

Minutes of the Board of Directors

13th September 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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22/104		Apologies
	22/104.1	There were none.
22/105		Declarations of conflicts of interest
	22/105.1	There were none.
22/106		Minutes
	22/106.1	The minutes of the meeting held on 9 th August 2022 were confirmed as a correct record of the meeting.
22/107		Matters Arising
	22/107.1	The Directors went through the Matters Arising report that had been circulated prior to the meeting and updated it accordingly.
22/108		Finance
	22/108.1	<p>i) <u>To discuss the budget reports for August</u> KB suggested the temporary membership income be removed from the membership SAGE code and placed in a new code within Open Water as it was for an open water event.</p> <p>Action- KB to create new SAGE code and transfer income.</p>
	22/108.2	KB would prefer Team Manager tops to be placed as a stock item so need to be added to the sheet. They will not appear on the stock request form.
	22/108.3	KB will produce a document for the Discipline Managers which will show their actual spend against their budgeted spend. The budget and plan 2023 pack can then be circulated to the Managers.

	22/108.4	ii) <u>To discuss any reports for variations to the Plans and Budgets 2022</u> None were received.
	22/108.5	iii) <u>Regional Membership Fees 2023</u> After some discussion about regional fees, it was agreed to ask the Regional Operations Committee (ROC) for views on the matter. The Directors preference would be to freeze the membership fees. Action- Regional Membership Fees to be added to the ROC agenda.
22/109		Regional Manager Update
	22/109.1	LB announced to the Directors her resignation from her regional post. She explained that it had been a very difficult decision and that she would continue to be around in a voluntary capacity. It was agreed for the ROC to use this time as an opportunity to review the staffing structure.
	22/109.2	A report had been circulated prior to the meeting. The report contained summary information on the status of the Regional Awards, the Swim England Coach Mentoring Programmes, Swim England membership fees, and the Club Suspension Process (specifically for SwimMark/ Club affiliation).
	22/109.3	KB asked whether the region would receive the £100 charge per coach to enter the mentoring programme, as we funded £2000 towards the programme. The region had not been asked if we wished to charge the coaches. Action- LB to contact Lindsay Trimmings to ask what will happen to the income/ invoice regarding the Coach Mentoring Programme.
22/110		Director Recruitment Process
	22/110.1	Recruitment for Directors was ongoing.
22/111		Athlete Bursary Scheme
	22/111.1	A draft Bursary Scheme document had been circulated prior to the meeting. In principle the Directors agreed a scheme would be provided, and the detail was to be looked at by ROC. The sum of £250 was agreed as the proposed maximum amount to be awarded. Action- Athlete Bursary Scheme to be added to the ROC agenda for discussion.
22/112		Swim England East Region Strategy
	22/112.1	LB had done some further work on this and was currently out for consultation with Directors, Members of ROC, Officers, and staff. To date there had been only a handful of responses. Action- IC to send a reminder to complete the strategy Consultation.
22/113		Feedback from Survey to Directors and ROC
	22/113.1	The survey had closed the evening before this meeting and the results shared with the Directors. IC will be using the results to steer future agendas of ROC.
22/114		Next Board Meeting
	22/114.1	The next meeting will take place on 11 th October, 7.30pm via zoom.
22/115		Any Other Urgent Business
	22/115.1	There was a confidential item discussed under this item.

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