



Swim England East Region
Minutes of the Management Board Meeting
7th June 2020

Present: Mrs Joan Wheeler (JW)	Chairman
Mr David Metcalf (DM)	Vice Chairman
Mr Keith Belton (KB)	Finance Manager

Elected Members

Mr Tom Baster (TB)
Mr Ian Cotton (IC)
Mr Ian Mackenzie (IM)
Mrs Gerry Metcalf (GM)
Mr Stewart Murray (SM)
Mr Chris Vinter (CV)

County Representatives

Mr Darren Peck (DP)	Norfolk County ASA
Mr Ian Knight (IK)	Cambridgeshire ASA
Mr Paul Hayes (PH)	Swim England Essex
Mrs Sheila Mackenzie (SMM)	Swim England Hertfordshire
Mr Phil Pelling (PP)	Bedfordshire ASA
Mr David Robinson (DR)	Suffolk County ASA

Specialist Co-opted Members

Miss Lottie Thompson (LT)
Mr Simon Lever (SL)

Also present:

Mrs Leanne Brace (LB) Swim England East Region Development Manager

20/21

Apologies

20/21.1 All Board Members were in attendance. JW welcomed SL to his first Board meeting.
20/21.2 JW congratulated David Robinson on being awarded the Swim England Alfred H Turner Award for 2020. The rest of the Board applauded David for receiving this prestigious award.

20/22

Declarations of conflict of interest

20/22.1 A conflict of interest was declared by JW, IM, DM and KB for agenda item 10 on incorporation.



20/23

Minutes of the previous meeting

20/23.1 The minutes of the meeting on 15th March 2020 were confirmed as a true record. It was noted that the minutes required some reformatting.

20/24

Matters arising

20/24.1 A report on Matters Arising from the Minutes was circulated prior to the meeting. It was noted that, both item 20/04.2 and item 20/10.2 had been overtaken by the need to react to the Covid-19 pandemic. These issues would be revisited at a later date.

20/24.2 SMM highlighted the lack of communication from Swim England to regional nominated Members of the Swim England Members' Forum, regarding the cancellation of the Swim England Annual General Meeting (AGM). JW had previously raised this issue at Regional Chairs' meetings, and would pursue this on behalf of the Board.

20/25

Ratification of items agreed since the last meeting

20/25.1 There were no items to ratify.

20/26

Coronavirus

20/26.1 A report was circulated with the meeting papers, which highlighted the actions the region had taken to deal with issues arising from the Covid-19 Pandemic. There was general agreement that the communication from the region had been good. The next stage would be to monitor the return to swimming, and potential pool closures, and support any clubs that may be adversely affected.

20/26.2 It was agreed the Covid-19 response communications from Swim England had also been very good during the last few months. There was still some support needed to assist County Associations to provide appropriate guidance particularly in relation to county swimming championships. TB reported that the Swim England Talent Team was considering the competition calendar beyond December 2020, and guidance would be issued in due course.

20/26.3 SM asked about the support for clubs if pools close. JW advised that Kevin Pickard had been temporarily re-assigned to support the retention of clubs and their membership. IC reported that pool providers did not know what the situation would be, and the situation was changing hour by hour anyway.

20/27

Finance

20/27.1 i) Budget review

A detailed budget review sheet had been circulated in advance of the meeting. KB reported that the budget had been amended to take account of the cancellation of events due to Covid-19. The figures would continue to be amended by the Management Committee (MC) as development plans changed due to continued restrictions.

20/27.2 KB reported an income of membership fees of £5,000 received from Swim England in June. Responding to questions about this delayed payment, KB reported that the processing procedures were complex. Given that fees were payable to Swim England in February/ March, the Board felt this delay unacceptable. JW agreed to write to Brian Havill, Chief Financial Officer, and to share the response on this, and the issue relating to the AGM.

20/27.3 KB summarised the Covid-19 projection sheet that had previously been circulated. He explained that the region had lost significant income through the cancellation of swimming competitions, a reduction in membership income, and from the levy on licensed meets. However, the cancellation of development days and training, together with the cancellation of the Disability Championships, had also meant a reduction in expenditure.



20/27.4 The MC had also made the decision to delay the recruitment of the Regional Development Officer post, and would review this in the new financial year.

20/27.5 i) End of Year Accounts

The draft End of Year Accounts had been circulated to the Board with the agenda. KB reported that once the examiners had approved the accounts a final version would be circulated to the Board for sign off. KB would chase the examiners for a response.

20/28 Regional membership fees 2021

20/28.1 A recommendation that the regional membership fees remain as Category 1 - £5, Category 2 - £6, Clubs - £35, which were the fees set for 2020, was approved.

20/28.2 Swim England Sport Operations Committee had also requested that County Associations freeze their capitation fees for 2021. JW confirmed that most counties within the region had indicated their agreement to this, subject to approval of their management groups, with one county proposing to waive fees for next year and another planning to reduce them.

20/29 Report from Regional Development Manager (RDM)

20/29.1 A report from the RDM had been circulated with the agenda. LB highlighted the success of the Coach drop-in calls, and confirmed more would be added to the calendar.

20/29.2 Team manager workshops had been moved online, Jo Stalley had been trained as a presenter, with LB as the online support. As most workshops have been fully booked, more dates are being added to the calendar.

20/29.3 LB had set up a club Chairman's Forum for the region's clubs with two successful meetings delivered to date. Another date has been organised for the 19th June to allow the club Chairpersons to discuss the 'Return to the Pool' Guidance due for release a few days prior. County Chairpersons and Secretaries will also be invited.

20/29.4 The opportunity of a MIND training workshop was raised with the Board. This free, online workshop, focused on how to consider people with mental health issues when planning sporting events. LB suggested that with the recent Mental Health Awareness week, it was a good time for all Board members, staff, and Discipline Committee members to undertake this training. LB will share the link to access the workshop.

20/29.5 In discussion of the report, TB raised an issue relating to SwimMark, and explained his concern that Swim England had not considered the impact of the pandemic when continuing to require clubs to upload evidence.

20/29.6 LB confirmed that, in preparation for the June SwimMark panel, in March the region had contacted relevant clubs to advise that, if they felt that they would be unable to meet the deadlines, they should make contact with the region. None of the clubs involved had made direct contact with the regional office. To date, all but two clubs had completed the upload of evidence, and the remaining two clubs had started uploading evidence onto the portal. There were also six new clubs seeking accreditation at the June panel.

20/30 Incorporation

20/30.1 A report from the Incorporation Working Group (IWG) and draft Articles had been circulated prior to the meeting.

20/30.2 On behalf of the IWG, SMM gave a presentation on the proposals for incorporation. The presentation included an outline of the proposed new governance structure, which comprised a Board of Directors, made up of the four Directors of the company. Beneath the Board would be an



Audit Risk and Probity Committee, a Nominations Committee, and a Regional Operations Committee. As with Swim England, the structure would also include a Members' Forum.

- 20/30.3 SMM explained that the existing governance structure will continue until after the new company is set up. SM recommended to the Board that initially the current Management Committee becomes the new Board of Directors. The Board agreed to the recommendation via a vote.
- 20/30.4 A recommendation for the Board of Directors to have a three-year term of office, with a maximum of three terms, was approved via a vote.
- 20/30.5 A recommendation that the current Management Board take on the new role of Regional Operations Committee until the first Annual General Meeting, was discussed and agreed after a vote.
- 20/30.6 IM proposed an amendment to the recommendations regarding membership of the Regional Operations Committee. He suggested that, rather than the suggested four Directors being members of this committee, the membership should include the Chairman of the Board, plus one other Director. Other Director/s would be able to attend for relevant agenda items, in a non-voting capacity. The amendment was agreed.
- 20/30.7 The draft Articles of Association were circulated prior to the meeting. SMM explained that Companies House required Articles of Association for a company, and thanked LT for all her hard work in drafting the Articles for the new company.
- 20/30.8 It was noted that the name of the proposed new company was 'Swim England East Region' and that it was proposed that the company would have charitable status. It was explained that the Board would have the option to appoint a Company Secretary, or that staff may undertake this role.
- 20/30.9 The recommendation to approve the draft Articles of Association was agreed by the Board via a vote. It was noted that there may be some minor amendments and that the final Articles would be brought to the Board at its next meeting.
- 20/30.10 The Board was advised that KB has made contact with the relevant banks, but will need the agreed Articles of Association before arrangements for bank accounts could be actioned. Although an option, there is no requirement to have an auditor, so the region could continue with using the existing examiners.
- 20/30.11 SMM reported that the next step was to write Terms of Reference for the new structure. It was noted that the final structure and articles must be agreed by the Board at its next meeting, in preparation for publishing with the papers for the Annual Council Meeting. The final draft would be circulated to Board Members in good time for the Board.
- 20/30.12 JW thanked SMM for her report, and thanked the IWG for their hard work with this project.

20/31 Annual Council Meeting (ACM) 2020

- 20/31.1 A report on the ACM had been circulated with the agenda. It was agreed that, in view of restrictions on gatherings, the ACM this year would be via Zoom. The Management Committee had trialled the poll option, and were satisfied that this could be used for any voting that might be required. With regard to the election of the members to the Swim England Members' Forum, given the uncertainty over membership numbers for 2021, it was agreed that 9 Members would be elected, rather than 10, with the possibility of adding another Member at a later date.
- 20/31.2 JW advised that, in line with Zoom good practice to 'invite' delegates to attend the meeting, there will be a deadline for delegates to register their attendance.
- 20/31.3 The Board agreed with the MC recommendation that the Annual Report 2019/20 be limited to reports from the Chairman, the President and the Finance Manager and be available as an online document only. It was noted that wider information on records, successes and events, can be found during the year on the regional website.



- 20/31.4 The region had been notified that Swim England would not be presenting the aquatic awards this year. In the circumstances, the Board agreed the region should not present a regional level of these awards, but would continue with the traditional Jeff Cook Salver and the Silver Pins awards, if there were suitable recipients.
- 20/31.5 It was agreed that nominations for the Jeff Cook Salver be made by members of the Board, and sent to LB. The Management Committee will consider possible nominations for Silver Pins in recognition of service to the region. The awards panel will comprise of the Board County Representatives, and the regional President, as this worked well last year.

20/32 Sub-Group items

- 20/32.1 Management Committee- 17th March 2020; Minutes were received and noted.
- 20/32.2 Management Committee- 30th March 2020; Minutes were received and noted.
- 20/32.3 Management Committee- 22nd April 2020; Minutes were received and noted.
- 20/32.4 Management Committee- 14th May 2020; Minutes were received and noted.
- 20/32.4.1 Minute 20/54.4 The Board discussed the arrangements for the September Management Board meeting. It was agreed that, as in previous years, the meeting should follow the ACM, with a short break between the two meetings.
- 20/32.4.2 Minute 20/57.2 referred to the Swim England contribution to each region of £6,000 per annum for administration. It was noted by the Board that indications were that this would be reduced to £4,500 this year, and that there would be no contribution after this year.
- 20/32.5 Management Committee- 21st May 2020; Minutes were received and noted.
- 20/32.6 Management Committee- 3rd June 2020; Draft minutes were received and noted. The date header was incorrect. JW drew attention to the following:
- 20/32.6.1 The Board noted the appointment of Stewart Murray as the regional representative on the Swim England Club Leadership Group.
- 20/32.6.2 Minute 20/71.5 the Board noted that all committee and board meetings would take place via Zoom for the remainder of this calendar year.
- 20/32.6.3 Minute 20/74 – JW summarised an issue regarding requests from a small group of parents, that hoodies and other merchandising to be made available for purchase by those swimmers who had reached the qualifying standards for the regional championships. The Board agreed the region should not authorise the sale of merchandise for cancelled events.
- 20/32.6.4 Minute 20/77.4 JW outlined the issues over the date of the ACM in 2021. It was agreed that the MC should look at the options and bring a report to the Board meeting in August.
- 20/32.6.5 Minute 20/78 JW raised the issue of the election of the President and President Elect. After discussion, it was agreed that as the current regional President had not had the opportunity to attend many events this year, together with the uncertainty over events for the Autumn and early part of 2021, the possibility of deferring the election of a new President should be explored. JW will speak to both the current President, and the President Elect to see if they would be agreeable.
- 20/32.7 Diving Committee- 28th May 2020; Draft minutes were received and noted. The minutes highlighted the next meeting would be in September. IM will confirm with the committee that the meeting should be online.



- 20/32.8 Masters Committee- 15th February 2020; GM provided the Board with summary notes as no minutes had been available due to staff changes. These were noted.
- 20/32.9 Open Water Committee- 23rd April January 2020; Draft minutes were received and noted.
- 20/32.10 Swimming Officials Group- 1st June 2020; Draft minutes were received and noted.
- 20/32.11 Swimming Committee- 26th February 2020; TB reported that he had drafted minutes of this meeting and would circulate these to the Board.
- 20/33 Any issues raised by County Representatives**
 - 20/33.1 County Representatives from Cambridgeshire and Essex were asked to clarify if they had officially adopted the Swim England branding and name. PH confirmed Essex had. IK was uncertain about Cambridgeshire and would seek clarification. (Note – IK subsequently advised that the name change had yet to be formally agreed by Cambridgeshire ASA)
- 20/34 Any other urgent business**
 - 20/34.1 There was none.
- 20/35 Confidential items**
 - 20/35.1 There were none.
- 20/36 Next meeting**
 - 20/36.1 The next meeting is scheduled for 10th August at 7pm by Zoom. JW thanked everyone for their time and hoped that people would stay safe.