

Swim England East Region
Minutes of the Management Board Meeting
10th June 2018

Present	Mrs Joan Wheeler (JW)	Chairman
	Mr Keith Belton (KB)	Finance Manager
	Elected Members	
	Mr Ian Mackenzie (IM) Via Facetime	Swim England Sport Governing Board Representative
	Mr Tom Baster (TB)	
	Mr Andrew Morton (AM)	
	County Representatives	
	Mr Phil Pelling (PP)	Bedfordshire ASA
	Mr Ian Harrison (IH)	Cambridgeshire ASA
	Mr David Robinson (DR)	Suffolk County ASA
	Mrs Sheila Mackenzie (SMM) Via Facetime	Swim England Hertfordshire
	Mr Chris Galer (CG)	Norfolk County ASA

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

18/35 Apologies

18/35.1 Apologies were received from Stewart Murray (Regional President and Norfolk County ASA Representative), David Metcalf (Vice Chairman) Ian Cotton (Elected Board Member), Gerry Metcalf (Elected Board Member), Ian Knight (Cambridgeshire ASA Representative) and Paul Hayes (Essex County ASA Representative). Apologies were subsequently received from Marcello Tontodonati.

18/35.2 JW welcomed the Substitute Representatives in attendance. Ian Harrison, (IH), Substitute for Cambridgeshire ASA, and Chris Galer (CG), Substitute for Norfolk County ASA. She thanked them for attending, particularly as attendance from substantive members was low.

18/36 Declarations of conflict of interest

18/36.1 A declaration of conflict of interest was received from IM for item 19, Swim England Vice President 2018/19.

18/37 Previous minutes

18/37.1 The minutes of the meeting held on the 18th March were confirmed as an accurate record.

18/38 Matters arising

- 18/38.1 A report on the Matters Arising from the meeting held on 18th March was noted. All actions were complete.
- 18/38.2 SM raised the question of County President invites to regional events. After discussion it was agreed that, although in the past the invitations had come from the Regional President, the office would pick up this task in the future.

18/39 Ratification of items agreed since last meeting

- 18/39.1 There were no items to ratify at this meeting.

18/40 Finance

- 18/40.1 i) Budget Reports
Budget reports for April and May had been circulated to members. Members of the Board had no questions on the reports. KB clarified that the May budget was in line with expectations, although the timing for some income and expenditure had varied from the budget.
- 18/40.2 ii) End of Year Accounts
The accounts for the period 2017/18 had been circulated prior to the meeting and, after a vote, it was unanimously agreed to approve these, subject to any changes being suggested by the examiners on the 13th June. If there were any material changes needed, the new set of accounts will be circulated for a second vote. If the draft accounts were accepted by the examiner they would be signed by the Chairman.
- 18/40.3 iii) Regional Fees 2019
The Management Committee's recommendation that the regional fee for 2019 remain unchanged at £5 for Category 1 and 2, and £35 per club was approved by unanimous vote. JW reported that the Management Committee would bring a further report on medium term financial planning to the Board in December. This would include information on fees, charges and expenditure.
- 18/40.4 iv) Medals
KB reported on the current stock level of large medals. He explained that, after the Winter Swimming Championships the region will run out of large gold medals, but had sufficient bronze medals for seven years. The Board was asked to consider the option of purchasing additional gold and silver medals to achieve a seven year stock at a cost of £840. The alternative was to write off the remaining silver and bronze, with a value of £750 and purchase a replacement stock with the new logo. Members of the Board voted in favour of purchasing additional large gold and silver medals to achieve a seven year stock. The Board also indicated that it wished to retain the 'e logo' for regional medals.

18/41 Report from the Regional Development Manager

- 18/41.1 A report was previously circulated to members. LB highlighted some key activities for the region this quarter.
- 18/41.2 CG asked about regional compliancy with General Data Protection Regulations (GPR). LB confirmed that the region met the requirements for 25th May, and that the audit was underway. She reported that Richard Barnes, Swim England Head of Legal Team, was aware of progress within ER and was satisfied with what we were doing.
- 18/41.3 County Representatives reported on progress within their counties. It was agreed that LB would make further contact with County Secretaries to ensure they have started making appropriate progress with GDPR.
- 18/41.4 DR asked whether it was acceptable to provide contact details for members who had broken records to the President, in order that letters of congratulations could be sent. LB confirmed that this would not be a breach of GDPR.
- 18/41.5 JW reported that LB had recently won the Swim England Quality Service Award. The Board congratulated LB on this achievement.
- 18/42 Annual Council Meeting (ACM)**
- 18/42.1 A report on the ACM preparation had been circulated prior to the meeting. JW confirmed that George Wood, SE Sports Development Director, will be attending the ACM to report on Swim England activities.
- 18/42.2 A number of posts will soon be advertised, including President Elect, Two Elected Board Members, Diving Manager (1 year appointment), and the Swim England Members Forum positions. Proposed updates for the regional constitution will also be voted upon.
- 18/42.3 JW would write to County and Club Secretaries giving formal notice of the ACM.
- 18/43 Annual Report**
- 18/43.1 A draft annual report was circulated prior to the meeting and comments were noted.
- 18/43.2 The Board approved the report, subject to a few minor changes and a final spelling, and grammar, check. LB will publish the final version within the next week.
- 18/44 Awards 2018**
- 18/44.1 A report had been circulated prior to the meeting detailing the full list of awards Swim England are promoting this year. The awards supported by the region last year were highlighted in the report and members were asked to discuss whether the region should make similar awards for 2018.
- 18/44.2 After discussion it was agreed that, in addition to the Jeff Cook Salver and Silver Pins, the following Regional Awards be made for 2018:
Swim England East Region Young Volunteer of the Year

- Swim England East Region Volunteer of the Year
Swim England East Region Service to Aquatics
Swim England East Region Teacher of the Year
Swim England East Region Coach of the Year.
- 18/44.5 Regional Awards would be promoted to County and Club Secretaries and details included in the next Club Update.

18/45 Swim England

- 18/45.1 IM reported that there had been no meetings of the Sport Governing Board. It was unlikely that the group would meet again given the revised Swim England Governance structure.
- 18/45.2 The Sport Operations Committee had held its first meeting. IM outlined the current membership of this group and reported that an additional four members from a sport background would be recruited following advert.
- 18/45.3 IM also reported that the IoS had been rebranded as the Institute of Swimming. CG raised some issues relating to the website, and agreed to discuss these with IM outside of the meeting.

18/46 Diving Manager Vacancy

- 18/46.1 A revised Role Description for Diving Manager had been circulated with the agenda. JW reported that this had been drafted to reflect the current situation on the Diving Committee whereby the tasks were shared amongst the committee. The revised role description was approved.
- 18/46.2 JW reported that Ian Macleod had agreed to take on the role of Diving Manager. IM gave the background and reported that the Diving Committee were supportive of Ian's application.
- 18/46.3 The Board unanimously agreed to the appointment of Ian Macleod as Diving Manager. It was noted that the post would be subject to formal election at the ACM.

18/47 SwimMark Panel

- 18/47.1 A report on the proposed SwimMark Panel had been circulated with the agenda. JW reminded that Board that, when it had decided to disband the Club Development Group, it had been agreed that a small panel be set up to deal with SwimMark.
- 18/47.2 The Board agreed to the proposals for the SwimMark Panel.

18/48 RDM- Arrangements to Cover Maternity Leave

- 18/48.1 JW outlined the proposed arrangements to cover the Maternity Leave for LB. The Management Committee (MC) had considered the issue and had decided not to recommend that a temporary appointment be made. It had, instead, recommended that the six month period be covered by:
- Existing staff picking up some functions, with a temporary uplift in salary

- SwimMark and other club issues being picked up by the Swim England Club Development Officer
- New projects being put on hold wherever possible, or taken on by volunteers or by consultants
- JW line managing the staff

18/48.2 In response to a question about GDPR, JW reported that the work to prepare the region for GDPR should be completed by the end of September. If there were ongoing issues these could either be dealt with by LB's Keep in Touch days, or JW would seek advice directly from Swim England.

18/48.3 With regard to the website, it was felt that by the end of September other members of staff would be comfortable with the new arrangements.

18/49 **Facilities**

18/49.1 A list of current East Region Facilities Projects received from Dennis Freeman-Wright, Swim England Facilities Team, had been circulated. It was noted that some pools included were in Northamptonshire, East Midlands.

18/49.2 JW reported that, in response to a request for information on a potential new facility at Ipswich, Dennis had said that, although there was nothing to report, he hoped that there would be an update in the near future.

18/49.3 Board members felt that there were projects omitted from the list. An example was an extension of a pool at Colchester Girls Grammar School.

18/50 **President's Report**

18/50.1 A report from the Regional President was received and noted.

18/51 **Membership Report**

18/51.1 A report from the Membership Officer was received and noted.

18/52 **Sub Group Items**

18/52.1 The minutes of committees and sub groups were received and noted.

18/52.2 Management Committee
The minutes from the meetings dated 16th March 2018, and 19th April 2018 were received and noted.

18/52.2.1 **Past President's Pins** -The Board discussed the recommendation relating to the Past President Pin. IM clarified that the current pin was too heavy for use on a blouse or dress and felt that a smaller version should be available for ladies. It was agreed to purchase a smaller pin as an alternative for those who preferred and that female Past Presidents will be asked if they wished to swap their existing pins for a new version.

18/52.2.2 **Invitations to Regional Events** - Board members discussed invitations to regional events. The MC had proposed that Board members should not be

formally invited. After discussion, it was agreed that Board Members be sent a calendar of Regional Events by the office, that entry should be free of charge but that travel or other expenses would not be reimbursed.

18/52.3 Swimming Committee
The minutes from the meeting dated 21st March 2018 were received and noted. Responding to a question about the proposed Summer Series, TB reported that he was awaiting further information from the Regional Swimming Talent Officer.

18/52.4 Swimming Officials Group
The minutes from the meeting dated 22nd April 2018 were received and noted.

18/53 **Swim England Vice President 2018/19**

18/53.1 JW reminded the meeting of the context to this item, ie that it was the turn of East Region to nominate a Swim England Vice President for the period 2018/19. As previously agreed by the Board, an invitation to apply had been circulated to all past Regional Presidents with a closing date of 21st May. One nomination had been received, from Ian Mackenzie and the Management Committee had recommended that Ian's name go forward to Swim England. The Board thanked Ian for putting his name forward and unanimously voted in agreement to recommend IM for this post.

18/54 **Any other Urgent Business**

18/54.1 AM reported that there had been a meeting of the Water Polo Committee. The meeting, which had been attended by Swim England Water Polo staff, had been arranged to take place in Chelmsford. AM had not received an agenda for the meeting. LB agreed to look into this.

18/55 **Date of Next Meeting**

18/55.1 A meeting by Conference Call was planned for 16th July 2018 at 7.00pm. JW reported that as most items had been covered by the Board at this meeting, the meeting planned for 16th July may not be necessary. She would send an email to Board Members to confirm whether, or not, the meeting would take place. The next face to face meeting would take place on 15th September, following the ACM.