



Swim England East Region
Minutes of the Management Board Meeting
12th September 2020
By Zoom

Present:

Officers

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|--------------------|-----------------|
| Joan Wheeler (JW) | Chairman |
| David Metcalf (DM) | Vice Chairman |
| Keith Belton (KB) | Finance Manager |

Elected Members

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

County Representatives

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

Specialist Co-opted Members

Simon Lever (SL)
Lottie Thompson (LT)

Also present:

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| Leanne Brace (LB) | Swim England East Region Development Manager |
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20/49

Apologies

20/49.1 There were none.

20/50

Declarations of conflict of interest

20/50.1 KB declared a conflict of interest in item 13.

20/51

Previous minutes

20/51.1 The minutes of the meeting on 10th August 2020 were confirmed as a true record.



20/52 Matters arising

- 20/52.1 A report on Matters Arising from the Minutes was circulated prior to the meeting. The actions that had been completed were noted.
- 20/52.2 SMM asked for clarification on whether the signed copy of the approved accounts for the year 2019/20 had been sent to the examiners. JW confirmed that she had sent them to Hastings Wade and was waiting for the countersigned copy to be returned.

20/53 Ratification of items agreed since the last board

- 20/53.1 There were no items to ratify.

20/54 Matters arising from the Annual Council Meeting (ACM)

- 20/54.1 i) Incorporation

With the formal approval from the ACM having been received, the next steps were discussed. These included registering the name of the new company, completing the formal paperwork, setting some key dates and opening the new bank accounts.

- 20/54.2 SL agreed to action the registration of the name and preparation of paperwork, but would need the final version of the Articles from LT. SL will set up an online secure portal for the new Directors to submit their personal details required by SL.

- 20/54.3 KB would begin investigations with the banks to set up the new accounts.

- 20/54.4 ii) AGM 2021

JW clarified the proposal to have a Special General Meeting at the end of April to formally close off the current association, and to make nominations for the new roles. KB will contact the auditors to confirm they are aware of the timescales for completing the examination of the accounts. The Management Committee (MC) would discuss a timeline and bring proposals to the next Board meeting.

- 20/54.5 iii) Other issues

After a discussion of the ACM, IC agreed to have further discussions relating to a concern that had been raised by a Suffolk club concerning the role of clubs in the governance of the region.

20/55 Finance

- 20/55.1 i) Incorporation- Next steps

This item had been dealt with under item 20/54.3

- 20/55.2 ii) Predicted End of Year position

KB provided the Board with a prediction of balances as at 31st December 2020. Due to budget changes resulting from cancelled events, this showed the deficit at around £12,000, compared with the original predicted deficit of £55,000.

- 20/55.3 iii) Planning for 2021

KB reported that although the deficit for the year 2020 would be less than planned, the real concern will be the outcome of membership renewals in the new year. KB explained a recommendation from the MC, that a more flexible and phased approach will be needed for the 2021 budget. He proposed that an initial budget be set which only includes committed expenditure, such as staffing and rent. Disciplines can initially submit proposals which are cost neutral for consideration, with further budget proposals to be submitted when the region is clearer about income and the implications of coronavirus restrictions. The Board agreed this approach.



20/55.4 JW had written to discipline managers summarising the proposed way forward for 2021 budgets and plans and would follow this up with detailed information.

20/56 Office and Storeroom

20/56.1 A report detailing the MC's proposals regarding the office and storeroom had been circulated, prior to the meeting. The report set out a proposal to cease to maintain a Regional Office, gave details of the preferred option of enlarging the current storeroom set against other alternatives, and included information on the financial implications of both proposals.

20/56.2 In discussion the Board noted that the notice period for termination of the lease was six months. It was reported that, as a consequence of not having an office, staff would be designated as Homeworkers in accordance with the Swim England policies. Appropriate arrangements would be made for telephone contacts and post. With regard to the storeroom, the Board noted the rent quoted for the enlarged storeroom was lower than that reported in March.

20/56.3 After discussion, the Board agreed that:

- The Chairman should give notice on the office lease
- A lease should be taken on an enlarged storeroom (the existing area plus the access corridor).

20/56.4 With regard to a registered address for the Company, SL suggested that the Independent Examiners may be prepared to provide this service. KB will investigate this possibility.

20/57 Report from the Regional Development Manager

20/57.1 LB gave a presentation on the key changes during the last six months. She reported that as a consequence of moving to online activities, there had been a significant increase in the number of attendees at workshops, and a substantial reduction on spend on Safeguarding workshops.

20/57.2 The presentation included a summary of club responses to the 'returning to training' data collection, led by Swim England. 52 East region clubs have responded to date. Key indicators were that 56% of the region's clubs have returned to some form of pool training; clubs were likely to raise membership fees; and the some clubs wished to merge. It was noted that in many cases clubs had skipped key questions, and for these areas the data was not statistically reliable.

20/57.3 A summary of the number of clubs undergoing SwimMark was provided to the Board. It was noted that an increase in numbers at this challenging time was positive.

20/57.4 Stronger Affiliation was raised as an area of concern, with 45 clubs needing to go through the process before affiliation renewal on 1st January 2021, with only 11 having started the process to date. LB explained the ways in which the region have been tackling the low uptake, including directly targeting clubs; hosting workshops to show clubs what is needed; social media count downs; new webpage dedicated to Stronger Affiliation; sharing target lists with discipline managers and county secretaries; contacting league secretaries for their support in getting key messages to clubs; and a formal letter from the regional Chairman to club chairmen outlining the severity of the consequences of non-compliance.

20/57.5 A concern was expressed that Swim England was progressing with this project during a time when there were serious concerns about its income.

20/58 Membership Report

20/58.1 A report from the Regional Membership Officer had been circulated in advance of the meeting. It reported the affiliation of new club in Essex, to be called Loughton Masters SC. No questions on the report were received.



20/59

Sub Group Items

- 20/59.1 Management Committee, 2nd July; Minutes were received and noted.
- 20/59.2 Management Committee, 23rd July; Minutes were received and noted.
- 20/59.3 Management Committee, 3rd September; Minutes were received and noted.
 - 20/59.3.1 Minute 20/110.8, showed a recommendation from the MC that Synchronised Swimming in future be known as Artistic Swimming. LB confirmed that both the Chair of the relevant Swim England leadership group and Amy Davis, the regional discipline manager, had both agreed the change should take place. The recommendation was agreed.
- 20/59.4 Diving Committee, 2nd July; Minutes were received and noted. A double negative appeared under item 20/34 which needed correcting.

20/60

Register of Interests

- 20/60.1 All members were reminded to complete the Register of Interests form, which had been circulated with the meeting papers, and return this to LB as soon as possible.

20/61

Appointment of Finance Manager

- 20/61.1 At this point KB was placed in the waiting room of the meeting. JW reported a recommendation from the MC that KB be reappointed as Finance Manager until such time as this, and other Board Member roles, were re-elected.
- 20/61.2 The Board voted unanimously to retain Keith Belton in the position of Finance Manager until the new structure was complete.

20/62

Any other urgent business

- 20/62.1 Members of the Board congratulated JW for her recent award.

20/63

Confidential items

- 20/63.1 There were none.

20/64

Next Meeting

- 20/64.1 The next meeting is scheduled for 13th December 2020, at 9.30am by Zoom.