

Swim England East Region
Minutes of the Annual Council Meeting
12th September 2020 at 10am
Held online via Zoom

Present:

Board Members: Joan Wheeler (Chairman), Keith Belton (Finance Manager), David Metcalf (President), Tom Baster (Elected Board Member), Ian Cotton (Elected Board Member), Paul Hayes (Swim England Essex), Ian Knight (Cambridgeshire ASA), Ian Mackenzie (Elected Board Member), Sheila Mackenzie (Swim England Hertfordshire), Geraldine Metcalf (Elected Board Member), Stewart Murray (Elected Board Member), Darren Peck (Norfolk County ASA), Phil Pelling (Bedfordshire ASA), David Robinson (Suffolk County ASA), Lottie Thompson (Specialist Board Member), Chris Vinter (Elected Board Member).

Bedfordshire: Paula Bailey (Modernian SC), Su Felce (Bedfordshire ASA), Sandra Grant (Flitwick Dolphins SC), Ian Murray (Flitwick Dolphins SC), Jayne Ward (Modernian SC), Lindsay Wright (Team Luton), Jeffery Zorn (Putteridge SC).

Cambridgeshire: Alice Clarke (Cambridge Dive Team), Paula Collier (Bottisham SC), Paula Durrant (Cambridgeshire ASA), Gemma Gordon (Cambridge Dive Team).

Essex: Lucy Brockway-Smith (Witham Dolphins SC), Helen Kent-Jackson (Halstead SC), Matthew Rowe (Colchester SC), Premila Shaw (Witham Dolphins SC), Helen Stephens (Colchester SC), Henry Watkinson (Swim England Essex),

Hertfordshire: Andrew Ellis (Herts Schools Swimming Association), Simon Lever (Swim England Hertfordshire), Ruth Loveman (City of St Albans ASC), Sarah Young (Hemel Hempstead SC).

Norfolk: Lois Addis (West Norfolk SC), Paul Kendall (Dereham & District SC), Simon Rose (West Norfolk SC), Tracey Spinner (City of Norwich SC), Karen Woodhouse (Norfolk County ASA).

Suffolk: Chris Bellwood (Newmarket & District SC), Katie Bradford (Newmarket & District SC), Stephen Bunclark (Deben SC), Stephen Christian (Suffolk County ASA), Stella Day (Teamipswich Swimming), Deborah Greenhalgh (Sudbury & District SC), Nicholas Hutton (Stowmarket SC), Louise Perkins (Teamipswich Swimming), Deborah Thornton (Hadleigh SC).

Swim England East Region staff: Leanne Brace (Regional Development Manager), Kevin Pickard (Regional Swimming Talent Officer) and Jo Stalley (Regional Administrator).

Also present: Ian Macleod (East Region Diving Manager), George Wood (Swim England Sports Development Director).

20/01

Welcome and introductions by the Chairman

- 20/01.1 The Regional Chairman, Joan Wheeler, introduced herself, and thanked everyone for attending the Region's first online Annual Council Meeting (ACM). Attendees were referred to the meeting protocols that had been circulated in advance.

20/02

Apologies for absence

- 20/02.1 Apologies were received from Basildon & Phoenix SC, Watford SC, and from John Toll (Past President).

- 20/03** **Declarations of conflict of interests**
- 20/03.1 None were declared.
- 20/04** **Minutes of previous meeting**
- 20/04.1 The minutes of the previous year's Annual Council Meeting, held on 14th September 2019, were accepted as a true record, via a show of hands of those who had attended the meeting.
- 20/05** **Matters arising from the minutes**
- 20/05.1 The Chairman reported the following matters arising from the minutes:
- 19/14.1 President Elect: As no nominations had been received for the post of President Elect, the role was advertised again, and subsequently Paul Kendall, Dereham SC was appointed by the Management Board.
- 19/16.1 Masters Manager: As no nominations had been received for the post of Masters Manager, the role was advertised again, and subsequently Louise Mackie, Flitwick Dolphins SC was appointed by the Management Board.
- 19/21.1 Independent Examiners: Following the ACM, the Board had issued invitations to tender for the contract to examine the Region's accounts. Hastings Wade had been reappointed as a result of this process.
- 20/06** **Motions**
- 20/06.1 No proposals had been received in accordance with section 13.2.1 of the constitution.
- 20/07** **Swim England East Region Annual Report and Accounts**
- 20/07.1 The Annual Report for the period 1st April 2019 to 31st March 2020 had been published in June this year, and was available to view online.
- 20/07.2 The Chairman explained that, although complying with the requirements of the constitution, the report was shorter than in previous years. There were two reasons for this; firstly that the region used its website, and social media, to publicise current news, and secondly that, regional staff were particularly busy this year dealing with the pandemic and their efforts were thought to be best used helping clubs during this time.
- 20/07.3 Questions on the report were then invited, but none were asked.
- 20/07.4 The Annual Report 1st April 2019 to 31st March 2020 was approved.
- 20/07.5 The Chairman presented the approved Annual Accounts, which had been available online prior to the meeting.
- 20/07.6 No questions were received on the accounts.
- 20/07.7 The independently examined Annual Accounts for the year to 31st March 2020 were approved.
- 20/07.8 No questions were received on the minutes of the Management Board, or its committees, submitted in accordance with section 13.3.2 of the constitution.
- 20/08** **Appointments made by the Management Board**
- 20/08.1 The appointment of Lottie Thompson as a Specialist Member of the Management Board until September 2020, and the appointment of Simon Lever as a Specialist Member of the Management Board until March 2021, were noted.
- The Chairman reported that Lottie Thompson had recently been re-appointed by the Management Board until September 2021.

20/08.2 The appointment of Louise Mackie as Masters Manager until September 2022 was ratified.

20/09 Change of financial year

20/09.1 The Chairman introduced the proposal that the Region changes its financial year from 1st April to 31st March, to 1st January to 31st December, with effect from 1st January 2021. She advised that the existing financial year was no longer compatible with the Swim England financial year and that the resulting receipt of membership income spanning two financial years, presented difficulties for budget planning.

20/09.2 The Chairman reminded Council that as the vote to be taken under this item would require changes to the existing constitution a two-thirds majority was required to approve the proposal. The proposal to change the financial year to 1st January to 31st December from 1st January 2021 was approved by a clear two-thirds majority vote.

20/10 Election of the President and the President Elect

20/10.1 The Chairman introduced a proposal from the Management Board that the current President and President Elect remain in post until the next Annual Meeting. She explained that, due to the Covid-19 pandemic, the current elected President, David Metcalf, had been unable to fulfil normal duties, and there was considerable uncertainty over future events for an incoming President.

20/10.2 The proposals that David Metcalf be re-elected as President and Paul Kendall be re-elected as President Elect until the Annual Meeting 2021 was approved by a vote.

20/11 Election for Swim England East Region Management Board Members

20/11.1 Three nominations were received for two positions of Elected Board Members to serve until September 2023. Details of the nominations had been published prior to the meeting, including the candidates' election statements.

20/11.2 An online poll took place, allowing delegates to select two names from the nominations received. Those unable to vote were temporarily placed in the waiting room facility. The results of the poll were shared in the meeting, and the successful candidates by majority votes were declared as Chris Vinter, and Ian Cotton.

20/12 Election of Swim England East Region members of the Swim England Members' Forum

20/12.1 The Chairman reported that, based upon the Region's membership as at 31st December 2019, Swim England East Region is entitled to elect ten Members of the Swim England Members' Forum. Ten nominations were received, and therefore no vote was necessary.

20/12.2 The following members were elected;

- Paul Hayes, Thurrock SC
- Ian Knight, Wisbech SC
- Ian Mackenzie, Hoddesdon SC
- Sheila Mackenzie, Hoddesdon SC
- David Metcalf, Biggleswade SC
- Geraldine Metcalf, Biggleswade SC
- Stewart Murray, West Norfolk SC
- David Robinson, Mildenhall & District SC
- Chris Vinter, Teamipswich Swimming
- Joan Wheeler, Modernian SC

20/12.3 The Chairman advised that, if there were to be a substantial reduction in membership, it was possible that the allocation to the Region may decrease. In these circumstances the Management Board would make appropriate arrangements to select Members from the above list.

Subject to approval at the Annual Meeting 2021

20/13 Appointment of custodians 2020/21

20/13.1 The meeting was asked to note the appointment of Joan Wheler (Chairman), David Metcalf (Vice Chairman), and Keith Belton (Finance Manager) as custodians for the year 2020/21.

20/14 Appointment of independent financial examiners

20/14.1 The Chairman reported that the Management Board has proposed the existing examiners, Hastings Wade, to continue for the year 2020/21 as the financial examiners. This was approved by a vote.

20/15 Incorporation

20/15.1 The Chairman introduced the item by drawing attention to the documents relating to this item, including a summary of the proposal. She explained that the Management Board had set up a working group to move forward the plans for incorporation, and that the group comprising of Keith Belton, Simon Lever, Sheila Mackenzie, and Lottie Thompson had worked hard to ensure that a full and comprehensive proposal was available for the ACM.

20/15.2 Sheila Mackenzie gave a presentation at the meeting, explaining the Management Board's proposal for a new governance structure for the Region. The presentation set out the proposed new governance structure, and explained what incorporation would mean for the management of the Region, and for its clubs and counties. Attention was drawn to the documents that had been published with the papers for the ACM, and the meeting was informed about the way forward if the proposals were accepted.

20/15.3 Following the presentation, questions were invited and one question was asked about whether clubs had been consulted on the proposals. The Chairman, clarified that Management Board had discussed the issue for some months and she had therefore hoped that County Representatives had reported on these discussions at county meetings.

20/15.4 The Chairman reminded Council that as the votes to be taken under this item would require changes to the existing constitution a two-thirds majority was required to approve the proposals.

20/15.5 Council was asked to vote on the Management Board's proposal that Swim England East Region becomes an incorporated company with charitable status with effect from 1st January 2021. The proposal was approved by a clear two-thirds majority vote.

20/15.6 Council was asked to approve the following documents that had been published in advance of the meeting:

- i) Articles of Association
- ii) Regulations
- iii) Terms of Reference for the Regional Operations Committee, the Audit Risk and Probity Committee, and the Nominations Committee

These documents were approved by a clear two-thirds majority vote.

Council was asked to approve the recommendation that until the first annual meeting of the new company the current members of the Management Committee will be the Directors, and the members of the Management Board will constitute the Regional Operations Committee. This proposal was approved by a clear two-thirds majority vote.

20/15.7 Council was informed that, in order to begin a new company, the Region must open bank accounts in the name of the new company and transfer sufficient operating funds into these in advance of winding up the current association. Council approved a recommendation giving the existing Management Board the power to transfer appropriate funds by a clear two-thirds majority.

Subject to approval at the Annual Meeting 2021

20/16**Regional Awards**

- 20/16.1 David Metcalf, President, informed the meeting that this year, due to the cancellation of Swim England Awards, the Region made the decision to present only our Regional Jeff Cook Salver Award, and the Silver Pins, via Management Board nominations.

David provided the meeting with the history of the Jeff Cook Salver Award, and subsequently announced that the winner of the Jeff Cook Salver for 2020 was Joan Wheeler. David read extracts from the nomination, and thanked Joan for all that she has done for the Region as Chairman over the past seven years.

The Silver Pin winners were announced as:

Amy Bryant for voluntary services to Synchronised Swimming in East Region
Dave Champion for his voluntary services in supporting the East Region swimming coaches
Ben Negus for his voluntary services in supporting the East Region swimming coaches
Simon Gee for his voluntary services to East Region as the Regional Licensing Officer.

The winners were thanked for the time they have given to the sport. It was confirmed that winners would receive their pins in the post and that the full citations would be posted on the regional website in the near future.

20/17**Date of next Annual Meeting**

- 20/17.1 Council was advised that the next Annual Meeting will be held in late April 2021 to formally close the current association and to approve the final accounts.

20/18**Closing remarks by the Chairman**

- 20/18.1 The Chairman closed the meeting by thanking everyone for their continued support for the sport, and encouraged everyone to stay safe during these times.

At this point, the Annual Council Meeting formally closed for informal presentations and questions.

Subject to approval at the Annual Meeting 2021