

Minutes of the Board of Directors

14th June 2022 at 7.30 pm

By Zoom

Members Present:

Ian Cotton (IC)	Chairman
Keith Belton (KB)	Finance Director
Ian Mackenzie (IM)	Director

Also Present:

Leanne Brace (LB)	Regional Manager
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22/66		Apologies
	22/66.1	DM sent his apologies as he was out of the country on swimming business.
22/67		Declarations of conflicts of interest
	22/67.1	KB declared a conflict of interest on item 6.
22/68		Minutes
	22/68.1	The minutes of the meeting held on 10 th May 2022 were confirmed as a correct record of the meeting.
22/69		Matters Arising
	22/69.1	22/58.1 The minutes of the meeting held on 13th April 2022 and 27th April 2022 were confirmed as a correct record of the meeting subject to item 22/54.3 being written in a different format. (ACTION LB) Completed.
	22/69.2	22/59.1 A Matters Arising report was circulated with the papers for the meeting. Completed actions were noted. LB will send a copy of the report to the Audit, Risk, and Probity Committee. (ACTION LB) Completed.
	22/69.3	22/59.3 IC will look at the Risk Register to familiarise himself with the document and to recommend any relevant changes. (Action IC) Completed.
	22/69.4	22/61.1 IC would discuss with Helen Stephens if she would be prepared to attend the Disability Leadership Group meetings as a Regional Operations Committee Representative. (Action IC) Completed- recommendation for ROC.
	22/69.5	22/61.2 As Sheila Mackenzie and Lottie Thompson were re-elected, their terms would be until 2025. Helen Stephens will have a Term of Office until 2023. IC would communicate this to them. (Action IC) Completed.

	22/69.6	22/61.3 It was agreed that not all Directors needed to attend the ROC. Therefore IC will continue to attend as the Chairman of the Committee, and KB shall attend as Finance Director. Both IM and DM will not need to attend unless as a substitute. LB to update the ROC Terms of Reference. (Action LB) Completed.
	22/69.7	22/62.2 An email went to counties in April that highlighted the proposals for the review. LB informed the Directors that there had been issues with one of our counties receiving the information. It was agreed it would be useful to follow up with the other counties to check their receipt of the email. (Action LB) Completed.
	22/69.8	22/63.1 It was noted that Counties are often not communicated with, including the recent Minimum Depth Changes document. LB to try to get counties on the circulation list of Swim England updates. (Action LB) Completed. Ongoing checking required.
	22/69.9	22/64.6 IC to add suggested agenda items to the next agenda. (Action IC) Completed.
22/70		Finance
	22/70.1	<p>i) <u>To discuss the budget reports for May</u></p> <p>The budget is looking fine for this time of year. There was a question over whether all disability expenditure had been paid out for the regional training days.</p> <p>ACTION- LB to look into expenditure for regional disability training days.</p>
	22/70.2	<p>i) <u>To discuss any requests for variations to the Plans and Budgets 2022</u></p> <p>None had been submitted. LB mentioned that the Disability Leadership Group had indicated they would submit a form as they wished to see another training day later in the year. It was confirmed they must submit a form for this to happen.</p>
	22/70.3	<p>i) <u>Change of signatories</u></p> <p>IC is to be added as a signatory. KB knows how it needs to be done but the Coop account involves paper forms so will need to circulate this round the Directors.</p> <p>ACTION- KB to circulate forms round Directors to update signatories.</p>
22/71		Regional Manager Report
	22/71.1	LB had circulated a report prior to the meeting. The report covered the Coaches' Forum and the support provided from Swim England, Regional Awards, and the regional Open Water Camp.
22/72		Regional Chairs Meeting
	22/72.1	IC circulated a report prior to the meeting. The report included an update from the Swim England CEO, Jane Nickerson, and update from the CFO, Brian Havill, the review of counties, the minimum depth diving new policy suspension, and the Swim England Strategy.
	22/72.2	It was mentioned that Swim England has now sold off 2 floors of SportPark and are therefore able to pay back the loans to regions, along with the interest due.
	22/73.3	Directors were also made aware that there is a likelihood the review of the Swim England Judicial process will be going to an external body to take on the task.
22/74		Swim England East Region Strategy
	22/74.1	A report had been circulated with the meeting papers. It contained suggestions on key themes for the strategy and questions that needed discussion before anything could be produced.

		It was agreed the strategy would be a two or three year strategy and its production would involve consultation with all partners, committees and groups. Early discussion would take place at the Regional Operations Committee to find out initial priority areas. It was imperative to have clubs at the heart of the document.
22/75		Long Service Pins
	22/75.1	LB shared on the screen a log of volunteers and their start dates in their roles. It was agreed to award the Long Service Pin to four of our long standing volunteers. That meet the criteria. ACTION- LB to arrange for delivery of Long Service Pins.
22/76		Next Board Meeting
	22/76.1	The next meeting is scheduled for 7.30pm via Zoom on 12 th July 2022.
	22/76.2	KB gave his apologies for the next meeting as he is unable to attend.
22/77		Any Other Business
	22/77.1	LB informed the Directors of a request for the region to host the British Swimming Open Water Masters Championships as part of our regional event. Paul Kendal, Tom Baster and the staff had worked hard to accommodate the event but that earlier today the decision was made that there would not be enough notice provided for swimmers. It was therefore not going to be hosted by the region.
	22/77.2	LB informed the Directors of the discussions that had taken place at the recent County Forum about the lack of long distance opportunities for swimmers to gain a time, and the struggle counties had in hosting them as part of their Championships. A request from a particular county had been for the region to fund long distance opportunities for swimmers to gain a time, but it was agreed that by using sharing of case studies, events could be hosted at cost neutral within clubs.