



Minutes subject to approval at the next ACM

**ASA East Region**  
**Minutes of Annual Council Meeting (ACM)**  
**9<sup>th</sup> September, 2017 at 10.30am**  
**Freckenham Village Hall, Freckenham**

**Present:**

**Board Members:** Joan Wheeler (Chairman), David Metcalf (Past President/ Vice-Chairman), Keith Belton (Finance Manager), Tom Baster (Elected Board Member), Ian Cotton (Elected Board Member/ Deben SC), Paul Hayes (Past President/Essex ASA/ Thurrock SC), Ian Knight (East Region President), Sheila Mackenzie (Past President/ Hertfordshire ASA), Ian Mackenzie (Past President/Elected Board Member, ASA Sport Governing Board Representative/ Hoddesdon SC), Geraldine Metcalf (Elected Board Member/ Biggleswade SC), Andy Morton (Past President/ Elected Board Member/ Watford SC), Stewart Murray (Norfolk ASA/ West Norfolk SC), Phil Pelling (Bedfordshire ASA/ Team Luton SC), David Robinson (Past President/ Suffolk ASA).

**Bedfordshire:** Chris Felce (Modernian SC), Su Felce (Modernian SC), Pat Dowsett (Beds ASA), and Phil Winder (Flitwick Dolphins SC)

**Cambridgeshire:** Mike Rayner (Past President/ Wisbech SC)

**Essex:** Kay Maguire (Past President/ Thurrock SC)

**Hertfordshire:** Marcello Tontodonati (Herts ASA), and Derek Beaumont (Beaumont Diving)

**Norfolk:** Fiona Bond (West Norfolk SC), Paul Kendall (Dereham & District SC), John Toll (Past President/Norfolk ASA) and Margaret Toll (West Norfolk SC)

**Suffolk:** Barry Brinkley (Leiston & District SC), Stella Day (Teamipswich), Chris Bellwood (Newmarket SC), Chris Vinter (Suffolk ASA), and Alison Vinter (Suffolk ASA)

**ASA East Region staff:** Leanne Brace (Regional Development Manager), Amy Bryant (Regional Development Officer), and Jo Stalley (Regional Administrator).

**Apologies:**

**Clubs –** Colchester SC, Norwich Synchro Club, and Watford SC.

**Individuals –** Paula Durrant (Award Winner), Andy Fitt (Award Winner), Chris Galer, ASA East Region Membership Officer, Elora Graham (Award Winner), Karen Huckle, Herts Swimming League Secretary, Kevin Pickard, ASA East Region Swimming Talent Officer, Helena Pretious- White (Award Winner), and Dean Walker, Swim England Club Development Officer.



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**17/01 Welcome and Introduction by the Chairman**

17/01.1 The Regional Chairman, Joan Wheeler, introduced herself. She welcomed everyone, and thanked them for attending. 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.

**17/02 Apologies for absence**

17/02.1 Apologies received were as shown above.

**17/03 Declarations of Conflict of Interests**

17/03.1 None declared.

**17/04 Minutes of the Annual Council Meeting on 17<sup>th</sup> September, 2016**

17/04.1 The minutes of the previous year's Annual Council Meeting were accepted as a true record.

**17/05 Matters arising**

17/05.1 None.

**17/06 Motions**

17/06.1 No proposals had been received in accordance with Section 13.2.1 of the Constitution.

**17/07 ASA East Region Annual Report and Accounts**

17/07.1 The Annual Report for the period 1<sup>st</sup> April 2016 to 31<sup>st</sup> March 2017 was published in May, enabling members to view it, and copies were available during the meeting. The Chairman asked for questions on the Annual Report, whilst looking at it section by section. There were no questions about the report. The Annual Report for the year to 31<sup>st</sup> March, 2017 was approved.

17/07.2 The Annual Accounts were presented. The Chairman reported that these have been examined by the independent examiner, and agreed and signed-off by the Management Board. The independently examined Annual Accounts for the year to 31<sup>st</sup> March, 2017 were approved.

17/07.3 A question was received, asking for clarification on the growing surpluses, year on year. The Chairman responded by explaining that the Management Board sets annual budgets in response to plans submitted by the various committees. Although, at the time budgets are agreed, the plans appear realistic, factors during the year mean that either income is greater than anticipated, for example from regional swimming championships, or that it is not possible to deliver parts of the plans. National changes to coach education for example, together with difficulties in securing water time for a water polo development camp, have already impacted on expenditure this year.

The Finance Manager provided additional clarification by reporting that, in March the Management Board set a negative budget of over £60k to increase the pace of development in the region. Part of this included provision for a new post of Swimming Talent Officer. New measures have also been introduced, to monitor



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spending through the year, including a stringent reporting mechanism for any proposed change to an agreed budget.

17/07.4 No questions on the minutes of the Management Board or its committees were received in accordance with Section 13.3.2 of the Constitution.

**17/08 Amendments to ASA East Region Constitution/ Rules**

17/08.1 No amendments had been proposed.

**17/09 Presentation of ASA East Region Awards**

17/09.1 The Chairman expressed her thanks to all the volunteers within the East Region, and thanked those that took the time to make nominations. She explained that the Awards Panel considering the nominations had comprised of Paul Hayes, Panel Chairman, Kay McGuire, Past President, and Ian Knight, President.

17/09.2 Paul Hayes led the presentations by reading out a summary of the citations submitted by those making the nominations. Paul highlighted that the regional winners have been recommended for the Swim England National Awards, with the presentations taking place in November.

17/09.3 Ian Knight, Regional President, presented the awards to those award winners who were present. The winners not present at the meeting will be presented with their award at a suitable local event.

17/09.4 The winners were:

=Young Volunteer of the Year-	Elora Graham, Cambridge Dive Team
=Young Volunteer of the Year-	Tom Stokes, City of Peterborough SC
Volunteer of the Year-	Chris Felce, Modernian SC
Coach of the Year-	Dean Walker, City of Chelmsford SC
Services to Aquatics-	Roberta Wilson, Stowmarket SC

**17/09.5 The Jeff Cook Salver**

This award is awarded to the individual, team or club who has made a significant contribution to sport of swimming within the region. The 2017 award was awarded to Paula Durrant, from Bottisham SC.

**17/09.6 ASA East Region Silver Pin**

Paul Hayes announced the recipients of the Regional Silver Pin award and explained that the Silver Pin is presented for long and/or significant contribution to swimming in any discipline. Award recipients were as follows;

Paula Durrant	Bottisham SC
Andy Fitt	St Ives SC
Nicola Rix	Ware SC
Helena Pretious- White	Bishops Stortford SC
Barry Brinkley	Leiston and District SC

**17/10 President's address**



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17/10.1 The Chairman thanked Ian Knight for his time over the past year as President. The Chairman commented that Ian had attended many events, and had been an excellent ambassador for ASA East Region.

17/10.2 Ian Knight gave a report about his time as Regional President, and thanked everyone involved for the hospitality he had received over the year. Ian highlighted how he has visited events for all disciplines, both at a regional and a national level. He congratulated the 11 athletes breaking national records this year, as well as an athlete breaking a World Record. Ian thanked all those who volunteer in the East Region and expressed his gratitude for being given the opportunity to be the ASA East Region President.

**17/11 Election of ASA East Region President 2017/18**

17/11.1 One nomination for Regional President was received, proposing Stewart Murray, West Norfolk SC. The proposal was uncontested, and Stewart was duly elected as the 2017/18 Regional President.

**17/12 Inauguration of the new President and presentation of Consort's Medallion**

17/12.1 Joan Wheeler, Chairman, welcomed Stewart into the role, and his partner, Fiona Bond as Consort. Ian Knight, Past President, presented Stewart with the President's Chain, and Fiona, her Consort's Medallion, congratulating them in the process.

**17/13 Presentation of the Past President's Pin**

17/13.1 The incoming President, thanked Ian and Michelle Knight for their services to the region, and presented Ian Knight with a Past President's Pin.

**17/14 Election of ASA East Region President Elect 2017/18**

17/14.1 No nominations were received. 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.

**17/15 Appointment of Officers**

17/15.1 Joan Wheeler, addressed the meeting, and advised that the post of Chairman and Vice-Chairman had been advertised and that both had received one nomination each. She expressed her disappointment at the lack of nominations, and suggested that the region needs to engender more interest in the management of the region for its members.

17/15.2 Chairman (Sept 2017 to 2021) - The Management Board had appointed Joan Wheeler, Modernian SC.

17/15.3 Vice Chairman (Sept 2017 to 2021) - The Management Board had appointed - David Metcalf, Biggleswade SC.

**17/16 Election of the East Region's Representative, and Substitute Representative, to the ASA Sport Governing Board**

17/16.1 The Chairman reported that the posts of ASA Sport Governing Board (SGB) Representative and Substitute Representative had been advertised to clubs and members in accordance with the Constitution. In both cases, the present post



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holders had been the only applicants. Both posts were four year appointments until 2021, although the future of the SGB was uncertain. The Management Board recommended the following appointments to the ACM:

- 17/16.2 Ian Mackenzie, Hoddesdon SC, was elected as the East Region Representative to the ASA Sport Governing Board.  
David Metcalf, Biggleswade SC, was elected as the East Region Substitute Representative to the ASA Sport Governing Board.

**17/17 Elections for ASA East Region Management Board**

- 17/17.1 There were two vacancies for Elected Members of the Management Board, both were for the full three year term of office. Ian Cotton, Deben SC, is a current Board Member and had put himself forward for re-election for the three year post. Marcello Tontodonati, Bishops Stortford SC, had applied to fill one of the vacancies. Both nominees were duly elected, and will hold office until 2020.

**17/18 Election for the post of Diving Manager**

- 17/18.1 No nominations for the post were received. The Chairman reported that the previous Diving Manager, Ian Macleod had resigned in October 2016 and that, despite widely advertising the vacancy, no nominations had been received. She thanked Ian Mackenzie for acting as an interim Diving Manager, and reported that the committee were doing a great job in keeping things going for the sport. It was clarified that the region would continue to advertise the role, and would market this opportunity at forthcoming diving events.
- 17/18.2 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.

**17/19 Appointment of Custodians for 2017/18**

- 17/19.1 The ACM was asked to note that the Custodians of the region, for the forthcoming year; were Joan Wheeler, Chairman, David Metcalf, Vice- Chairman, and Keith Belton, Finance Manager.

**17/20 Election of ASA East Region delegates to ASA Annual Council**

- 17/20.1 The Chairman reported that, based on the regional membership, ASA East Region is requested to appoint ten delegates to represent the region at ASA Council 2017. The Constitution allowed for the President and Chairman to attend by right. Following advertisement, eight nominations had been received for the remaining eight places. The following delegates were therefore elected to attend ASA Council:

- Keith Belton, Norwich Swan SC
- Ian Knight, Wisbech SC
- Ian Mackenzie, Hoddesdon SC
- Sheila Mackenzie, Hoddesdon SC
- David Metcalf, Biggleswade SC
- Geraldine Metcalf, Biggleswade SC
- Kay Maguire, Thurrock SC
- Neil Maguire, Thurrock SC



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- 17/20.2 The Chairman advised the ACM of the proposals for the ASA to become an incorporated body. Subject to this being agreed by the ASA ACM on 14<sup>th</sup> October 2017, the Management Board had agreed that the region's 2017 ACM delegates should go forward as delegates of the ASA Membership Forum, until September 2018. The ACM endorsed this proposal.

**17/21 ASA Annual Report and any proposed amendments to ASA rules**

- 17/21.1 The ASA Annual Report had previously been received, and copies were available at the meeting. No questions were received regarding the report, in preparation for the ASA Annual Council Meeting.
- 17/21.2 Ian Mackenzie, Representative to the ASA Sport Governing Board, gave more information about the proposed change for the ASA to become an incorporated body, possibly with charitable status. Ian explained that, the ASA is not currently a legal entity, there were issues relating to contracts and litigation, and cannot have ownership of its own facilities. With these issues in mind, the motion will be voted upon at the forthcoming ASA ACM. If the proposal is accepted, the ASA will revert to one Management Board, rather than the existing two.
- 17/21.3 There were no issues identified by the ACM, to raise at the forthcoming ASA ACM. The Chairman asked that any subsequent questions should be emailed to [chairman@eastswimming.org](mailto:chairman@eastswimming.org).

**17/22 Appointment of Independent Financial Examiners**

- 17/22.1 The proposal to continue with the current financial examiners, Hastings Wade, was agreed.

**17/23 Date of next Annual Council Meeting**

- 17/23.1 The next ACM will take place on Saturday 15<sup>th</sup> September 2018.

**17/24 Closing remarks by the Chairman**

- 17/24.1 The Chairman again thanked all the volunteers that commit their time to help develop the sport. She reiterated that much has been happening in East Region to drive development forwards, and thanked the staff for their hard work and dedication to the region. She reported that the region has some exciting plans in place to continue to progress, but there was still a lot of work to do. The region now has good channels of communication channels with its members, using a variety of means, and these will be used to publicise future development opportunities.
- The Chairman thanked everyone for attending and wished them a safe journey home.