

## Minutes of the Board of Directors

13<sup>th</sup> October 2021 at 9.30 am

By Zoom

### Members Present:

Joan Wheeler (JW)	Chairman
Keith Belton (KB)	Finance Director
Ian Mackenzie (IM)	Director
David Metcalf	Director

### Also present:

Leanne Brace (LB)	Regional Manager
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### 21/136

#### Apologies

21/136.1 None, all were present.

### 21/137

#### Declarations of conflicts of interest

21/137.1 None were declared by Directors. LB had a Conflict of Interest in Item 15, and would leave the meeting before consideration of this item.

### 21/138

#### Minutes

21/138.1 The minutes of the meeting held on 15<sup>th</sup> September 2021 were confirmed as a correct record.

### 21/139

#### Matters Arising

21/139.1 A Matters Arising report, circulated with the agenda, was noted and further updates made at the meeting. The following issues were discussed:

21/105.4 Affiliation Process – Helen Weeks, Swim England Clubs Governance, is developing a process for the direct affiliation of clubs that operated across the country rather than in a particular locality.

21/115.1 Coomber – the microphone that is part of the Coomber, is not in the Storeroom. LB to check with Amy Davis, otherwise a replacement should be included in the budget submission. The Coomber will be kept in the Storeroom and should be charged regularly. **(Action LB)**

21/129.4 Merchandising – Merchandise for the Short Course Swimming Championships will need to be offered via online sales. LB would discuss with Fine Designs. Information on our website should include clarification that the goods are not sold by SEER. **(Action LB)**

21/133.3 County and Regional Welfare Officers – LB had raised the issue at a recent SE Club Development Team meeting. There were conflicting responses, but SE is now looking at the issue.

## 21/140

### **Ratification of Decisions Taken Between the Meeting**

21/140.1 The following decisions, taken between meetings by email, were ratified:

21/140.1.1 To reserve the evening of 27<sup>th</sup> April 2022 for the AGM

21/140.1.2 To transfer all remaining funds from the former Association Santander Account to the Company Nat West Account

21/140.1.3 To open a CAF (Charities Aid Foundation) Account

## 21/141

### **Finance**

21/141.1 Former Association

21/141.1.1 The Directors received the final SAGE report and accounts for the former association, ASA East Region.

21/141.1.2 KB reported that, after submission of a zero return to HMRC, the financial affairs of the former association were completed, and the association could be formally wound up.

21/141.1.3 the Directors, in their capacity as the Management Committee of the former association:

RESOLVED that the association, ASA East Region, be formally wound up and a notice placed to this effect on the regional website, together with the final accounts. **(Action KB)**

21/141.2 Budget Reports for the Company

21/141.2.1 The September Budget Reports for the Company had been circulated with the agenda. No issues were raised.

21/141.2.2 The Board discussed the circulation of Budget Reports to ARP and ROC members with reference to the Terms of Reference for both committees. It was noted that the remit of the ROC was limited to the sport, including superintendence of the work leadership groups.

21/141.2.3

It was therefore agreed that:

- i) Detailed and summary reports should be shared with ARP
- ii) The summary report, plus detailed reports for the sport areas, be shared with ROC.
- iii) KB would make changes to the SAGE reporting and discuss with Jo Stalley. **(Action KB)**

21/144.3 Bank Accounts – KB was progressing the application to open a CAF Account.

## 21/145

### **Fundraising Regulator**

21/145.1 The Board discussed a letter received from the Fundraising Regulator. As there were no current plans either to fundraise, or seek sponsorship, it was agreed that no further action was necessary.

## 21/146

### **Report from Regional Manager**

21/146.1 A report from the Regional Manager, circulated with the agenda, was noted. The following issues arose from discussion of the report:

21/146.2 Coach and Teacher Recruitment LB advised the Directors of a significant number of contacts from clubs, seeking advice over difficulties in recruiting of coaches and teachers.

Compounding this problem, was the backlog of practical element of coach courses, and the resulting delay in the availability of new courses. LB had made clubs aware of the requirements of the insurers, Howdens. LB would report on this issue to the next ROC.

**(Action LB)**

- 21/146.3 Team Manager Courses LB was asked to look at current, and future, demand for TM1 and TM2 courses, and to consider how presenter capacity could be increased, possibly by the use of other volunteers, to satisfy demand. **(Action LB)**
- 21/146.4 Christmas Working The Directors had previously agreed that staff would not work on 24<sup>th</sup> December. It was agreed that staff may take leave when they wished over the period 20<sup>th</sup> December to 4<sup>th</sup> January, providing there was some monitoring of emails and telephone calls during the period 20<sup>th</sup> to 23<sup>rd</sup> December.
- 21/146.5 Website Performance LB shared an email from David Hutson, Apphut. After discussion, it was agreed that LB would arrange a meeting between David Hutson, KB, DM and LB to discuss potential improvements to the speed of downloads. **(Action LB/KB/DM)**
- 21/146.6 Regional Administrator Post – Following interviews conducted by DM, IM and LB, Emma Winter had been appointed, with a start date of 8<sup>th</sup> November 2021. LB would arrange induction and draw up and work programme.

## **21/147**

### **Plans from Leadership Groups**

- 21/147.1 The Board discussed emerging plans from leadership groups and budgetary implications, including the following:
- 21/147.2 Water Polo
- 21/147.2.1 LB had circulated a report and draft budget submission for the forthcoming Under 16 Inter-Regional Competitions to be held at Walsall. Entry was agreed, subject to sight of the, yet to be published, conditions and the associated budget approved.
- 21/147.2.2 It was noted that pool kit would be sold to team members via the regional website. Where hoodies were purchased through the region, it was agreed that a statement be included to advise that the suppliers were Fine Designs.
- 21/147.3 Swimming
- 21/147.3.1 JW reported that Active Luton had recently advised that, due to rising COVID rates, spectators would not be permitted to attend the Regional Short Course Championships in November.
- 21/147.3.2 The Swimming Leadership Group would meet on Sunday and would discuss plans, including this issue.
- 21/147.3.3 The implications for plans for the budget to break even were noted.
- 21/147.4 Disability
- 21/147.4.1 A meeting had been arranged to discuss the joint planning of regional disability competitions with London Swimming. Jackie Harvey, Disability Manager, JW and LB would attend.
- 21/147.4.2 DM clarified arrangements for the British Swimming Para Meet to be held in Cardiff in December, and would circulate details to JW and LB.
- 21/147.5 Diving
- 21/147.5.1 IM reported that the recent Regional Diving competition had been a great success and well managed from a COVID perspective.
- 21/147.5.2 Volunteers had been shocked and saddened to learn of the sudden death of David Jenkins, whilst coaching at a British Swimming overseas diving camp.
- 21/147.6 Artistic
- 21/147.6.1 IM reported on developments at various artistic clubs in the region.

21/147.6.2 A virtual grading day had been planned for late November.

## **21/148**

### **Governance**

- 21/148.1 The Board noted that the annual registration at Companies House had been completed at required. The Company Diary had been updated to note this, and the proposed date of 27<sup>th</sup> April 2022 for the AGM.
- 21/148.2 The resignation of Matthew Rowe from the post of Independent Member of the Audit, Risk and Probity Committee was noted. JW would draft an advert for a replacement, and share this with other Directors and the Chairman of ARP. **(Action JW)**
- 21/148.3 The issue of administrative support to ARP was discussed. JW would raise this with the Chairman of ARP. **(Action JW)**
- 21/148.4 The Board discussed how the new governance structure was working. There was general agreement that the work of the ROC needed development, although this was difficult in the context of uncertainties caused by the pandemic and the need to react to changing plans. It was agreed that the Board should be mindful of items that could usefully be referred to ROC.
- 21/148.5 The performance of leadership groups was mixed. All would need to meet to discuss plans and budgets for 2022, and LB would encourage meetings for those who had not met recently. **(Action LB)**
- 21/148.6 There were multiple county representative vacancies on the Open Water Leadership Group, with Cambridgeshire, Hertfordshire and Essex currently unrepresentative. JW would contact PK to discuss the issue, and the possible implications for the hosting of county championships within the regional championships. **(Action JW)**
- 21/148.7 The Directors agreed to discuss the performance and composition of the Board at a future meeting, and in good time for the nominations process leading to the AGM. **(Action JW)**

## **21/149**

### **GDPR – Data Sharing Agreement**

- 21/149.1 Following the discussion about the Data Sharing Agreement with Swim England, David Metcalf had circulated correspondence from Swim England concerning the sharing of Swimming Officials' Data, with County Swimming Officials Co-ordinators.
- 21/149.2 After discussion, it was agreed that a Data Sharing Agreement between the region and County Swimming Officials Co-ordinators was needed. DM and LB would draft this and share with the other Directors. **(Action DM/LB)**

## **21/150**

### **Event Branding**

- 21/150.1 IM referred to a previous discussion concerning event branding, when it had been agreed that discipline specific pop ups should be purchased where required. This decision had not been actioned due to the pandemic.
- 21/150.2 LB reported on estimates obtained from Hyspec.
- 21/150.3 It was agreed that specific branding may be useful for some disciplines, particularly diving, water polo and artistic. Swimming, masters and disability could share more generic pop ups. This form of branding may be inappropriate for open water given the nature of the events.
- 21/150.4 LB would discuss this with disciple managers, and where appropriate this would be included in budget submissions. **(Action LB)**

## **21/151**

### **Harrold Fern Award**

- 21/151.1 IM reported that Sharyn Bord had yet to receive the Harrold Fern Award, awarded to her by Swim England in May. He had raised this issue directly with Swim England and would

pursue the matter via the appropriate committee.

**21/152**

**Dates for Future Meetings**

- 21/152.1 The Board with next meeting on 10<sup>th</sup> November, with a meeting on 8<sup>th</sup> December also previously agreed.
- 21/152.2 The following dates for meetings up to the AGM were agreed: 12<sup>th</sup> January, 9<sup>th</sup> February, 9<sup>th</sup> March and 6<sup>th</sup> April.

**21/153**

**Confidential Item**

- 21/153.1 LB left the meeting.
- 21/153.2 The Directors considered a confidential item relating to staff pay.