



Minutes subject to approval at the next ACM

ASA East Region
Minutes of Annual Council Meeting
17th September, 2016 at 10.30am
Freckenham Village Hall, Freckenham

Present:

Board Members: Joan Wheeler (Chairman), David Metcalf (Vice-Chairman), Keith Belton (Finance Manager), Tom Baster (Elected Board Member), Ian Cotton (Elected Board Member and Deben SC), Kay McGuire (East Region President), Sheila Mackenzie (Hertfordshire ASA), Ian Mackenzie (Elected Board Member, ASA Sport Governing Board Representative/ Hoddesdon SC), Geraldine Metcalf (Elected Board Member/ Biggleswade SC), Andy Morton (Elected Board Member/ Watford SC), Stewart Murray (Norfolk ASA/ West Norfolk SC), Phil Pelling (Bedfordshire ASA/ Team Luton SC), David Robinson (Suffolk ASA).

Bedfordshire: Rosemary Currell (Bedfordshire ASA), Chris Felce (Modernian SC) and Phil Winder (Bedfordshire ASA).

Cambridgeshire: Carol Barrios (Bottisham SC) and Mike Rayner (Wisbech SC).

Essex: Martin Atkinson (Chelmsford SC), Fred Gale (Essex ASA), Dean Walker (Chelmsford SC) and Henry Watkinson (Essex ASA).

Norfolk: John Toll (Norfolk ASA), Anthony Moore (Great Yarmouth SC) , Chris Galer (UEA City of Norwich SC), Tony Smith (UEA City of Norwich SC), Gary Applin (Thetford Dolphins SC), Paul Kendall (Dereham & District SC), Fiona Bond (West Norfolk SC)

Suffolk: **Chris Bellwood (Newmarket & District SC) and Chris Vinter (Suffolk ASA).**

ASA and ASA East Region staff: Leanne Brace (Regional Club Development Officer), Amy Bryant (Regional Development Support Officer), Jo Stalley (Regional Administrative Assistant), Suzanne Philpot (Divisional Lead –London and East) and Kelly Stannard (Divisional Office Manager - London and East)

Apologies:

Clubs – Teamipswich SC and Welwyn Garden SC.

Individuals – Ian Knight (President Elect, ASA East Region Board Member- Cambridgeshire ASA), Paul Hayes (ASA East Region Board Member- Essex ASA), Roberta Wilson (Equity Officer), Madeline Tallwin (Norwich Synchro), Pam Spratt (Award Winner), Geoff Wood (Award Winner), David Horne (Award Winner) and Ian Douglas (Award Winner).



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16/01 Introduction

16/01.1 The Regional Chairman, Joan Wheeler, introduced herself. She welcomed everyone, and thanked them for their attendance, explaining procedures for the meeting and arrangements at the hall. She expressed her thanks to all volunteers on behalf of the region and also thanked the regional staff for all their hard work over the last year.

16/02 Apologies for absence

16/02.1 Apologies received were as shown above.

16/03 Conflict of Interest

16/03.1 None declared.

16/04 Minutes of the Annual Council Meeting on 12th September, 2015

16/04.1 The minutes of this previous Annual Council Meeting were accepted as a true record.

16/05 Matters arising

16/05.1 None

16/06 Motions

16/06.1 No proposals had been received in accordance with Section 13.2.1 of the Constitution.

16/07 ASA East Region Annual Report and Accounts

16/07.1 The Annual Report for 1st April 2015 to 31st March 2016 had been made available to all counties, club and delegates, had been on the ASA East Region website since early June and was circulated at the meeting. There were no questions about the Annual Report.

16/07.2 The Annual Accounts were presented. The Chairman reported that these have been examined by the independent examiner, and agreed and signed-off by the Management Board. There were no questions about the annual accounts.

16/07.3 The Annual Report for the year to 31st March, 2016 was approved.
The independently examined Annual Accounts for the year to 31st March, 2016 were approved.

16/07.4 No questions on the minutes of the Management Board or its committees were received in accordance with Section 13.3.2 of the Constitution.

16/08 Amendments to ASA East Region Constitution/ Rules

16/08.1 The Chairman introduced this item by explaining that 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. The Management Board recommends the following changes to the Constitution:

16/08.2 Principle and intent of the proposed changes

- 9.2.5/9.3 – The Constitution currently requires that the posts of Representative to the ASA Sport Governing Board (and substitute representative), Welfare Officer and Membership Officer be appointed by the ACM. The Management Board would like to recommend these appointments to the ACM. As particular skills and expertise are required to carry out these roles, the Management Board may wish



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- to carry out a recruitment process and interview prospective candidates. The Nominations would continue to be restricted to members of the region's clubs.
- 9.2.9 – The Constitution requires that any vacancy that occurs from elected members may be filled by a majority decision of the remaining members of the Management Board for the remainder of the term, subject to the agreement of Council at its next meeting. Where the term of office expires at the next ACM, the Management Board recommends that the ACM notes the appointment. Where the appointment is for the remainder of the year, and the post is up for re-election at the ACM, it seems more appropriate for the ACM to note that a mid-year appointment has been made. Where the term of office extends beyond the next ACM, Council will still be asked to agree the appointment.
 - 9.3.1.2.5 – The Constitution requires the appointment of a Public Relations Officer. The Management Board recommend that this post be deleted. The post has deemed to be redundant by the Management Board as the role is now undertaken by employed staff.
 - 11.4/11.4.3 – The Constitution requires that the ACM elects not more than four Custodians, to deal with the region's property, other than cash at the bank, as directed by the Management Board. The Management Board recommends that the Constitution be changed to state that:
 - The Custodians are the holders of the posts of Chairman, Vice-Chairman and Finance Manager,
 - That their responsibilities as Custodians will cease when they cease to hold these posts
 - The names of the Custodians be reported annually to the ACMThe region has not appointed Custodians since it came into being in 2005. As the region does own property, such as equipment, the Management Board is of the view that this responsibility should be formally vested in those who are the Executive Officers.

16/08.3 The principle and intent of proposed changes were approved unanimously by Council.

16/08.4 It was agreed that all proposed changes are to be implemented immediately. It was noted that the revised Constitution will be submitted to the ASA Sport Governing Board.

16/09 Presentation of ASA East Region Awards, the Jeff Cook Salver, and ASA East Region Silver Pins

16/09.1 Regional Awards

The Chairman commented that the region was very fortunate to have very many volunteers, and every one of them was greatly appreciated.

Gerry Metcalf, Board Member, led these presentations by reading out a summary of the citations submitted by those making the nominations. Gerry reported that the Awards Panel had received many nominations for the 2016 Regional Awards and she hoped that clubs would continue to nominate their volunteers and members so that they could be recognised for their services to aquatics.

Kay McGuire, Regional President, presented the awards to those award winners who were present. Where the award winner could not attend, awards would be presented at a suitable local event.

The winners were:



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Pam Spratt – Bishops Stortford SC (Outstanding Club Contribution)

Sheila Mackenzie – Hoddesdon SC (Outstanding Contribution at a Regional Level).

Dave Robinson – Mildenhall & District SC (Lifetime Achievement Award)

Geoff Wood – Berkhamsted SC (Excellence in Coaching)

16/09.2 **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 Kay McGuire, the ASA East Region President. The 2016 winner was Tony Smith, from UEA City of Norwich SC, who received the award for his outstanding services to the region.

16/09.3 **ASA East Region Silver Pin**

Gerry Metcalf announced the recipients of the Regional Silver Pin award and explained that the Silver Pin is presented for long and/or significant contribution to swimming in any discipline. Kay McGuire, as ASA East Region President, made the presentations. , as follows:-

Carol Barrios – Bottisham SC

Chris Bellwood – Newmarket & District SC

Ian Douglas – Modernian SC

David Horne – City of Cambridge SC

16/10 President's address

16/10.1 The Chairman thanked Kay McGuire for her hard work over the past year. She advised the meeting that Kay had attended many events and had been an excellent ambassador for ASA East Region.

16/10.2 Kay McGuire reflected on her 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. She made specific mention of national events which she had been invited to attend on behalf of the ASA East Region. Kay thanked all those who volunteer to support aquatics in the East Region and paid homage to the talented athletes across all aquatic disciplines, who strive for success. She thanked everyone for the wonderful opportunity she had been given to be the ASA East Region President and for the warm welcomes she, and Neil, had received at the events they had attended.

16/11 Presentation of the Past President's badge

16/11.1 Joan Wheeler, presented a Past President's badge to Kay.

16/12 Election of ASA East Region President

16/12.1 Joan Wheeler, addressed the meeting, proposing Ian Knight, Wisbech Swimming Club, as Regional President, who was not present at the meeting. No vote was necessary as there was only the one nominee, and Ian Knight was duly elected as the ASA East Region President for 2016/17.

16/13 Inauguration of the new President and presentation of Consort's Medallion



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- 16/13.1 The Chairman reported that Ian Knight will be presented with the President's Chain of Office, and Michelle Knight with the Consort's Medallion when they return from holiday.

16/14 Election of ASA East Region President Elect

- 16/14.1 There were no nominations received for President Elect for 2016/2017. The Chairman advised that, in accordance with the Constitution, the Management Board would discuss this issue further at the Board meeting immediately following the ACM.

16/15 Election for ASA East Region Management Board

16/15.1 Elected Board Members

There were three vacancies for Elected Members of the Management Board, two were for the full three year term of office and one was for a one year term of office. Both Ian Mackenzie and Gerry Metcalf, were current board members and had put themselves forward for re-election for the three year posts. Both were duly elected and will hold office until September 2019.

The Chairman reported that a casual vacancy had arisen as a result of Dave Harman's resignation from the board. As no nominations had been received for this post, this vacancy would be considered by the Management Board.

- 16/15.2 The Chairman, Joan Wheeler, 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.

16/16 Election of ASA East Region Managers

- 16/16.1 The meeting noted the following mid-year appointments, which had been made by the Management Board to fill vacant posts, following the resignations of previous post holders:

- Swimming Manager – Tom Baster, with effect from September 2015
- Synchronised Swimming Manager – Amy Davis, with effect from September 2015
- Diving Manager (Interim) – Ian Macleod, with effect from January 2016
- Disability Manager – Jackie Harvey, with effect from April 2016

- 16/16.2 Nominations had been sought for the following posts in accordance with the Constitution. In each case only one nomination had been received. The following Managers were therefore elected for a three year term, until September 2019:

- Disability Manager – Jackie Harvey (Hoddesdon SC)
- Diving Manager – No nominations received. Management Board to consider this appointment.
- Masters Manager – Sharon Perry (West Suffolk SC)
- Open Water Swimming Manager – Paul Kendall (Dereham & District SC)
- Swimming Manager – Tom Baster (Basildon & Phoenix SC)
- Swimming Officials Manager – David Metcalf (Biggleswade SC)
- Synchronised Swimming Manager – Amy Davis (Brentwood SC)
- Water Polo Manager – Martin Atkinson (Chelmsford SC)

Joan Wheeler thanked Chris Stephens and Dave Robinson, both of whom were standing down as Water Polo Manager and Masters Manager respectively.. Both Chris and Dave had been managers for many years, and had worked extremely hard to develop aquatics



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in the region. , The Chairman thanked Sharon Perry and Martin Atkinson for being willing to take on these roles and wished them well in their new appointments.

16/17 Appointment of Officers

16/17.1 The Management Board's recommendations for the following appointments, until September 2019, were approved.

- Regional Membership Officer – Chris Galer (UEA City of Norwich SC)
- Regional Welfare Officer – Jo Stalley (Modernian SC)
- Regional Licensing Officer – Simon Gee (Team Luton SC)

16/18 Appointment of Custodians for 2016/2017

16/18.1 The meeting noted that the Custodians for 2016/2017 would be :

- Joan Wheeler (Chairman)
- Dave Metcalf (Vice-Chairman)
- Keith Belton (Finance Manager)

16/19 Election of ASA East Region representatives to the ASA Council

16/19.1 The Chairman reported that, based on the regional membership, ASA East Region is requested to appoint ten delegates to represent the region at ASA Council 2016. The Constitution allowed for the President and Chairman to attend by right. Four nominations had been received for the remaining eight places. The following delegates were therefore appointed to attend ASA Council:

- Sheila Mackenzie
- David Metcalf
- Geraldine Metcalf
- Stewart Murray

16/19.2 It was noted that the Management Board would endeavour to appoint delegates to fill the remaining four places.

16/20 ASA Annual Report and amendments to rules

16/20.1 There were no questions from Council on the ASA Annual Report.

16/20.2 Joan Wheeler acknowledged that not all attendees had received the 2016 ASA Annual Report and Accounts. She therefore suggested that, if there were any questions following the ACM, she be advised by the 23rd September 2016 so that these could be raised as questions for the ASA Annual Council Meeting, which would take place on the 15th October 2016.

16/21 Appointment of Independent Financial Examiners

16/21.1 Hastings Wade were unanimously confirmed as Independent Financial Examiners for the 2016/ 2017 Annual Accounts.

16/22 Date of next meeting

16/22.1 It was noted that the next ASA East Region Annual Council Meeting will take place on 9th September 2017.



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16/23 Closing remarks by the Chairman

16/23.1 The Chairman thanked everyone for attending and wished them a safe journey home. The meeting closed at 11:20am.