

Meeting

Swim England East Region
Minutes of the Annual General Meeting of the Members' Forum
26th April 2023 by Zoom

Present (voting Members):

Members of the Members' Forum:

Lesley Cox-Smith	Bedfordshire ASA
David Metcalf	Bedfordshire ASA
Joan Wheeler	Bedfordshire ASA
Andy Chapman	Swim England Hertfordshire
Louise Hughes	Swim England Hertfordshire
Simon Lever	Swim England Hertfordshire
Chris Galer	Swim England Norfolk
Stewart Murray	Swim England Norfolk
Darren Peck	Swim England Norfolk
Karen Woodhouse	Swim England Norfolk
Sarah Elmer	Swim England Suffolk
John North	Swim England Suffolk
Chris Vinter	Swim England Suffolk

Chris B
Matthew Julian

Also present in a non-voting capacity:

Ian Cotton	Chairman
Keith Belton	Finance Manager
Yvonne Stead	Incoming Director
Helen Stephens	President and Director

Discipline Managers:

Tom Baster	Swimming Manager
Peter Winter	Disability Manager

Staff:

Joshua Devine	Regional Manager
Emma Winter	Regional Administrator

23/01

Introductions, purpose of the meeting and voting arrangements

- 23/01.1 IC opened the meeting and welcomed those in attendance, providing an overview of the meeting agenda and confirming the voting arrangements.

23/02

Apologies for absence

- 23/02.1 Apologies were received from Ian Mackenzie, Sheila Mackenzie, Jo Stalley, Yvonne Stead (Left the meeting at 19.20) and Dean Walker.

- 23/03** **Declarations of conflicts of interest**
- 23/03.1 No declarations were received in relation to the agenda items.
- 23/04** **Minutes**
- 23/04.1 The minutes of the Annual General Meeting on 27th April 2022 were approved. There were no questions raised.
- 23/05** **Annual Report and Accounts**
- 23/05.1 An unsigned version of the Annual Report and Accounts had been circulated prior to the meeting. The Chairman confirmed these had now been signed.
- 23/05.2 No questions were raised on either the Annual Report or the Accounts.
- 23/05.3 The Annual Report and Accounts for Swim England East Region from 1st January to 31st December 2022 were approved.
- 23/06** **Elections**
- 23/06.1 A report on elections for the Annual General Meeting had been circulated with the papers for the meeting.
- 23/06.2 The Chairman thanked the members of the Nominations Committee for their work.
- 23/06.3 As there was an equal number of nominations to positions available, and the candidates were deemed suitable by the Nominations Committee, the Members' Forum was asked to note the election of Ian Mackenzie and Yvonne Stead as Member Nominated Directors. This election was noted.
- The Chairman provided an overview of the candidates and welcomed Yvonne to the region and its board.
- 23/06.4 There was ratification of the appointment of Helen Stephens as a Member Nominated Director, following the resignation of a Director during the year.
- 23/06.5 The report confirmed that the Nominations Committee wished to recommend that Darren Peck be appointed as President until April 2024. This was approved.
- 23/06.6 The report also confirmed that the Nominations Committee recommended that Dean Walker be appointed as President Elect until April 2024. This was approved.
- 23/06.7 One nomination was received for two positions of Regional Operations Committee Elected Member. The Nominations Committee was satisfied that the candidate met the person specification, and recommended Tom Baster as a member of the Regional Operations Committee. This was noted, no vote being necessary.
- One vacancy remains.
- 23/06.8 The report gave details of the Swim England Members' Forum roles. Nine roles were advertised and eight nominations received.

The following are those appointed from the eight nominations:-
Keith Belton, Ian Cotton, Ian Mackenzie, Sheila Mackenzie, Gerry Metcalf, Darren Peck, Yvonne Stead and Helen Stephens.

The Board will look to fill the remaining vacancy.

- 23/06.9 One nomination was received for the following discipline manager roles, and the Nominations Committee was satisfied each candidate met the person specification. It was therefore noted that the following are appointed: _
- | | |
|----------------------------|-----------------|
| Artistic Swimming Manager | Amy Davis |
| Diving Manager | Lottie Thompson |
| Masters Manager | Louise Mackie |
| Open Water Manager | Paul Kendall |
| Swimming Manager | Tom Baster |
| Swimming Officials Manager | David Metcalf |
- 23/06.10 The Chairman explained that, owing to an oversight, the roles of Disability Manager and Water Polo Manager had not been advertised, along with the other discipline managers. These roles were subsequently advertised, and one acceptable nomination received for each position.
It was noted that the following are appointed:-
- | | |
|--------------------|--------------|
| Disability Manager | Peter Winter |
| Water Polo Manager | Dean Walker |
- 23/06.11 It was noted that - following advertisement of the regional officer posts, the receipt of one nomination for each post, and the suitability of each candidate, the Nomination Committee recommended:-
- | | |
|--------------------|-------------|
| Membership Officer | Chris Galer |
| Licensing Officer | Simon Gee |
| Welfare Officer | Jo Stalley |

The Chairman advised that the appointment of Jo Stalley was a temporary one, because the region was in the process of recruitment for a paid Welfare Officer. Jo will be in post until recruitment is complete.

23/07 Appointment of the Independent Examiners

- 23/07.1 The Directors had recommended that the existing examiners, Hastings Wade, continue until April 2024 as the financial examiners. This was approved.

23/08 Regional awards

- 23/08.1 The Jeff Cook Salver Award: The Chairman was pleased to announced that the winner of the Jeff Cook Salver for 2023 is Lottie Thompson.

Lottie is the Swim England East Region Diving Leadership Group Manager, as well as a member of the Regional Operations Committee and the regional Audit, Risk and Probity Committee. She is also the Chairman of the Swim England Diving Leadership Group.

The Board would like to arrange for the award to be presented at an upcoming regional diving event.

- 23/08.2 Regional Pin: Awarded to individuals for service to the region
The Chairman announced that a Regional Pin is awarded this year to Helen Stephens for her tireless work supporting the region as a volunteer.
- 23/09** **Report by the 2022-2023 President**
- 23/09.1 The outgoing President, Helen Stephens, reported on her term of office. Helen thanked Tom Baster for encouraging her to apply for the role and said how grateful she was to have been able to support the region and its athletes and volunteers. Helen spoke of her love for swimming and how much she enjoys volunteering with this discipline, but said how enjoyable and fulfilling it has been, in her role as President, to attend both regional and national events for the other aquatic disciplines.
- 23/09.2 The Chairman thanked Helen for her hard work both in this last year as President and over the years.
- 23/09.3 The Chairman explained that the handover to the new President would take place during the upcoming regional championships.
- 23/10** **Closing remarks by the Chairman**
- 23/10.1 The Chairman thanked everyone for attending the meeting.