



Swim England East Region
Minutes of the Management Board Meeting
15th September 2018

Present: Mrs Joan Wheeler (JW)	Chairman
Mr David Metcalf (DM)	Vice-Chairman
Mr Keith Belton (KB)	Finance Manager

Elected Members

Mr Tom Baster (TB)
Mr Ian Cotton (IC)
Mr Ian Mackenzie (IM)
Mrs Geraldine Metcalf (GM)
Mr Stewart Murray (SM)
Mr Marcello Tontodonati (MT)

County Representatives

Mr Chris Galer (CG)	Norfolk County ASA (Interim representative)
Mr Paul Hayes (PH)	Essex County ASA
Mr Ian Knight (IK)	Cambridgeshire ASA
Mrs Sheila Mackenzie (SMM)	Swim England Hertfordshire
Mr Phil Pelling (PP)	Bedfordshire ASA
Mr David Robinson (DR)	Suffolk County ASA

Also present: Chris Vinter (CV)	Swim England East Region President
Amy Bryant (AB)	Regional Development Officer

- 18/56 Welcome**
18/56.1 The Chairman welcomed the new Swim England East Region President, Chris Vinter.
- 18/57 Apologies**
18/57.1 None – all members present
- 18/58 Declaration of conflict of interest**
18/58.1 CG, who was present as the interim County Representative for Norfolk County ASA, declared a conflict of interest as he is a member of the Judicial Appointments Panel.
- 18/59 Minutes of the previous meeting**
18/59.1 The minutes of the meeting on 10th June 2018 were accepted as a true record.



18/60 Matters arising from the minutes

18/60.1 None

18/61 Ratification of items agreed since the last meeting

18/61.1 There were no items to ratify at this meeting.

18/62 Matters arising from the Annual Council Meeting (ACM)

18/62.1 There were no vacancies to be addressed at this meeting, as all the posts had been filled.

18/62.2 DR raised the issue of leagues affiliated to the region having a vote at the ACM. It was confirmed that these leagues should have a vote.

18/62.3 Counties should be on the sign-in list for the ACM, as they have delegates who have a vote.

18/62.4 Citations for the award winners were good and interesting to hear, but some editing would have shortened the time taken for the award presentations. AB and Leanne Brace, the Regional Development Manager, were thanked for producing good citations for silver pin awardees.

18/62.5 In future the Awards Panel will be advised of the nominator.

18/62.6 In future, the nominator of the winner of the main regional awards will be advised of the success of their nominee.

18/63 Changes to the Constitution

18/63.1 CG advised some wording changes to 4.1.2 and 6.1.1.1.2 to reflect the wording of the new model constitution provided by Swim England.

18/63.2 There was discussion about the name of the region which appears in 1.1

Proposal: The name of the Region shall be Swim England East Region

Counter -proposal: The name of the Region shall be ASA East Region. Swim England East Region shall be used in all correspondence or documentation

The counter proposal was carried by a majority of four votes.

18/64 Management Committee

18/64.1 The amendments to the Terms of Reference for the Management Committee were agreed.

18/64.2 It was agreed that Ian Mackenzie would be the Elected Board Member serving on the Management Committee.

18/65 Finance

18/65.1 The budget statement for August had been received.

18/65.2 KB explained that the Board's income figure was high because the affiliation fees, expected in March, were received in April. The swimming budget has been adjusted because of the change of date of the international meet. The international meet had taken place within this financial year, with the possibility of some expenditure for the 2019 international meet arising before April.

18/66 Report from regional staff

18/66.1 A written report had been received and was noted.

18/66.2 JW clarified that Leanne Brace, the Regional Development Manager, was now on a week's leave, with maternity leave starting on 24th September.



18/67 Website

- 18/67.1 The new website is set up and ready for launch.
- Initially only the regional staff will have access to make changes. They are receiving training for this, and the training will then be rolled out to others. AB will produce a 'how to' guide.
- The staff have updated documents ready for transfer to the new site.
- Brian Deval, from the South East Region, has advised and been instrumental in setting up the new website. He has control of the old website and can access any documents which are needed.

18/68 Policies

- 18/68.1 The regional staff have worked on policies required for General Data Protection Regulations (GDPR).
- 18/68.2 The Retention Policy, the Privacy Policy and the Confidentiality Policy were approved.

18/69 Swim England Annual General Meeting

- 18/69.1 Members of the Member's Forum had been elected at this morning's Annual Council Meeting. JW will liaise with Keith Belton, Paul Hayes and Stewart Murray over the arrangements for proxy votes, as they are unable to attend on 13th October 2018.

18/70 Dates for 2019 Management Board meetings

- 18/70.1 The following dates were approved:-
- 17th March 2019 (9.30 am to 1.00 pm)
9th June 2019 (9.30 am to 1.00 pm)
15th July 2019 (conference call at 7 pm)
14th September 2019 (after Annual Council Meeting – 1.00 pm to 3.00 pm)
8th December 2019 (9.30 am to 1.00 pm)

18/71 Membership report

- 18/71.1 The Membership Officer, Chris Galer, reported that the new model constitution had been received from Swim England. There were some changes owing to the change of name of the national governing body.
- Other changes included using *Wavepower* to deal with Safeguarding issues, and the way to report accidents.
- No new clubs had applied, but CG had assisted 3 clubs with updates to their constitution, to bring them in line with the new model constitution.
- 18/71.2 CG reported that there were some issues at one of the regional clubs. JW reported that these were being picked up by Dean Walker, Swim England Club Development Officer.
- 18/71.3 CG also reported that a new Judicial Commissioner will be appointed at the Swim England Annual General Meeting on 13th October 2018.

18/72 Committees

- 18/72.1 The following will be the Management Board representatives on committees:-
- | | |
|------------------------|-------------------|
| Diving: | Ian Mackenzie |
| Disability: | Sheila Mackenzie |
| Masters: | Geraldine Metcalf |
| Swimming Officials: | Ian Knight |
| Synchronised Swimming: | Ian Mackenzie |
| Water Polo: | Stewart Murray |



The committees for open water and swimming have members of the Management Board as serving committee members.

- 18/72.2 A revised *Guidelines for County Representatives on committees* document has been produced, and it will be circulated to Board members next week.

18/73 Sub-group items

- 18/73.1 Management Committee - 12th July 2018: Minutes received and noted.

Claire Coleman, Swim England Head of Volunteering and Pathways, had suggested a Volunteers Forum. JW advised that IC had agreed to be the lead on volunteers for the region. JW highlighted that the purchase of a replacement camera and an extra base for J-pads had been agreed, and that the camera had now been purchased.

- 18/73.2 Management Committee - 22nd August 2018: Minutes received and noted

- 18/73.3 Management Committee - 6th September 2018: Minutes received and noted

JW highlighted the agreed budget variation to allow courses to be provided to meet additional demands from clubs.

Also highlighted was the provision of a manual-handling course.

Guest medals at regional events: There was discussion about the provision of medals for competitors from outside the region, and whether they should have a medal, and, if so, should it be a regional medal or a specific guest medal. There is a stock of guest medals. Diving use a different medal for their guest competitors. The status quo will be kept, with guest medals being available to the discipline competitions if they are required.

- 18/73.4 Disability Committee - 2nd July 2018: Minutes available at the meeting, and noted

The postponement of the regional meet until later in 2019 was noted.

- 18/73.5 Diving Committee – 31st May 2018: Minutes received and noted

The following recommendation from the committee was agreed:

The Terms of Reference for the Diving Committee be updated to show four specialist roles rather than the current two specialist roles.

- 18/73.6 Open Water Committee – 20th May 2018 Minutes not yet available

- 18/73.7 Water Polo Committee – 24th May 2018 Minutes received and noted

18/74 Any other business

- 18/74.1 DM pointed out that, in the handbook on the Swim England website, Swim England East Region is shown as Swim England East.

18/75 Confidential items

- 18/75.1 None

18/76 Date of next meeting

- 18/76.1 The next Management Board meeting will take place on Sunday, 9th December 2018 at the regional office.