

Regional Operations Committee

Date: Tuesday 18th July 2023

Time: 7.30 to 9.00pm

Venue: By Zoom

In Attendance: Ian Cotton: IM (*Regional Chair*), Keith Belton: KB (*Finance Manager*), Sheila Mackenzie: SM, Gerry Metcalf: GM, Stewart Murray SMu

	ITEM
23.11	<p>Apologies</p> <p>Apologies were received from Tom Baster (TB), and Lottie Thompson (LT).</p>
23.12	<p>Declarations of conflict of interest:</p> <p>No conflicts were raised.</p>
23.13	<p>Minutes:</p> <p>The minutes of the previous meeting on 28th March 2023 were approved.</p>
23.14	<p>Matters Arising:</p> <p>Items 7.5.1 and 7.6.1 were ongoing from previous meeting. The remaining item had been completed.</p>
23.15	<p>Finance Update:</p> <p>KB was present to update on the current regional finances. He reported that the finances showed that the Swimming budget was currently overspent. This was due to the invoice for the Winter Championships 2022 held in Luton not being received until the current financial year.</p>
23.16	<p>Awards Panel:</p> <p>The region was now in a position to appoint an Awards Panel to review the nominations received. GM, SMu and LT put themselves forward and would support the President and Past President with this process.</p> <p>JD would arrange the meeting for the panel.</p>
23.17	<p>Representation on Committees / Groups:</p> <p>The current representation on each leadership group was reviewed and all present were willing to continue with current support.</p> <p>23.17.1 - GM raised that the Masters Leadership Group had asked about charges for events – it was mentioned that this has been agreed by Leanne Brace before her leaving the region but the ROC rep had not been included in the reply. It was agreed that we would ensure the reps were updated with relevant information to enable them to support the region and leadership group more effectively.</p> <p>23.17.2 - SM mentioned that convening meetings for the Artistic Swimming Leadership Group was proving difficult and so it would be helpful to look at process to improve this going forward.</p> <p>IC agreed to setup a calendar of events, and key meeting dates.</p>

	23.17.3 - SMu felt that the role of the Club Leadership Group needs reviewing as the key focus at present is just around Club Affiliation and SwimMark. IC/SMu would discuss further and review the ToR.
23.18	<p>Regional Strategy:</p> <p>IC gave a brief update on the progress the region was making with its new strategy to align with 'Access Aquatics' strategy recently published by Swim England. The aim was for the regions to have support in producing a document with Swim England support.</p> <p>A SWOT analysis was about to be circulated to look for feedback from various groups and members of the region.</p>
23.19	<p>Leadership Groups:</p> <p>No comments or questions were raised about the minutes circulated since last meeting from Leadership Groups.</p>
23.20	<p>Any other business:</p> <p>23.20.1 - SM asked about the process for members to raise issues about concerns or queries on regional activity or processes. It was discussed that this could potentially be done through the County Forum, but it was also felt that the members of the Regional Operations Committee could play a part in this.</p> <p>23.20.2 - SM also raised an issue at recent meeting where a Director had not been present. It was agreed that the Board would look to ensure 2 Directors were due to attend relevant meetings in the future to cater for any last-minute apologies.</p>
23.21	<p>Confidential items:</p> <p>None</p>
23.22	<p>Dates for Future Meetings</p> <p>The following dates are proposed for future meetings: Tuesday 26th September 2023, Wednesday 13th December 2023</p>