



Swim England East Region
Minutes of the Joint Board of Directors
and the Regional Operations Committee Meeting
9th July 2024

Present	Keith Belton (KB)	Finance Director
	Helen Stephens (HS)	Director
	Tom Baster (TB)	Regional Operations Committee (ROC) Member
	Gerry Metcalf (GM)	ROC Member
	Stewart Murray (SMu)	ROC Member
	Lottie Thompson (LT)	ROC Member

Also in attendance: Emma Winter, Regional Administrator (EW)

24/70

Apologies and introductions

- 24/70.1 IM and SM were unable to attend the meeting as their internet link failed and by phone IM asked for KB to Chair the meeting.
- 24/70.2 KB chaired the meeting on behalf of IM.

24/71

Declarations of conflict of interest

- 24/71.1 There were no declarations of conflict of interest raised.

24/72

Minutes of the last meeting

- 24/72.1 Approved.

24/73

Matters arising

- 24/73.1 The matters arising were updated.

24/74

Ratification of items agreed since 11th June

- 24/74.1 The bursary claim has been ratified by all Board members.

24/75

Finance

- 24/75.1 KB advised that the budget reports were circulated. One thing KB had noticed is that the Open Water's income for entries is spread over two months. It currently looks over-budget for income, but will come in under-budget, even with London's athletes attending.
- 24/75.2 KB updated everyone on the meeting regarding the London Open Water event. They are unable to run their event due to poor water quality, and East Region was approached to see if around 79 age-group athletes could be accommodated, so that they had the opportunity to qualify for the Nationals.
GM asked if it was possible to accommodate that many athletes. KB confirmed that this could be accommodated, and anyway only around half of the athletes are attending.
KB confirmed that East Region will be charging London Region £500, plus all entry fees.
- 24/75.3 TB joined the meeting at 19.53.
- 24/75.4 KB updated TB regarding IM and SM not being in attendance at the meeting, and that the finance item was currently being addressed. He updated TB on the Open Water Event.

24/76

Staff update

- 24/76.1 KB advised that Jo Stalley (JSt) will be picking up some extra hours to cover some of EW's work, and that Fran Vesztrocy (FV) had declined the extra hours. The paperwork for JSt's extra hours has gone through, and that it will start from the 1st August.
HS asked how many hours JSt will pick up, and how many hours EW works in total. KB confirmed JSt will be picking up 5 hours, and EW confirmed she does a 35-hour week.
HS expressed her concern that JSa will be picking up 30 hours of EW's work, plus doing the Regional Manager's role.
TB suggested seeking advice from Swim England, as JSa is still in his probation period, and would be doing work which is not in his job description.
KB replied that there has been conversations with Swim England People Development regarding the probation period, and that IM has been involved with this. KB cannot update further.
There was a discussion on EW's workload and how it will be covered.
- 24/76.2 TB suggested considering offering some work to an undergraduate to help cover the workload. KB advised that once JSa is back from his holiday, a meeting will be arranged between him and IM with him to discuss cover for EW.
Action – KB to set up a meeting with JSa and IM
- 24/76.3 TB asked if JSa had seen the layout of previous Board minutes and the way they were written, so that current minutes could follow the standard proforma. EW confirmed that he had looked at previous ones which Leanne Brace had written.

24/77

Risk register

- 24/77.1 There are no changes to the risk register.



24/78

Regional Manager's report

- 24/78.1 The Regional Manager's report was circulated prior to the meeting.
- 24/78.2 KB went through the report. He suggested that the consideration of the one nomination for president elect should be taken at the next meeting, as IM and SM were not present now. KB will try to find out who put the nomination in.
- 24/78.3 HS asked about the Coaches bursary, and KB confirmed that two Coaches had put in applications.
TB asked if there could be a check to see if Ben Negus (BN) would still like to attend, as when TB was approached at the Regionals, BN was keen to attend. KB will check with JSt regarding the Coaches applications and to see if BN has applied.
- 24/78.4 The Regional Development programme took place on the 23rd June. HS asked if the Region has to follow the same guidelines which come from Swim England for the programme. EW confirmed that this is the case, and, as far as she is aware, it has been the same programme as last year.

24/79

Any other business

- 24/79.1 GM asked about the Masters Manager living outside the Region and the extra cost there will be with him travelling into the Region for events
GM asked if there was a policy regarding people coming into the Region for events.

KB answered that the general policy does not consider where people live. Disciplines are allowed to set their own expenses policy regarding travel.

A discussion took place regarding offsetting the cost of the travel against the value the individual brings to the role. It is better to have a keen Masters Manager than not having one at all.

24/80

Confidential items

- 24/80.1 There were a couple of confidential items discussed at the meeting.

24/81

Next meeting

- 24/81.1 The next meeting will take place on Tuesday 13th August 2024 @ 19:30

Minutes are subject to approval at the next meeting