

ASA East Region
Minutes of Annual Council Meeting
13th September, 2014 @ 10.30am
Freckenham Village Hall, Freckenham

Present:

Board Members: Joan Wheeler (Chairman), Ian Mackenzie (President), Keith Belton (Finance Manager), David Metcalf (Vice-Chairman), Andy Morton (Independent), David Harman (Independent), David Robinson (Suffolk County ASA), Geraldine Metcalf (President Elect and Bedfordshire ASA), Ian Cotton (Independent), Ian Knight (Cambridgeshire ASA), Paul Hayes (Essex County ASA), Sheila Mackenzie (Hertfordshire ASA), Stewart Murray (Norfolk County ASA) and Tom Baster (Independent).

Bedfordshire: Philip Pelling (Bedfordshire ASA), Phil Winder (Bedfordshire ASA), Gill Lillywhite and Pat Dowsett (Biggleswade SC) and Diane Evans (Henlow Blue Sharks SC).

Cambridgeshire: Paula Durrant (Cambridgeshire ASA) and John Frusher (Wisbech SC).

Essex: Julia Flannery and Keith Mogford (Chelmsford SC) and Samantha Dowson (Clacton SC).

Hertfordshire: Mark Horrod (Hertfordshire ASA) and Derek Beaumont (Beaumont Diving Academy).

Norfolk: John Toll (Norfolk County ASA), Paul Kendall (Dereham & District SC), Madeline Tallowin (Norwich Synchronised SC), Chris Galer (UEA City of Norwich SC) and Margaret Toll (West Norfolk SC).

Suffolk: Chris Vinter (Suffolk County ASA), Jane Robinson (Mildenhall & District SC), Nigel Fussey (Newmarket & District SC), Bill Blackaby (Stowmarket SC) and Alison Vinter (Teamipswich SC)

ASA East Region staff: Leanne Brace (Regional Club Development Officer), Kelly Stannard (Divisional Office Manager – London and East) and Gita Sheth (Divisional Administrator – London and East)

Apologies:

Board Members – Dean Walker (Independent)

Clubs - Deben SC, Great Yarmouth SC, Harwich SC, Hoddesdon SC, Loddon White Dolphins SC, Runnymede SC, St Ives SC, West Suffolk SC and Verulam ASC.

Individuals – Bill Clark (Diving Manager), Roger Howkins (Licensing Manager), Joanne Stalley (Welfare Officer), Chris Stephens (Water Polo Manager), Bryan Thompson (Swimming Manager), Roberta Wilson (Equity Officer), Jackie Kendall (Norfolk County ASA), Tony Smith (Award Winner), Janet Warrington (Award Winner) and Leesa Woollard (Award Winner).

- 14/01 Introduction**
- 14/01.1 The Regional Chairman, Joan Wheeler, introduced herself, and reflected on her first year as Regional Chairman. She welcomed everyone, and thanked them for their attendance, explaining procedures for the meeting and arrangements at the hall. She informed the meeting that all Board Members were present, apart from Dean Walker (Independent) who was attending a National Water Polo event. She expressed her thanks to all volunteers on behalf of the Region and also thanked the Regional staff for all their hard work over the last year. The Chairman advised that Amy Bryant (Synchronised Swimming Manager) was standing down due to other commitments. She thanked Amy for her commitment to the Region over the years.
- 14/02 Apologies for absence**
- 14/02.1 Apologies received were as shown above.
- 14/03 Conflict of Interest**
- 14/03.1 None declared.
- 14/04 Minutes of the Annual Council Meeting on 14th September, 2013**
- 14/04.1 The minutes of this previous Annual Council Meeting were accepted as a true record.
- 14/05 Matters arising**
- 14/05.1 None
- 14/06 Motions**
- 14/06.1 No proposals had been received in accordance with Section 13.2.1 of the Constitution.
- 14/07 ASA East Region Annual Report and Accounts**
- 14/07.1 The Annual Report for 1st April 2013 to 31st March 2014 had been made available to all counties, club and delegates, and had been on the ASA East Region website since early July. There were no questions about the Annual Report.
- 14/07.2 The Annual Accounts were presented. The Chairman reported that these have been examined by the independent examiner, but have still to be agreed and signed-off by the Management Board.
- 14/07.3 Keith Mogford (Chairman of Chelmsford SC) queried the level of reserves and turnover. He asked whether the Region was expecting a large variance for the 2014/2015 year end. Keith Belton, Finance Manager, explained that income is slightly higher and expenditure lower than anticipated. Keith explained that the availability of courses had been an issue but, following meetings between the Region and the IOS, the Regional Club Development Officer, Leanne Brace, was working on a portfolio of courses and the Region had recently introduced a bursary scheme.
- 14/07.4 Keith Mogford asked why the Restricted Funds expenditure was so low. In his view these funds should be used for projects that they were available to benefit. The Finance Manager explained that the Region was working hard to identify suitable projects for all ring fenced budgets. He explained that the PESSYP scheme was no longer in place, but that the Region was looking at spending the money on projects which have the same principle, which was to increase participation in swimming related activities in the 5 to 19 age range.
- 14/07.5 The Annual Report for the year to 31st March, 2014 was approved. The independently examined Annual Accounts for the year to 31st March, 2014 were accepted, subject to being signed-off by the Management Board.

14/08 Amendments to the ASA East Region's constitution/rules

14/08.1 The Chairman introduced this item by explaining that

Section 13.5 of the current constitution requires that Council must consider the principle and intent of proposed changes to Regional rules, with the wording of the changes to be agreed by the Management Board. The Management Board recommends the following changes to the Constitution:

14/08.2 Principle and intent of the proposed changes

- 9.2.2 – That the title “Independent Board Member” be changed to “Elected Board Member”. The term “Independent Board Member” is misleading as, in practice; all members are from an aquatics background. The term “Elected Board Member” reflects the status and differentiates between the Elected and non-elected members.
- 9.3.1.1.3 – The Annual Council elects the Region's Delegates to the ASA Annual Council Meeting. It is proposed that the Regional Chairman and Regional President should attend the ASA Annual Council Meeting by right and that the balance of the Delegates be subject to nomination and election at the ASA East Region ACM. This is needed as there is provision for the Regional President to speak in response to the election of the ASA President and there is an expectation that the Regional Chairman will lead their delegates.

14/08.3 The principles and intent of proposed changes were approved unanimously by Council.

14/08.4 It was agreed that all proposed changes are to be implemented immediately. It was noted that the revised Constitution will be submitted to the ASA Sport Governing Board.

14/09 Presentation of Regional Aquaforce Awards, the Jeff Cook Salver, and ASA East Region Silver Pins

14/09.1 **Regional Aquaforce Awards**

The Chairman commented that the Region was very fortunate to have very many volunteers, and every one of them was greatly appreciated.

Tom Baster, Chair of the Regional Awards Panel, explained that the Aquaforce Awards are a national ASA awards scheme. The Winners of the eight ASA Regions will go forward for consideration for the national Aquaforce Awards, which would be presented at a special ceremony on the 18th October 2104.

Tom explained why the Region had chosen each of the Award Winners, from the nominations received, and said that they were all worthy winners. Ian Mackenzie, Regional President, presented the awards to award winners who were present. The winners were:

Bill Blackaby – Stowmarket SC (Club volunteer of the year)

Tyla Danskin – Linslade Crusaders SC (Outstanding contribution by a young volunteer)

Janet Warrington – Hoddesdon SC (Outstanding contribution to swimming in the community).

Keith Belton – Norwich Swan SC (Outstanding contribution at County/Regional level)

Tony Smith – UEA City of Norwich SC (Services to officials' development)

Derek Beaumont – Beaumont Diving Academy (Volunteer coach of the year)

14/09.2 **ASA East Region Silver Pin**

The Chairman announced the recipients of the Regional Silver Pin award, as follows:-

Diane Evans – Henlow Blue Sharks SC
John Frusher – Wisbech SC
David Robinson – Mildenhall & District SC
Madeline Tallowin – Norwich Synchro Club
Leesa Woollard – Stowmarket

The Silver Pin is presented for long and/or significant contribution to swimming in any discipline. Ian Mackenzie, as ASA East Region President, made the presentations. Tom Baster encouraged clubs and counties to consider nominating their hard working volunteers for this Regional award.

- 14/09.3 **The Jeff Cook Salver** which is awarded to the individual, team or club who has made a significant contribution to sport of swimming within the Region was presented by Ian Mackenzie, the ASA East Region President, to Mike Rayner from Wisbech SC.

14/10 **President's address**

- 14/10.1 The Chairman thanked Ian Mackenzie for his hard work over the past year. She advised the meeting that Ian had attended many events and had been an excellent ambassador for ASA East Region.
- 14/10.2 Ian Mackenzie reflected on his year as ASA East Region President, saying what an enormous privilege and pleasure it had been to attend the events and meet so many of the Region's athletes. He made specific mention of National events which he had been invited to attend on behalf of the ASA President. Ian thanked all those who volunteer to support Aquatics in the East Region and paid homage to the talented athletes across all aquatic disciplines, who strive for success. He thanked everyone for the wonderful opportunity he had been given to be the ASA East Region President.

14/11 **Election of ASA East Region President and ASA East Region President Elect**

- 14/11.1 Chris Galer, Membership Officer, addressed the meeting, proposing Geraldine Metcalf as Regional President. No vote was necessary as there was only the one nominee, and Geraldine Metcalf was duly elected as the ASA East Region President for 2014/15.
- 14/11.2 There were no nominations received for President Elect for 2014/2015. The Chairman advised that, in accordance with the Constitution, the Management Board would discuss this issue further at the Board meeting immediately following the ACM.

14/12 **Inauguration of the new President and presentation of Consort's Medallion**

- 14/12.1 Ian Mackenzie presented the chain of office to Geraldine Metcalf, and Dave Metcalf received the Consort's Medallion from Sheila Mackenzie.
- 14/12.2 Gerry presented a Past President's badge to Ian.

14/13 **Election for ASA East Region Management Board**

14/13.1 **Board Members**

There were two vacancies for Independent Members of the Management Board. The Chairman reported that both Ian Cotton and Dave Harman had joined the Management Board in 2013 for the remainder of the year to fill casual vacancies. Both Ian and Dave had put themselves forward to join the Board as Independent Members for a three year term. Both were duly elected and will hold office until September 2017.

14/13.2 The Chairman, Joan Wheeler, thanked the Management Board Members for their hard work throughout the year, and said that the Region was very grateful to them for their commitment.

14/14 Election of the Synchronised Swimming Manager

14/14.1 The Chairman reported that, following the unexpected resignation of Amy Bryant, the post of Synchronised Swimming Manager had been advertised on the website and notified to clubs and counties One nomination had been received for this post, and Samantha Dowson (Clacton SC) was duly elected .

The Chairman welcomed Samantha and thanked her for putting herself forward.

14/15 Election of ASA East Region representatives to the ASA Council

14/15.1 Based on the Regional membership, ASA East Region is requested to appoint ten delegates to represent the Region at ASA Council 2014. The following were appointed:

Tom Baster
Ian Knight
Sheila Mackenzie
David Metcalf
Geraldine Metcalf
Andrew Morton
Stewart Murray
David Robinson
Dean Walker
Joan Wheeler

14/16 ASA Annual Report and amendments to rules

14/16.1 There were no questions from Council on the ASA Annual Report.

14/16.2 Joan Wheeler suggested that, if there were any questions following the ACM, she be advised by the end of the month so that these could be raised at the ASA Annual Council Meeting on the 18th October 2014.

14/17 Appointment of Independent Financial Examiners

14/17.1 Hastings Wade were unanimously confirmed as independent financial examiners for the 2015 accounts.

14/18 Date of next meeting

14/18.1 The next ASA East Region Annual Council Meeting will take place on 12th September 2015.

14/19 Closing remarks by the Chairman

14/19.1 Joan thanked everyone for attending and wished them a safe journey home. The meeting closed at 11:30am.