

Minutes of the Board of Directors

11th October 2022 at 7.30 pm

By Zoom

Members Present:

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

Also Present:

Leanne Brace (LB)	Regional Manager
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22/116		Apologies and Welcome
	22/116.1	There were no apologies.
	22/116.2	IC, KB, and IM formally appointed HS as a Director and Charity Trustee of Swim England East Region. IC welcomed HS to the role and to the meeting.
22/117		Declarations of conflicts of interest
	22/117.1	There were none.
22/118		Minutes
	22/118.1	The minutes of the meeting held on 13 th September 2022 were confirmed as a correct record of the meeting.
22/119		Matters Arising
	22/119.1	The Directors went through the Matters Arising report that had been circulated prior to the meeting and updated it accordingly.
22/120		Finance
	22/120.1	i) <u>To discuss the budget reports for September</u> Detailed budgets had been previously circulated. There were no areas of concern. LB asked if the Disability Leadership Group needed to complete a form for the removal of the Para Development Meet. KB confirmed it will be removed by the October detailed breakdown.
	22/120.2	ii) <u>To discuss any reports for variations to the Plans and Budgets 2022</u> None were received.

	22/120.3	iii) <u>Regional Membership Fees 2023- ratify freezing fees</u> The Directors ratified the decision to freeze the 2022 membership fees for 2023.
	22/120.4	IM raised the membership fees of Ukrainian swimmers. In 2022 fees were not required from Ukrainian swimmers. The region had not been required to make a decision about 2023 fees.
	22/120.5	IC asked Directors to consider the notion of a sponsor for regional para activity as a member of the Disability Leadership Group had asked if it would be considered. IC and HS agreed to look into this further and to make contact with Swim England for advice. Action- LB to provide a sponsorship contact at Swim England. Action- IC and HS to look further at the idea of sponsorship.
22/121		Regional Manager Update
	22/121.1	i) <u>To discuss the Regional Manager report</u> LB had circulated a report prior to the meeting. This report contained a summary of the first day of the Regional Development Programme that had been successful.
	22/121.2	The report also provided detail on an issue with the silver regional medals, more so the small silver medals. They appeared tarnished and staff was spending a large amount of time polishing them ready for events. KB suggested they needed to be looked at by a professional polisher to see if they can be salvaged. Action- KB to take medals to someone for guidance on whether the medals can be salvaged.
	22/121.3	The report concluded with a note about LB's concern over support for the Regional Officers once she has finished in her role. The Directors reassured LB they would be available to support as required.
	22/121.4	ii) <u>To discuss short term plans to cover period without Regional Manager</u> IC summarised a handover meeting he had attended with LB and staff. He was confident the handover document provided insight into what was required, and staff were happy to help where they could. Action- LB to share the handover document with Directors.
	22/121.5	iii) <u>Recruitment process</u> IC notified the Directors of the progress made on recruitment and that he was working with Swim England to prepare the advert and interviews. The advert was likely to be launched later this week.
22/122		Athlete Bursary Scheme
	22/122.1	One application had been received to date. Directors viewed the application and suggested a few updates to the form. Action- LB to send Directors an updated form and criteria. Action- Jo Stalley to liaise with Directors with applications.
22/123		Swim England East Region Recovery Plan
	22/123.1	Despite the deadline for Leadership Groups being 9 th October, only the Diving Leadership Group had submitted their responses. A meeting was suggested, for the discipline managers to attend to explain the purpose behind the Recovery Plan, amongst other topics. Action- IC to arrange a Discipline Manager meeting. IM offered support with this.

		Action- IC to contact Discipline Managers to remind them of the requested submission for the Recovery Plan.
22/124		Next Board Meeting
	22/124.1	The next meeting will take place on 8 th November, 7.30pm via zoom. IC thanked LB for her services to the region and the Directors wished her well with Swim England.
22/125		Any Other Urgent Business
	22/125.1	There were no confidential items.