

Minutes of the Board of Directors

9th June 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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21/84

Apologies

21/84.1 None, all were present.

21/85

Declarations of conflicts of interest

21/85.1 LB declared a conflict of interest in the discussions relating to staffing. All Directors had a common interest in the agenda item relating to the Expenses Policy.

21/86

Minutes

21/86.1 The minutes of the meeting held on 5th May 2021 were confirmed as a correct record.

21/86.2 The minutes of the meeting held on 20th May 2021 were confirmed as a correct record.

21/87

Matters Arising

21/87.1 A Matters Arising report, circulated with the agenda, was noted and, where appropriate, updated at the meeting. In discussion of the report the following issues were raised:

21/87.2 Bedford Modern School – IM reported that he had sought an update from Ashley Bygraves, Bedford modern School and had been advised that the school was looking at the affiliation paperwork and considering how to structure its committee.

21/87.3 Membership Upgrades – the latest information from Swim England was that the upgrade to the membership system, necessary to charge for regional and county fee upgrades, would happen in late summer. The Directors regretted that this would be too late to capture the regional and county fee upgrades for the majority of members that had chosen to renew at category 1, pending the restart of competition.

21/87.4 Counties to be advised via the County Forum. **(Action JW)**

- 21/88 Ratification of Decisions Taken Between the Meeting**
- 21/88.1 The decision to approve the booking of the London Aquatics Centre on 7th and 8th August 2021 for the Festival of Swimming was ratified. It was noted that, if the refurbishment of Sportspark UEA was delayed, it would be necessary to also book the LAC for 6th August.
- 21/88.2 It was agreed that Joan Wheeler, Chairman, and Keith Belton, Finance Director, should sign the hire agreements as required by GLL. **(Action JW/KB)**
- 21/89 Finance**
- 21/89.1 Former Association – A Finance Report, circulated with the agenda, was noted.
- 21/89.2 Budget Reports for the Company – The Budget Reports for May had been circulated with the agenda.
- 21/89.2.1 It was noted that there was a timing issue over staff recharges. The recharges for April and May had now been received and authorised for payment.
- 21/89.2.2 KB reported on an issue with BT Invoices.
- 21/89.3 Update on Bank Accounts -KB reported on progress with bank accounts for the new Company.
- 21/89.3.1 The new Co-op account had been set-up and that the online access information would be sent shortly. When the information was received by signatories they would need to register using the information KB had shared with them. Once KB has access he will transfer over the funds from the old accounts and then close them.
- 21/89.3.2 With regard to the Santander account, as face to face appointments were now available, KB would make an appointment with a Business Advisor at a local branch. **(Action KB)**
- 21/90 Report from the Regional Development Manager**
- 21/90.1 The Board had received a report from the RDM on key areas of work and issues. In discussion of the report the following matters were raised:
- 21/90.1.1 Storeroom – LB would meet with Gulbourne staff to sort out the enlarged storeroom. The lock to the outer store would be changed and LB would circulate replacement keys to those who need them. **(Action LB)**
- 21/90.1.2 Diving Assistant Coach Courses – IM report that as the Institute had a considerable backlog of candidates who had completed the online course, but were waiting to complete the practical elements, there was a reluctance to add to that problem. IM would discuss the issue with the Diving Manager. **(Action IM)**
- 21/90.1.3 Artistic Swimming Coomber – LB would arrange for the Coomber to be returned, KB would collect this from the storeroom and change the battery. The Coomber would be kept in the storeroom in future. If the Coomber was beyond repair the option of hiring an alternative from a club should be investigated. **(Action LB/KB)**
- 21/90.2 Email correspondence between LB and Lyndsay Trimmings, Swim England Coach Development Manager, concerning the Coach Developer initiative, previously known as the Coach Mentor Scheme, had been circulated with the agenda. The Board agreed to a request for funding of £2k, if there is demand from 8 suitable coaches in East Region. LB

also to discuss the suitability of mentors with Lyndsay Trimmings. **(Action LB)**

21/91

Staffing

21/91.1 Following the additional Board Meeting on 20th May, revised Job Descriptions for Regional Manager, Regional Support Officer and Regional Administrator had been circulated to Directors. The Board approved the Job Descriptions, the proposed structure and salaries.

21/91.2 LB was asked to progress the following actions with SE People Development:

- i) Revised contracts for LB and JS, with JS upgraded to the new grade as soon as possible to reflect her current responsibilities
- ii) Recruitment of the Regional Administrator post for September

(Action LB)

21/92

Update of Plans from Leadership Groups

21/92.1 LB gave an update on emerging plans from Leadership Groups.

21/92.1.1 Disability – Regions had been invited to a meeting with SE this afternoon, to hear about the proposed Competition Pathway. It was understood that eight ER swimmers had been invited to a classification event in July.

21/92.1.2 Water Polo – LB was working with Dean Walker on a draft Water Polo Budget. DW was awaiting information of pool costs. **(Action LB)**

21/92.1.3 Masters – a provisional pool booking had been made at Newmarket for regional championships on 10th October. KB suggested that the Masters Group consider using the online entry system managed by Chris Bostock. **(Action JW)**

21/92.1.4 Diving – an online Development Camp was planned for later in June. The Diving Group had predicted that, as with previous camps, this would make a small surplus.

21/92.1.5 Swimming – plans for the Festival and the Future Champions Meet were progressing well. Given that three Directors were involved in Swimming Leadership Group meetings, it was agreed that appropriate budgetary controls were in place.

21/92.2 JW raised the issue of attendance by the President. She would include this in the communication to Managers. **(Action JW)**

21/93

Complaints Policy

21/93.1 Following discussion at the Board Meeting on 14th April, a revised draft of the Complaints Policy had been circulated with the agenda and was approved.

21/93.2 LB would prepare the policy for publication. **(Action LB)**

21/94

Expenses Policy

21/94.1 The Board reviewed the current Expenses Policy, which formed part of the Finance Policy, in the light of reduced income.

21/94.2 Having reviewed the policy, the following changes were agreed:

Mileage – reduce from 45p to 30p per mile

Subsistence – breakfast £10 (no change), lunch reduce to £5, evening meal reduce to £15.

‘Other personal expenses’ delete.

21/94.3 It was agreed that Managers and ROC be advised of the changes, which will be applicable to all volunteers with effect from 1st July 2021. KB will update the Finance Policy

accordingly. **(Action KB)**

21/95

Governance

- 21/95.1 County Forum – The inaugural meeting of the County Forum was later that day. The Board discussed the agenda items.
- 21/95.2 Regional Operations Committee (ROC) - The inaugural meeting of the ROC would be held on 16th June. JW had drafted an agenda which was approved.
- 21/95.3 ROC representatives on Leadership Groups – JW had circulated draft proposals. These were agreed for approval by the ROC. Individuals to be contacted before the meeting. **(Action JW)**

21/96

Awards

- 21/96.1 The Board considered a report on the criteria for Silver Pins and design of the pin. It was agreed that the Silver Pin should be replaced by a Regional Pin which recognised service to the region, rather than clubs and counties, and that the pin be redesigned to reflect the current branding. The current stock should be written off and used to replace faulty or worn pins.
- 21/96.2 With regard to Gold Pins, it was agreed that these should be re-designated as long service awards, for those serving an Board, committees, or as managers or officers for a period of six years. The current stock of pins should be used.
- 21/96.3 JW would prepare a report to be considered by the ROC in September. **(Action JW)**
- 21/96.4 The Draft Terms of Reference for the Awards Panel, circulated with the agenda, were approved subject to a minor amendment to require a minimum two meetings a year. JW had written to the President but, to date, he had not responded. The Terms of Reference would be shared with ROC, and the ROC asked to appoint four members of the Panel. **(Action JW)**
- 21/96.5 JW would check the Regulations and Matters Reserved to clarify which body had the final say on awards. **(Action JW)**

21/97

On-Line Meetings

- 21/97.1 KB reported that Apple had announced a development of a meetings package via Facetime that may mean that this is a suitable alternative to Zoom. KB will report further when more information became available. **(Action KB)**

21/98

Next Meeting

- 21/98.1 The next meeting was scheduled for 14th July 2021.
- 21/98.2 The following dates had also been agreed for meetings of the Board of Directors, 15th September, 13th October, 10th November and 8th December 2021. (Wednesday 18th August at 7.30 pm is held in reserve for an additional meeting, if necessary).