Modernian SC).

Cambridgeshire: Michael Rayner (Wisbech SC).

Essex: Neil McGuire (Essex County ASA), Fred Gale (Essex County ASA), Hayley Speakman (Braintree & Bocking SC), Shelley Braddock- Overbury (Braintree and Bocking SC), Terry Candler (Chelmsford SC), Susan Whitehead (Epping Forest District SC), Richard Whitehead (Epping Forest District SC) and Kay McGuire (Thurrock SC).

Hertfordshire: Derek Milton (Hertfordshire ASA), Bryan Thompson (Hertfordshire ASA), Amy Bryant (Aqualina Synchronised SC), Ann Thompson (Harpenden SC) and Amy Thompson (Harpenden SC).

Norfolk: Paul Kendall (Norfolk County ASA), Jacqui Kendall (Dereham & District SC), Amanda Lowe (Dereham & District SC) and Madeline Tallwin (Norwich Synchronised SC).

Suffolk: Dave Whelan (Suffolk County ASA), Ian Cotton (Deben SC), Carol Naunton (Deben SC) Jackie Kirk (Hadleigh SC), Chris Stephens (Iceni WPC), Chris Bellwood (Newmarket & District SC), Nigel Fussey (Newmarket & District SC), Jeremy Duszynski (Stowmarket SC), Martin Robertson (Sudbury & District SC), Debbie Roberts (West Suffolk SC).

Non-voting: John Toll (Past ASA East Region President) and Margaret Toll

ASA East Region staff: Leanne Brace (Regional Club Development Officer), Kelly Stannard (Regional Finance Administrator), Debbie Emmons (Regional Office Administrator) and Carl Cooper ASA staff member responsible for Disability for ASA. East Region.

Apologies:

Clubs - Basildon & Phoenix SC, Bedford Eagles DC, Bedford Synchro SC, Borough of Southend SC, Biggleswade SC, Bushey ASC, Cambridge DT, Cambridge University S&WPC, City of St Albans ASC, City of Ely SC, Clacton-on-Sea SC, Colchester SC, Dacorum Borough SS, East Anglian Swallowtails SC, Great Yarmouth SC, Halstead SC, Harlow Penguins SC, Hatfield SC, Hemel Hempstead SC, Hertford SC, Hitchin SC, Hoddesdon SC, Leighton Buzzard Otters SC, Letchworth ASC, Long Stratton Sharks SC, Loddon White Dolphins SC, March Marlins SC, Mid Beds SS, Norwich Swan SC, Paddocks Piranhas (Bishop's Stortford) WPC, Potters Bar SC, Potters Bar Synchro SC, Southend DC, St Ives SC, Suffolk Coastal Torpedoes WPC, teamipswich SC, Tring ASC, Verulam SC, Welwyn Garden SC, Whittlesey SC.

Individuals – Chris Galer (Membership Officer and Award winner), Stella Lawson (Award winner) and Craig Hunter (Award winner).

13/01**Introduction**

13/01.1 The regional Chairman, Ian Mackenzie, introduced himself. The Chairman welcomed everyone, and thanked them for their attendance, explaining procedures for the meeting and arrangements at the hall. He informed the meeting that all Board Members were present. The Chairman advised that this was the largest group in attendance since the region's inauguration. He expressed his thanks to all volunteers on behalf of the region and also thanked the regional staff for all their hard work over the last year. The Chairman advised that David Standish-Leigh (Independent Member of the Board), Elizabeth Christian (Disability Manager) and Roberta Wilson (Welfare Officer) were all standing down due to other commitments. He thanked them for their commitment to the region. The Chairman advised the attendees that it would be his last ACM as Chairman of the region, and thanked everyone for their support over the last eight years. He wished the Chairman Elect, Joan Wheeler, all the best in her new position as Chairman.

13/02**Apologies for absence**

13/02.1 Apologies received were as shown above.

13/03**Conflict of Interest**

13/03.1 None declared.

13/04**Minutes of the Annual Council Meeting on 8th September, 2012**

13/04.1 The minutes of this previous Annual Council Meeting were accepted as a true record.

13/05**Matters arising**

13/05.1 None

13/06**ASA East Region Annual Report**

13/06.1 The Annual Report for 1st April 2012 to 31st March 2013 had been made available to all delegates, and is also on the website.

13/06.2 The Chairman advised that one of the members had challenged, by email, the statement under the Swimming section "Our Olympians and Paralympians did the region proud in the Aquatic Centre and were duly rewarded with medals, records and honours from the Queen". He felt that our athletes had not done our region proud. The statement in the report was however accepted unanimously by the meeting.

13/06.3 Amy Thompson (Harpenden SC) advised that Craig Hunter (Hatfield SC) had been left off the 2012/2013 Roll of Honour for the Olympic and Paralympic Games. The Chairman apologised, and said that this was his oversight.

13/06.4 The Annual Accounts were also presented. These have been examined by the independent examiner, but have still to be agreed and signed-off by the Management Board.

13/06.5 There were no questions to the Finance Manager.

13/06.6 The Annual Report for the year to 31st March, 2013 was accepted. The independently examined Annual Accounts for the year to 31st March, 2013 were accepted, subject to being signed-off by the Management Board.

Amendments to the ASA East Region's constitution/rules

13/07.1 The main proposed changes are summarised below:

Section 13.5 of the current constitution requires that Council must consider the principle and intent of proposed changes to regional rules, with the wording of the changes to be agreed by the Management Board. A number of changes are required to the current constitution in order to:

- reflect the fact that the region no longer has a Regional Director
- recognise the ASA's proposal to move to a two Board structure of a Sport Governing Board and a Group Board

In addition, the constitution requires some minor amendments to address repetition and grammatical errors.

13/07.2 Principle and intent of the proposed changes

- 5.1.2 and 5.1.3 – Amalgamate to avoid repetition and renumber 5.1.3 to 5.1.5
- 7.2 – Remove reference to ASA Law number due to the fact that ASA Law numbers may change.
- 9.2.3 – Provide for the post of Vice-Chairman, to hold office for four years, and to be re-elected for one further term. This is needed for greater continuity for the Management Board in view of no Regional Director.
- 9.2.4 – Add Vice-Chairman to the list of post holders that can be removed from office by the Management Board. In order to provide a mechanism to deal with mismanagement.
- 9.2.5 – Change ASA Board to ASA Sport Governing Board. Provide a mechanism for the Management Board to propose the representative. This is to reflect the changes to ASA Board, and to ensure that there is at least one nomination.
- 9.2.6 – Replace Regional Director with Chairman and make arrangements for the management of regional staff. The post of Regional Director has been deleted by the ASA.
- 9.2.8 – Delete the requirement to appoint a Vice-Chairman every year. This is covered by the proposal to move to a four year appointment in 9.2.3.
- 9.2.9 and 9.2.11 – To be renumbered to allow for the deletion in 9.2.8. To ensure continuity of numbering.
- 9.2.13 – Delete the provision for the Regional Director to be an ex-officio member of the Management Board. The post of Regional Director has been deleted by the ASA.
- 9.3.1.2 and 9.3.1.2.1 – Provide for the representative to the ASA Sport Governing Board to be appointed for four years. This is compatible with the proposals for the term of office for ASA Sport Governing Board members.
- 10.1 – Remove the Regional Director from the list of Executive Officers and replace with Vice-Chairman. The post of Regional Director has been deleted by the ASA.
- 12.1.5 – Replace ASA Board with ASA Sport Governing Board. This is to reflect the changes to ASA Board.
- 13.3.1 – Delete the reference to the timing of the ACM. Repetition as this is covered by 12.2.4
- 13.3.2 – Require notice to be sent to the regional Chairman rather than the Regional Director. The post of Regional Director has been deleted by the ASA.
- 13.3.6 – Make provision for the regional Chairman, rather than the Regional Director, to respond in writing. The post of Regional Director has been deleted by the ASA.
- 13.5.8 – Make provision for the regional Chairman, rather than the Regional Director, to recommend a renumbering of rules. The post of Regional Director has been deleted by the ASA.
- 13.1.1/13.2.3/13.3.3/13.3.6/13.4.1 – Replace 'chairman' by 'Chairman'. Continuity of use of capital letters.

13/07.3 Recommendation to Council –Council to approve the principle and intent of proposed changes. Subject to this approval, the Management Board will consider the proposed changes to the wording of the constitution at its meeting which immediately follows the Annual Council Meeting. Agreed changes will be for immediate implementation.

The principles and intent of proposed changes were approved unanimously by Council.

13/07.4 It was agreed that all proposed changes are to be implemented immediately.

13/08 Presentation of Regional Aquaforce Awards, the Jeff Cook Salver, and ASA East Region Silver Pins

13/08.1 **Regional Aquaforce Awards** which recognise the value of the volunteer to the sport of swimming in our region.

The Chairman commented that the region was very fortunate to have very many volunteers, and every one of them was greatly appreciated. From the nominations received by the region, the following are the winners of this year's regional Aquaforce Awards which were presented by the ASA East Region President, Paul Hayes.

Bryan Thompson- Harpenden SC (Club volunteer of the year)

Amy Thompson- Harpenden SC (Outstanding contribution by a young volunteer)

Suzanne Felce – Modernian SC (Outstanding contribution to swimming in the community)

Amy Bryant – Aqualina Synchronised SC (Outstanding contribution at county/regional level)

Stephen Christian – Deben SC (Services to officials' development)

Peter Jewell – Dacorum DC (Volunteer coach of the year)

Celebrating excellence in club volunteering – No nominations.

All awards were presented by the ASA East Region President, Paul Hayes.

13/08.2 **The Jeff Cook Salver** which is awarded to the individual, team or club who has made a significant contribution to sport of swimming within the region, was presented by Paul Hayes, the ASA East Region President, to Ian Mackenzie.

13/08.3 **ASA East Region Silver Pin**

The Chairman announced the recipients of the regional Silver Pin award, as follows:-

Keith Belton – Norwich Swan SC
Ian Cotton – Deben SC
Fred Gale – Southend-on-Sea SC
Chris Galer – UEA City of Norwich SC
Craig Hunter – Hatfield SC
Jackie Kirk – Hadleigh SC
Stella Lawson – Thurrock SC
Sheila Mackenzie – Hoddesdon SC
Joanne Stalley – Modernian SC

The Silver Pin is presented for long and/or significant contribution to swimming in any discipline. Paul Hayes, as ASA East Region President, made the presentations.

13/08.4 **ASA East Region Gold Pin**

The Chairman announced the recipients of the regional Gold Pin award, as follows:-

The following members of the Swimming Committee were presented their pins by the Swimming Manager, Bryan Thompson.

Roger Howkins – Licensing Officer
Michael Rayner – Member of the Swimming Committee

The following Board Member was presented her pin by the Chairman of the Management Board, Ian Mackenzie.

Geraldine Metcalf – Member of the Management Board

The Gold Pin is presented to individuals who have volunteered on committees within the region for six years or more.

13/09 President's address

13/09.1 Paul Hayes reflected on his year as ASA East Region President, saying what an enormous privilege and pleasure it had been to attend the events and meet so many of the region's athletes. He made specific mention of events in all disciplines which had been particularly memorable, and commented that he had been able to attend some discipline events which he had not previously experienced. Talking to athletes, coaches and helpers on poolside, as well as presenting medals and trophies, had been a particular pleasure. He said how much he admired the achievements of the athletes and volunteers in the region, and thanked everyone for the wonderful opportunity he had been given to be the ASA East Region President.

13/10 Election of ASA East Region President and ASA East Region President Elect

13/10.1 Paul Hayes addressed the meeting, proposing Ian Mackenzie as regional President. No vote was necessary as there was only the one nominee, and Ian Mackenzie was accepted as the ASA East Region President for 2013/14. Paul Hayes as out-going President presented the chain of office to Ian Mackenzie and thanked him for his years of service as the region's Chairman. Joan Wheeler presented Ian Mackenzie with a gift to show the region's appreciation for all his hard work and commitment over the past eight years.

13/10.2 Ian presented a Past President's badge to Paul.

13/10.3 One nomination was received for President Elect for 2014/2015. This was for Geraldine Metcalf, and she was accepted unanimously as President Elect.

13/11 Advice of the current Senior Management Board appointments

13/11.1 Chairman : Joan Wheeler

13/11.2 Vice-Chairman :David Metcalf

13/11.3 Finance Manager :Keith Belton

13/12 Election for ASA East Region Management Board (three-year post)

13/12.1 **Board Members**

There were three vacancies for Independent Members of the Board. Dean Walker had resigned on rotation, but had submitted a nomination to stay on the Board for a further three years. Ian Mackenzie had also been nominated as an Independent Member of the Board. The vote was unanimous. There is still one vacancy.

13/12.2 The outgoing Chairman, Ian Mackenzie, thanked the Management Board Members for their hard work throughout the year, and said that the region was very grateful to them for their commitment.

13/13 Notification of county representatives to the ASA East Region Management Board

13/13.1 Bedfordshire ASA - Geraldine Metcalf
Cambridgeshire ASA – Ian Knight
Essex County ASA - Paul Hayes
Hertfordshire ASA - Sheila Mackenzie
Norfolk County ASA - Stewart Murray
Suffolk County ASA - David Robinson

13/14 Election of ASA East Region Managers and Officers (three-year post)

13/14.1 Disability Manager : David Harman
Diving Manager : Bill Clark
Masters Manager : David Robinson
Open Water Manager : Paul Kendall
Swimming Manager : Bryan Thompson
Swimming Officials Manager : David Metcalf
Synchronised Swimming Manager : Amy Bryant
Water Polo Manager : Chris Stephens
Membership Officer : Chris Galer
Welfare Officer : Joanne Stalley

The appointments of the Equity Officer, Licensing Officer and Public Relations Officer will be decided at the Management Board meeting after the Annual Council Meeting.

13/15 Election of ASA East Region representatives to the ASA Sport Governing Board

13/15.1 Ian Mackenzie advised that the ASA Board was to be split into two Boards from October 2013. These are the ASA Group Board and ASA Sport Governing Board. He advised that the Sport Board would focus on clubs and membership, whereas the Group Board would concentrate on the business side. Three members of the Sport Governing Board would be on the Group Board.

Ian Mackenzie was nominated as the region's representative to the ASA Sport Governing Board.

David Metcalf was nominated as the region's substitute representative to the ASA Sport Governing Board.

The appointments were agreed unanimously.

13/16 Election of ASA East Region representatives to the ASA Council

13/16.1 Ten delegates are now required from ASA East Region for ASA Council 2013 owing to an increase in the regional membership. The following were appointed, having been nominated, and with no vote necessary;-

Paul Hayes
Ian Knight
Sheila Mackenzie
David Metcalf
Geraldine Metcalf
David Robinson
Andrew Morton

Stewart Murray
Dean Walker
Joan Wheeler

13/17 Appointment of Independent Financial Examiners

13/17.1 Hastings Wade unanimously confirmed as independent financial examiners.

13/18 ASA Annual Report and amendments to rules

13/18.1 The Chairman advised that the amendments to rules were not currently available owing to the changes within the ASA.

13/18.2 The following comments and questions were raised:-

Page 16: Derek Milton (Hertfordshire ASA) commented that it would appear that the East Region is not achieving targets for Swimfit. Ian Cotton (Deben SC) explained that some pool providers have contracts with companies such as Zoggs and are not able to run Swimfit, which is a Speedo branded enterprise. Leanne Brace (Regional Club Development Officer) advised that clubs can apply to run their own Swimfit sessions if they so wish, and she would be happy to discuss the matter with any interested parties.

Page 34 Derek Milton (Hertfordshire ASA) commented on the fact that the current position for Facilities was at variance with that shown on page 47. The Chairman advised that a question would be asked at ASA Council on 19th October 2013.

Page 36: David Robinson (Board Member) commented on the photograph.

Page 47: Derek Milton (Hertfordshire ASA) commented on the fact that targets for 2013/2014 for Workforce Development were no longer being measured. The Chairman advised that he would bring this comment to ASA Council on the 19th October 2013.

13/19 Date of next meeting

13/19.1 The next ASA East Region Annual Council Meeting will take place on 13th September 2014.

13/20 Close of meeting

13/20.1 The meeting closed at 11:30am.