

**Minutes of the Board of Directors**

**14<sup>th</sup> February 2023 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:**

Josh Devine (JD)	Regional Manager
Emma Winter (EW)	Regional Administrator

<b>23/12</b>		<b>Apologies and Welcome</b>
	23/12.1	There were no apologies.
	23.12.2	IC formally welcomed JD to the Region and the meeting.
<b>23/13</b>		<b>Declarations of conflicts of interest</b>
	23/13.1	There were no declarations of conflicts of interest.
	23/13.2	JD declared that he is finalising his official departure from the London Region.
<b>23/14</b>		<b>Minutes</b>
	23/14.1	EW pointed out that the date of the next meeting was incorrect. EW will correct the date.
	23/14.2	The minutes of the meeting held on 10 <sup>th</sup> January 2023 were confirmed as a correct record of the meeting.
<b>23/15</b>		<b>Matters Arising</b>
	23/15.1	The Directors went through the Matters Arising report that had been circulated prior to the meeting and updated it accordingly.
<b>23/16</b>		<b>Finance</b>
	23/16.1	<p>i) <u>To discuss the budget reports for January 2023</u></p> <p>The budget report was circulated prior to the meeting. KB confirmed that there was an error within sage but that has now been resolved.</p>

		<p>KB noticed in the management that he had budgeted for 13 months for staff instead of 12.</p> <p><b>Action - KB to ask JS to update sage</b></p>
	23/16.2	<p>ii) <u>To discuss any requests for variations to the Plans and Budgets 2023</u></p> <p>There have been no requests for variations.</p> <p>IM thought that there should be one for Diving regarding a Diving conference.</p> <p><b>Action - IM to contact LT regarding the variation to budget for Diving conference</b></p>
	23/16.3	<p>iii) <u>To discuss Financial Year End</u></p> <p>The end of year East Region report including finances was circulated prior to the meeting.</p> <p>IM had noticed that the year dates on the summary page had 2021. KB has since updated these dates to 2022.</p> <p>IM also pointed out that the report refers to high diving and that there are no high diving facilities in the region at the moment.</p> <p>KB asked if any of the Regions divers go anywhere to train for high diving.</p> <p>HS asked is there any divers who dive of a 27m. JD confirmed that there are around 3 divers in the county and that high diving is being introduced at a junior level and that there is only a handful of places in the County that provide high diving.</p> <p>JD said that it would be wise to keep high diving in as it is only going to get bigger as a sport.</p> <p>KB confirmed that high diving will be left in the report.</p> <p>The main part of the report there are aspects that KB has highlighted in yellow which need to be updated to 2022 as a look back over the year. KB asked for any comments and thoughts on these parts would be greatly appreciated.</p> <p>There is also a part highlighted in red which needs to be discussed on whether it needs to be removed or left in.</p> <p>IC happy to draft the main part of the report from a Chairman's prospective and to the share with the Board for further input.</p> <p>KB is still waiting on the breakdown of the staff cost between salary, pension and National Insurance which Swim England will produce.</p> <p>KB stated that the accounts show a significant surplus that the Region have made this year.</p> <p>JD to start looking at development across all disciplines with Discipline Managers to look at ways to use the surplus in positive way for the region.</p> <p>IC thanked KB for completing the year end accounts and that he appreciates the work that KB and JS do all year to support this process.</p> <p><b>Action – IC to draft the main part of the report and to share with the Board</b></p>
<b>23/17</b>		<b>AGM Preparation</b>
	23/17.1	<p>i) <u>To review posts up for election in 2023</u></p> <p>IC circulated and updated the AGM document. There has been 6 people who have come forward to be part of the nominations committee.</p> <p>The plan is to get everything onto the website this week while working with JS and looking at setting a closing date of the 12<sup>th</sup> March.</p>

		<p>IC has contacted all current post holders who are coming to their end of term to make sure that they were all aware.</p> <p>JS is currently in contact with the Counties regarding their members for the members' forum, one County has come back so far.</p> <p>KB thinks Norfolk is unchanged but will look at the AGM minutes and will inform JS of the members for the members' forum.</p>
	23/17.2	<p>ii) <u>To confirm the summary document around election terms</u></p> <p>IC suggested that none of the Directors will stand down this year, as there will hopefully be a fifth and additional Director to appoint, which would mean two Directors on rotation next year, two the following year and then the fifth the year after.</p> <p>KB thinks that there has to be a Director each year who should stand down, so there is one third each year.</p> <p>IC there is two ROC members up for election one being TB and the other being HS.</p> <p>HS asked if she isn't on ROC does that mean she is no long Disability Rep. IC confirmed that she will stay as a Rep for Disability as a Director.</p> <p>We have retained the 9 members for the Swim England members' forum.</p> <p>Membership Officer CG is happy to stand again.</p> <p>Licensing Officer SG is happy to stand again.</p> <p>Welfare Officer JS to carry on.</p> <p>Six of the discipline managers are up for re-election, three of the six are happy to stand again to date.</p> <p>IM asked if the President elect for 2023 has been confirmed and if the other candidate who applied has been asked to apply for President elect 2024.</p> <p>IC informed the Board that we have managed to find someone to take one the Records Officer role which is LH from Hertfordshire. IC and EW had a catch up with LH at the County Roadshow and discussed between IC and EW will get everything set up for her.</p> <p>IM asked if it was the Board who appoint the position or the AGM. IC confirmed it was the Board who appoint.</p> <p>IC and JS have also been updating the role descriptions as well.</p> <p><b>Action – IC to contact members of the nomination committee.</b></p>
	<b>23/18</b>	<b>Sports England Governance Code</b>
	23/18.1	<p>On the back of the County Roadshow on the 11<sup>th</sup> February, it was very much around what the Counties need to do to get the Swim England's Governance Code. As part of the process it is very much looking at the Regions part and to ensure that they are working towards the Tier 3 by December 2024.</p> <p>JD and IC to look at over the next year or two, to see where the Region is at the moment and where we need to be.</p> <p>IC feels the Region is in a good place from Governance point of view and will show support for the Counties that the Region are willing to play our part in this process.</p> <p>IM stated that it will also need to be discussed with the Leadership Groups as well.</p> <p>KB feels that part which may cause more work is the workforce part of it as we do not have permanent staff for camps and training days.</p>

<b>23/19</b>		<b>Regional Development Plan 2023 and Long-Term Strategy Plans</b>
	23/19.1	<p>The Regional Development plan was circulated prior to the meeting.</p> <p>IC thanked HS for her additional work and moving it forward. JD to carry on the work and taking it forward.</p> <p>The Swim England plan will be released shortly which is a 10-year strategy plan.</p> <p><b>Action – JD to arrange a meeting with HS to discuss the Development plan.</b></p>
<b>23/20</b>		<b>David Robinson Memorial Trophy for Top Club</b>
	23/20.1	<p>EW shared the plans of the SLG prior to the meeting for a memorial trophy for David Robinson.</p> <p>IC there was a great turn out for his funeral and the family were very touch.</p> <p>IM are the board going to pick up the cost of the trophy. IC confirmed that they will.</p> <p>KB the trophy should be the same design as the Warwick Thomason Trophy. There is a SLG meeting on Friday 17<sup>th</sup> February where it will be formally confirmed.</p>
<b>23/21</b>		<b>Next Board Meeting</b>
	23/21.1	<p>The next meeting will take place on 14<sup>th</sup> March 2023, 7.30pm via Zoom.</p> <p>IC and JD will put an agenda together.</p>
<b>23/22</b>		<b>Any Other Urgent Business</b>
	23/22.1	No further applications received for the Athlete bursary scheme.
	23/22.2	IM has started to look at a list of events that the Region have on the calendar for the President, ROC Rep and Directors who sit on the Leadership Groups to attend the events and have a presence.
	23/22.3	<p>IM has noticed that the Youth Advisory Panel has an opening date still for 2022 and where are we at with it.</p> <p>EW is to have a catch up with JD and discuss going forward with the panel.</p> <p><b>Action – EW to update the website.</b></p>
	23/22.4	<p>KB stated that DM was his own ROC/Director attendee at SOC, as he has stood down as a Director it needs to be taken to the ROC to appoint a new representative.</p> <p>KB will be popping to the store to collect the swimming laptops and to check the stock of toners for the printers.</p>
	23/22.5	<p>HS would like to add a module to Swim-Meet which helps organises the poolside volunteers which costs £40.</p> <p>HS contacts Swim-Meet directly and arrange a login and to get the module added, once HS has received the invoice to send it onto JS for payment.</p> <p>The Board agreed the spend.</p> <p><b>Action – IC to send the email address to HS for Swim-Meet admin</b></p>
	23/22.6	IM there are three clubs from the East Region who are going to the Arena League Final, they are Cambridge, Norwich and Peterborough.
	23/22.7	IC informed JD that the Regional Manager does a summary report each month which goes out with all documents prior to the next Board meeting.