



Swim England East Region
Minutes of the Annual General Meeting of the Members' Forum
24th April 2024 by Zoom

Present (voting Members):

Members of the Members' Forum:

Lesley Cox-Smith	Swim England Bedfordshire
Su Felce	Swim England Bedfordshire
Jo Stalley	Swim England Bedfordshire & Staff – Regional Operations Officer
Joan Wheeler	Swim England Bedfordshire
Helen Stephens	Swim England Essex & Director
Jane Howell	Swim England Essex
Andy Chapman	Swim England Hertfordshire
Jackie Harvey	Swim England Hertfordshire
Louise Hughes	Swim England Hertfordshire
Sheila Mackenzie	Swim England Hertfordshire & Regional Operations Committee (ROC)
Darren Peck	Swim England Norfolk & President
Tracey Spinner	Swim England Norfolk
Karen Woodhouse	Swim England Norfolk
Sarah Elmer	Swim England Suffolk
John North	Swim England Suffolk
Chris Vinter	Swim England Suffolk

Also present in a non-voting capacity:

Keith Belton	Finance Director
Ian Mackenzie	Director
Yvonne Stead	Director
Geraldine Metcalf	ROC
Stewart Murray	ROC
Helen Kent-Jackson	Audit, Risk and Probity Committee
Dean Walker	President Elect and Water Polo Manager

Discipline Managers:

Tom Baster	Swimming Manager & ROC
Lottie Thompson	Diving Manager & ROC
Peter Winter	Disability Manager

Staff:

Jo Stalley	Regional Operations Officer
Fran Vesztrocy	Regional Welfare Officer
Emma Winter	Regional Administrator

24/01

Introductions, purpose of the meeting and voting arrangements

24/01.1 Ian Mackenzie (IM) opened the meeting and welcomed those in attendance, providing an overview of the meeting agenda and confirming the voting arrangements.

24/01.2 Ian Cotton (IC) is stepping down as Regional Chairman due to work commitments and IM will be standing in as interim Chairman. IM asked that if there is anyone who would like to be Chairman to let him know.

24/02 Apologies for absence

24/02.1 Apologies were received from Ian Cotton, David Metcalf, Simon Lever, Bryan Thompson, Chris Galer and Chris Bellwood.

24/03 Declarations of conflicts of interest

24/03.1 There are two declarations of conflicts of interest - Keith Belton (KB) for 24/06.2 and Dean Walker (DW) for 24/06.3.

24/04 Minutes

24/04.1 The minutes of the Annual General Meeting on 26th April 2023 were approved. Jo Stalley (JS) raised that the numbering was out of line from 23/9. This will be corrected.

24/04.2 KB noted that he was recorded as an apology, but did confirm that he joined the meeting late.

24/05 Annual Report and Accounts

24/05.1 The Annual Report and Accounts had been circulated prior to the meeting.

24/05.2 KB confirmed that the Annual Report and Accounts were formally signed off by the Board of Directors and the Independent Examiners on Monday 22nd April 2024.

24/05.3 CV raised a minor point that on page 14 there is a signature relating to the balance sheet which has a cross against the date in April. KB confirmed that it was a mistake and that he will make sure it is corrected and re-circulate the report.

24/05.4 The Annual Report and Accounts for Swim England East Region from 1st January 2023 to 31st December 2023 were approved.

24/06 Elections

24/06.1 IC has resigned as Chairman as of the Annual General Meeting 2024, and the post will now be advertised through Swim England and also through the East Region newsletter which is sent out on the 1st of every month.

24/06.2 The recommendation from the Nominations Committee that Keith Belton be appointed as Finance Director – was approved.

24/06.3 The recommendation from the Nominations Committee that Dean Walker be appointed as President until April 2025 – was approved.

24/06.4 It was noted there were no nominations for President Elect within the allocated time frame and the Board of Directors will therefore advertise again.

- 24/06.5 It was noted there were no nominations for the three Elected Members to the Regional Operations Committee within the time frame and the Board of Directors will therefore advertise again so that the East Region complies with the Articles of Association.
- 24/06.6 The East Region has 10 places on the Members of the Swim England Members' Forum. There is a criterion for how the Region fills the places.
- 24/06.7 The places are filled by:-
The President - Dean Walker
The Directors – Ian Mackenzie, Keith Belton, Helen Stephens and Yvonne Stead and
Members of the Regional Operations Committee – Tom Baster, Sheila Mackenzie and Lottie Thompson.
- 24/07** The Board of Directors will look to fill the remaining vacancies.
Appointment of the Independent Examiners
- 24/07.1 The Interim Chairman noted that the Independent Examiners which the Region had been using in previous years have now retired. KB has worked hard to find the current Independent Examiners, Stephenson Smart.
- 24/07.2 The Board of Directors recommended that the existing examiners, Stephenson Smart, are appointed as the Independent Examiners until April 2025. This was approved.
- 24/08** **Report by the 2023-2024 President**
- 24/08.1 The outgoing President, Darren Peck, reported on his term of office. Darren thanked everyone for their welcome at the many events he has attended over the last 12 months. Darren said that swimming has been a big part of his life and he is looking forward to still be a part of swimming for many more years. It had been an honour to meet many discipline athletes, their families, officials and volunteers while being President.
- Darren spoke of how good it was to attend both Regional and National events for the other aquatic disciplines. It had also been a pleasure to attend the National Awards held in November 2023.
- 24/08.2 The Interim Chairman thanked Darren for his services to the Region.
- 24/08.3 Darren Peck informed Dean Walker that he is intending to attend the Regional Long Course Championships in Norwich to handover the President's chain of office.
- 24/09** **Closing remarks by the Chairman**
- 24/09.1 The Interim Chairman thanked everyone for attending the meeting and thanked everyone for their hard work and support.

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