

Minutes of the Board of Directors
2nd March 2022 at 9.30 am
By Zoom

Members Present:

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

Also present:

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| Leanne Brace (LB) | Regional Manager |
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| 22/28 | | Apologies and Welcome |
| | 22/28.1 | None, all were present. |
| 22/29 | | Declarations of conflicts of interest |
| | 22/29.1 | All Directors had potential conflicts of interests arising from discussions on elections. |
| 22/30 | | Minutes |
| | 22/30.1 | The minutes of the meeting held on 9 th February 2022 were confirmed as a correct record of the meeting. |
| 22/31 | | Matters Arising |
| | 22/31.1 | A Matters Arising report, circulated with the agenda, was noted and further updates made at the meeting. The following issues were discussed: |
| | | 22/21.1.3 – An online shop had sold spectator tickets for the recent Artistic Event, but sales had been low. LB would contact Amy Davis to discuss what had happened at the event. (Action LB) |
| | | 22/23.4.3 – LB had spoken with Chris Galer. It had been agreed that LB would assist by supporting clubs with amending constitutions, with CG to approve the final draft. |
| | 22/31.2 | Other actions were completed. |
| 22/32 | | Ratification of Decisions Taken Between the Meeting |
| | 22/32.1 | The following decisions, taken by email between meetings, were ratified: |
| | | 22/32.1.1 To consult the Members Forum on a proposal to amend the Articles of Association. |
| | | 22/32.1.2 To charge a £500 fee for London Swimming to use the East Region Open Water |

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| | | Championships to host their regional championships. |
| | 22/32.2 | With regard to 22/32.1.2, it was noted that London Swimming operated an annual coach pass system, which included their Open Water Championships. LB to contact Paul Kendall to confirm that such passes would not be used at the East Region Open Water Championships, passes for all coaches must be purchased from East Region (Action LB) |
| 22/33 | | Finance |
| | 22/33.1 | <u>Budget Reports</u> |
| | | 22/33.1.1 The Budget Reports for February, had been circulated and were noted. KB reported that, to date, there had been no affiliation fee payment from Swim England. |
| | | 22/33.1.2 In terms of discipline budgets, it was noted that: <ul style="list-style-type: none"> • The Diving Coach Conference had been moved to later in the year • The Open Water expenditure showed an overspend of £400 on hats • Now that pool bookings were confirmed the Swimming Budget needed a review to reflect the revised calendar of meets • Club Leadership – revised timings for the Time to Listen courses, now planned for April. • Management – the introductory price for staff telephones contracts had ended. KB would look at the revised contract price. (Action KB) |
| | 22/33.2 | <u>Trustees Report and End of Year Accounts – update on Examination</u> |
| | | KB had submitted the draft report and End of Year Accounts to the Examiner. Some changes were required, mainly to the accounts, and KB was currently working through these. |
| | 22/33.3 | <u>Non-payment of membership fees</u> |
| | | LB reported that Swim England would publish the list of suspended clubs by the end of the week. It was agreed that any club not having paid its membership fees should be suspended in accordance with the region's Regulations. LB to action and to put a warning in the club newsletter. |
| 22/34 | | Plans and Budgets 2022 |
| | 22/34.1 | In addition to those issues discussed under 22/33.1.2, the Water Polo Manager had just submitted a variation request. This would be dealt with by email. (Action KB) |
| 22/35 | | Report from Regional Manager |
| | 22/35.1 | LB reported that all staff were busy. Suddenly, there was a lot happening with many events to plan. |
| | 22/35.2 | A request had been received from Martin Lees, Swim England Talent Team for the region to receive Start Para funding on behalf of a club. It was agreed that it would be inappropriate for the region to receive restricted funds that were intended for another organisation. . (Action LB) |
| | 25/35.3 | LB gave an Update on Awards. A meeting of the Awards Panel would be arranged for early April. With regard to updating the Silver Pins held by current regional volunteers, the Board would consider the list of past winners. LB would circulate the list of holders, highlighting |

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| | | those currently serving the region. (Action LB) |
| | 22/35.4 | LB have an update on the Youth Advisory Panel. The quality of the two applications received to date had been good, but more nominations were being sought. |
| 22/36 | | Planning for the AGM |
| | 22/36.1 | The Board discussed a report on planning for the AGM. |
| | 22/36.2 | <u>Proposed Changes to the Articles of Association</u> |
| | | 22/36.2.1 Response from the Members Forum had been positive, with no objections to the proposal. |
| | | 22/36.2.2 Resolved to recommend to the AGM that the following changes be made to the Articles: i) paragraph 13.2.3 be amended to 'a minimum of two member nominated Directors' ii) the front cover be amended to include the Charity Number iii) the version reference shown in the footer be amended to read 'AGM 27 th April 2022 update'. (Action JW) |
| | 22/36.3 | <u>Elections</u> |
| | | 22/36.3.1 It was noted that a call for nominations for the posts of Chairman and Finance Director had been published |
| | | 22/36.3.2 It was agreed that the remaining posts should be advertised immediately after the ROC meeting, with a closing date of 31 st March. Counties should be advised of the election process. (Action LB) |
| | | 22/36.3.3 The Board discussed the current Terms of Reference for the Regional Operations Committee (ROC). In terms of the membership of the committee, it was agreed that the two categories of 3 Independent and 3 Member Nominated was confusing and that the membership should be changed to 6 Elected Members. |
| | | 22/36.3.4 With regard to Directors on ROC, it was agreed that this should be reduced to three Directors. |
| | | 22/36.3.5 The proposals for a change to the membership of ROC, should be presented to ROC when it met on 10 th March. (Action KB) |
| | | 22/36.3.6 It was agreed that all elections should be held on line, in advance of the AGM, with results announced at the AGM. (Action LB) |
| | 22/36.4 | <u>Nominations Committee</u> |
| | | 22/36.4.1 Agreed that, subject to availability, Chris Vinter be asked to be Chairman of the Nominations Committee. (Action JW) |
| | | 22/36.4.2 Agreed that Nominations Committees of three be formed, JW to be the Director on all unless conflicted. (Action JW) |
| 22/37 | | Meetings |
| | 22/37.1 | The agenda for the Regional Operations Committee on 10 th March was agreed. |
| | 22/37.2 | In the absence of JW, who was on holiday, KB would chair the meeting. (Action KB) |
| | 22/37.3 | Both KB and IM were available to attend the County Forum on 16 th March. (Action KB/IM) |
| 22/38 | | Risk Register |
| | 22/38.1 | It was agreed that 'interruption of planned events' be added to the Risk Register. JW would update for the next meeting. (Action JW) |
| 22/39 | | Future Meetings |
| | 22/39.1 | It was noted that the next meeting was scheduled for 13th April 2022. It was agreed that |

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| | | the Board should also meet immediately following the AGM. (Action LB) |
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