



**Swim England East Region (SEER)
Minutes of the Management Board Meeting
27th August 2019- Conference Call**

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 Mackenzie (IM)
Mrs Geraldine Metcalf (GM)
Mr Stewart Murray (SM)

County Representatives

Mr Chris Galer (CG) Norfolk County ASA (substitute)
Mr Ian Knight (IK) Cambridgeshire ASA
Mrs Sheila Mackenzie (SMM) Swim England Hertfordshire
Mr Phil Pelling (PP) Bedfordshire ASA

Also present:

Mrs Leanne Brace (LB) Swim England East Region Development Manager

19/40

Welcome

19/40.1 The Chairman welcomed everyone to the conference call and thanked representatives for giving up their time for this, rearranged, meeting.

19/41

Apologies

19/41.1 Apologies were received from Chris Vinter (SEER President), Ian Cotton (Elected Board Member), Darren Peck (Norfolk ASA Representative), and Dave Robinson (Suffolk ASA Representative). Apologies were also subsequently received from Paul Hayes (Essex County ASA Representative).

19/42

Declarations of conflict of interest

19/42.1 Declarations of conflicts of interest were made from DM, GM, IM, and SMM for agenda item 7 iii), which included a discussion about nominations received for posts open for election at the ACM.

19/43

Minutes of the previous meeting

19/43.1 The minutes of the meeting on 9^h June 2019 were confirmed as an accurate record. It was requested that the formal presidential role title of Liz Sykes be included under item 19/34.1.

19/44 Matters arising from the minutes

- 19/44.1 Matters arising from the 9th June minutes will be discussed at the next face to face Board meeting on the 14th September 2019.

19/45 Ratification of items agreed since the last meeting

- 19/45.1 The decisions to recommend to the ACM the appointments of Chris Galer as Regional Membership Officer and Joanne Stalley as Regional Welfare Officer, which had been agreed by the Board by email, were ratified.

19/46 Finance

- 19/46.1 The accounts for the period 2018-19 had been circulated prior to the meeting. KB reported that some minor grammatical changes would be made to the notes prior to signature by the Chairman.
- 19/46.2 KB reported that the end of year balances were higher than planned, primarily due to a substantial income from affiliation fees that had been paid to the region earlier than expected. KB will provide the Board with further detail at the next meeting.
- 19/46.3 After a vote, it was unanimously agreed to approve the accounts for signature by the Chairman. KB will now send a signed copy to Hastings Wade, the region's Examiners.
- 19/46.4 The Management Committee's proposal that the ACM be asked to agree that the decision to appoint examiners for 2020 be delegated to the Management Board in order to allow tenders to be sought, was agreed.

19/47 ACM

i) Arrangements

- 19/47.1 JW confirmed that papers for the ACM had been published on the website, and circulated to secretaries of counties, clubs and associations. Reminders had gone out, and further promotion of the event is due over the next week. Details of the nominations received, and proposed changes to the constitution would be distributed and published later in the week.

ii) Changes to the Constitution

- 19/47.2 Details of proposed amendments to the constitution had been circulated prior to the conference call. These, which had arisen from previous discussions by the Board, were agreed by the Board to be proposed to the ACM.
- 19/47.3 JW suggested to the Board that an additional amendment be taken to the ACM, to include the option to co-opt a maximum of two specialists onto the Board for a term of one year. These specialist Board Members would have voting rights, and be counted towards the quorum. The Board would have the ability to renew their term of office.

iii) Nominations for posts open to election at the ACM and to ratify the recommendation for appointments

- 19/47.4 The Board noted the nominations received for the posts to be elected at the ACM. Nominations were received for all posts except President Elect, and Masters Manager. Both roles will continue to be promoted and discussed further at the next Board meeting.
- 19/47.5 As three nominations were received for the two posts available for Elected Board Member (three year posts), these posts would be elected following ballot at the ACM.
- 19/47.6 To ensure that a ballot was necessary, it was suggested that JW write to the remaining Elected Board Members, asking them to confirm that they wished to continue in the role.

19/48 Any other urgent business

19/48.1 There were no urgent items discussed.

19/49 Next Meeting

19/49.1 The next meeting will take place immediately following the ACM, on the 14th September, at Freckenham Village Hall.

DRAFT