

Swim England East Region Minutes of the Board of Directors Meeting 14th May 2024

Present	Ian Mackenzie (IM)	Interim Chairman
	Keith Belton (KB)	Finance Director
	Helen Stephens (HS)	Director
	Yvonne Stead (YS)	Director
	Sheila Mackenzie (SMa)	Regional Operations Committee (ROC) Member
	Stewart Murray (SM)	ROC Member
	Tom Baster (TB)	ROC Member
	Lottie Thompson (LT)	ROC Member

Also in attendance: Jo Stalley, Regional Operations Officer (JSt)

24/40		Apologies and introductions
	24/40.1	Apologies received from Gerry Metcalf (ROC Member).
24/41	24/40.2	Introductions made as ROC Members were invited to this Board Meeting. Declarations of conflict of interest
24/42	24/41.1	There were no declarations of conflict of interest raised. Minutes of the last meeting
	24/42.1	Approved
24/43		Matters arising
	24/43.1	The Matters Arising addendum was updated with progress thus far.
24/44		Ratification of items agreed since 9th April
	24/44.1	Year End Accounts were ratified.
	24/44.2	Appointments to the ROC were ratified.
24/45		Finance
	24/45.1	KB advised that there were some discrepancies with the Budget reports for last month but this was due to timings of payments not coinciding with budgeted dates. Will be corrected in the next week.
	24/45.2	JSt advised that one bursary application had been received but will be reviewed separately.

IM advised that the Water Polo Conference was now free for coaches. 24/45.3 24/46 **Annual General Meeting (AGM) update** 24/46.1 KB suggested there may be some recent county presidents who could be invited to consider the role of President Elect (President 2025). Action - County associations to be contacted. 24/46.2 No comments received re AGM follow-ups. 24/46.3 KB advised that Emma Winter (EW) had notified Swim England (SE) of the 8 members. It may be too late for the two new ROC Members to be invited to the SE AGM. TB advised that he wasn't aware that ROC Members could attend the SE AGM. KB clarified places were offered to Members of the Members' Forum however it was not mandatory that they had to attend. IM also stated voting can be by proxy if necessary. 24/47 **Regional Strategy** 24/47.1 Content of the draft was deemed unsuitable by all following discussion. IM advised that Claire Coleman (SE) had said it was too late to change however the consensus of the meeting was that its current format was not fit for purpose and changes were necessary. IM was able to confirm to YS that it would not be published. Action – IM to discuss with other Regional Chairs as to whether the East was the only one out of line. Action – all present to provide input to a new strategy for new Regional Manager James Salmon (JS) to produce a new draft for the next Board Meeting with support from IM. 24/48 Staff update 24/48.1 James Salmon has been appointed as the new Regional Manager starting with the region on 20th May. Review to be undertaken by IM monthly. 24/48.2 YS updated all with the Regional Welfare Officer's (RWO) frustrations and briefly reported on the meeting held with Ally Whike and a discussion was had. Action – RWO to produce a list of what she feels she needs from the national safeguarding team and on TB's suggestion, RWO and YS go back to SE. 24/48.3 Regional Chairman advert has been published. LT suggested the use of Action - LT to discuss with IM. 24/48.4 EW had advised separately that the possible candidate from the Masters Manager had been approached but declined. 24/49 **Board/ROC structure** 24/49.1 IM confirmed the need for the region to ensure compliance with the Articles of Association and with that in mind the Board meetings will incorporate the ROC meetings going forward until such times as a new

Chairman is appointed when a review could be undertaken.

24/53.1



LT stated that if there were items to be discussed not relevant to ROC, ROC Members could step out. SM sought clarification re the ROC reviewing minutes and it was agreed that the best way forward was for any issues to be added to agenda at these hybrid meetings for open discussion. 24/49.2 IM asked if the second Tuesday of every month still suited all present and there was agreement from all. 24/50 **Risk Register** 24/50.1 No changes. 24/51 Any other business 24/51.1 YS asked for Swimming Officials' Group (SOG) to have a separate Zoom account for training and meetings as it was suggested that 2step authentication was causing issues. Action – JSt to discuss with David Metcalf (DM) as there may be a workaround for the Meetings Zoom account 24/51.2 IM reminded all to try to attend the Values and Visions Roadshow. In response to SM's question re uptake, IM was able to respond that there was no indication at present. 24/52 **Confidential items** 24/52.1 None 24/53 **Next meeting**

The next meeting will take place on 11th June 2024.

Minutes May 2024 v1