Swim England East Region

Minutes of the Management Board Meeting

9th June 2019

Present:	Mrs Joan Wheeler (JW)	Chairman
	Mr Keith Belton (KB)	Finance Manager

Elected Members

Mr Tom Baster (TB)

Mrs Geraldine Metcalf (GM)

Mr Stewart Murray (SM)

County Representatives

Mr Phil Pelling (CF)	Bedfordshire ASA
Mr Ian Knight (IK)	Cambridgeshire ASA
Mrs Kay McGuire (KM)	Essex County ASA (Substitute representative)
Mr Darren Peck (DP)	Norfolk County ASA
Mr David Robinson (DR)	Suffolk County ASA

Also present:

Mrs Leanne Brace (LB)	Swim England East Region Development Manager
Mr Chris Vinter (CV)	Swim England East Region President

19/21 Welcome

19/21.1 The Chairman welcomed everyone to the meeting, and welcomed back LB, who had been on Maternity Leave.

19/22 Apologies

19/22.1 Ian Cotton (IC) – Elected Member

Paul Hayes (PH) – Essex ASA

Ian Mackenzie (IM) – Elected Member

Sheila Mackenzie (SMM) – Swim England Hertfordshire

David Metcalf (DM) – Vice-Chairman

19/23 Declarations of conflict of interest

19/23.1 None declared.

19/24 Minutes of the previous meeting

DRAFT

V4170619

19/24.1 The minutes of the meeting on 17th March 2019 were confirmed as a true record.

19/25 Matters arising from the minutes

19/25.1 Actions are completed.

19/25.2 Minute 19/02.2 refers to the vacant committee positions as a result of Marcello Tontodonati stepping down. TB reported that he had been advised of a temporary replacement Hertfordshire representative, for the Swimming Committee, pending permanent appointment.

19/26 Ratification of items agreed since the last meeting

19/26.1 There were no items to ratify at this meeting.

19/27 Finance

19/27.1 The monthly summary draft statements and detailed reports for May were received and noted.

19/27.2 The draft set of End of Year Accounts were circulated to the Board members. It was agreed the branding on the accounts should be SEER, rather than ASA ER. Board members noted the draft accounts.

19/27.3 The overall Board balance appeared to be significantly more than anticipated. KB suggested this was down to LB being on maternity leave, and membership figures being higher than anticipated. Online membership may have also have been a contributing factor.

19/27.4 The Board members noted the proposal from the Management Committee minute item 19/31.5 regarding Membership Fees 2020. After considering different options, a vote was carried with eight votes to one, in favour of an increase from £5 to £6 for Category 2 members from 2020. Other fees to remain as £5 Category 1, no charge Category 3, and £35 per club.

19/27.5 An email sent to Regional Chairmen and Regional Finance Officers, from Brian Havill, SE Chief Financial Officer, was shared with the Board members. It summarised an offer to Regions to provide SE a loan which would be used to pay off the existing loan with Lloyds, and pay the interest to Regions instead.

19/27.6 It was noted that the interest to be paid was higher than the minimal interest being earnt by money deposited in the banks, but that the current SEER constitution precluded money being invested in this way. Board members were keen to take advantage of the offer and agreed that a change to the constitution should be proposed to the ACM, with the Board reconsidering the offer at the September meeting. **(Action JW).**

19/28 Financial Planning

19/28.1 A summary of discipline budget comparisons for 2019/20 had been circulated by the Finance Manager. This highlighted that some disciplines are running at a deficit, specifically with competitions. The Management Committee will spend time focusing on reducing the deficit over the next few months, and will bring a report to the December Board meeting. KB reported that region needs to begin to look at closing the gap between expenditure, and income to reduce the overall budget deficit. However, it is important the Region continues to develop the sport.

19/28.2 Board members considered some immediate cost saving recommendations from the Management Committee, detailed in minute 19/31.4. These were agreed.

19/29 Report from Regional Development Manager

19/29.1 A report on staff activity was circulated with the meeting papers. TB clarified that Amy Smith had not won an Olympic medal as per the report. CV asked if a list of clubs making use of regional coaching development events could be shared with the County Representatives **(Action LB).**

DRAFT

V4170619

19/30 **ACM**

19/30.1 A report on preparations for the forthcoming ACM was received and noted. JW provided the Board members with an update on the venue for the 2019 ACM. It had become apparent that Freckenham was now available and so LB would be moving the booking.

19/30.2 A draft agenda for the ACM was received and noted. Item 15 needed a minor amendment to the wording.

19/30.3 Members of the Board were reminded that the awards were now open for nominations, and that the region welcomed nominations from anyone, including Board members, counties, and clubs.

19/31 **Annual Report 2018/19**

19/31.1 A draft Annual Report was circulated with the meeting papers. Discipline Managers had been invited to comment on the relevant sections. KM offered to check for grammatical errors. Board members accepted the report, subject to grammatical corrections. KB would draft the Finance Section as soon as possible **(Action KB).**

19/32 **SwimMark Panel**

19/32.1 LB and SM provided a verbal report on the SwimMark panel. The panel has a review of the Terms of Reference, on the agenda, at the forthcoming meeting. The review will include consideration of an increase in members of the panel.

19/32.2 TB reported that, based on his experiences within a club, both the submission deadlines, and approval process, for clubs were misleading. LB would feedback these comments to the National SwimMark panel **(Action LB).**

19/33 **Regional Chairs Group**

19/33.1 JW reported on the recent Regional Chairs meeting, and circulated the subsequent minutes, CEO report and the presentation given at the meeting by Jon Keating, Director of Clubs. The latter highlighted Swim England's proposal to make six elements of SwimMark compulsory for all clubs as a requirement of affiliation.

19/33.2 One of the proposed requirements is to submit an up to date constitution. Chris Galer, Regional Membership Officer, has already been working hard on getting club constitutions up to date within the East region. This timely work, will assist in getting the East clubs ready for the proposed transition.

19/33.3 Grant Robins, Swim England Head of Talent, also gave a presentation on the national development programme for swimming, and how regions could support this by their development activity. The East Region had been frequently mentioned as a model for swimming development.

19/34 **President's Report**

19/34.1 Chris Vinter, President, reported on the events he had attended in recent months. The events included the SEER Diving Skills competition, SEER Age Group Synchro competition, SE Water Polo NAGS competition (although a shattered light meant the event had to be abandoned), SEER Age Group Diving Champs, and multiple weekends of the SEER Swimming Champs, to which it was a great delight to welcome Liz Sykes on the first Saturday. CV reported that it was great to see so many County Presidents attending and helping with the presentation of medals.

19/34.2 JW thanked CV for his continual hard work representing the region at the events, and Alison Vinter for all her support.

19/35 **Membership Report**

19/35.1 The Membership Officer, Chris Galer (CG), had provided a report. The audit and updating of club constitutions is going well, although very time consuming. CG will carry out a follow up exercise in September, to make contact with the outstanding clubs.

DRAFT

V4170619

19/35.2	Discussions had taken place about a possible new club in Cambridgeshire, although no official application has yet been made.
19/35.3	Fenland Flyers SC has decided to not affiliate. It was noted that, this club had been an amalgamation of two other clubs for the purpose of competition, consequently no swimmers have lost training as a result of the closure.
19/35.4	JW noted that the region was fortunate to have CG's expertise as the Membership Officer; his work on the constitutions has been invaluable.

19/36 Sub-group items

19/36.1	Management Committee – 4th April 2019: Minutes received and noted
19/36.2	Management Committee – 16th May 2019: Minutes received and noted
19/36.3	Swimming Committee – 27th February 2019: Minutes received and noted.
19/36.3.1	TB highlighted that the proposed schedule for the 2020 Regional Championships will need to be amended due to the recent change of a bank holiday from Monday 4th May to Friday 8th May. A message will be issued to explain that dates will be reviewed.
19/36.4	Swimming Officials Group – 11th May 2019: Minutes received and noted.
19/36.4.1	Minute 19/24.2 It was confirmed that the South West region was piloting the online course, and feedback would be provided.
19/36.5	Masters Committee – 20th February 2019: Minutes were still not available. JW proposed that Amy Bryant be asked if she is able to prepare some notes from the meeting **(Action LB).**
19/36.5.1	GM clarified that the committee were unable to confirm a pool for the Masters Intercounty in November, but work was continuing on this.

19/37 Any other urgent business

19/37.1	It was noted that the planned date of the December meeting clashes with the National Winter Championships. A new date of 15th December was agreed. **(Action: JW to advise Board Members who were absent)**
19/37.2	GM is unable to attend the next Masters Committee meeting. JW agreed to attend, as Board representative, in her place.

19/38 Confidential items

19/38.1	JW provided the Board members a brief update on a staffing matter.

19/39 Date of next meeting

19/39.1	The next Management Board meeting will take place via conference call on 15th July 2019 at 7pm.

DRAFT

V4170619