

Minutes of the Board of Directors
18th August 2021 at 7.30 pm
By Zoom

Members Present:

Joan Wheeler (JW)	Chairman
Keith Belton (KB)	Finance Director
Ian Mackenzie (IM)	Director
David Metcalf	Director

Also present:

Leanne Brace (LB)	Regional Manager
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21/110

Apologies

21/110.1 None, all were present.

21/111

Declarations of conflicts of interest

21/111.1 None were declared.

21/112

Minutes

21/112.1 The minutes of the meeting held on 7th July 2021 were confirmed as a correct record. A matters arising report would be included with the papers for the September Board meeting.

21/113

Ratification of Decisions Taken Between the Meeting

21/113.1 The decision to accept Gulbourne's offer of an alternative storeroom was ratified. The lease had subsequently been signed for 11A Lanwades Business Park.

21/113.2 The decision regarding the fees paid to the Head Coach and Assistant Coach for the Swimming Development Camp, together with the decision not to charge fees for athletes attending the camp, were ratified.

21/114

Finance

21/114.1 Budget Reports for the Company

21/114.1.1. The Budget Reports for July, circulated by Jo Stalley, were noted.

21/114.1.2 KB reported that he needed to review the codes for some areas of income and expenditure resulting from the recent swimming competitions.

21/114.1.3 It was noted that it was too early to be certain of the net position for both

competitions as some invoices had yet to be received.

21/114.2 Former Association

21/114.2.1 A Finance Report, circulated by KB, was noted.

21/114.2.2 The issue with BT Invoices had been resolved, with a credit due for unused broadband. KB had also negotiated an improved package for the mobile telephones. LB to return the BT router and dongle (**Action LB**).

21/114.2.2 A credit was also due for overpayment of rates.

21/114.2.3 KB reported on his meeting with Santander concerning the transfer of accounts from the old association to the company. If the issues were not resolved soon, KB proposed that he close the Santander account and transfer the balance to another bank. This would enable the former Association to be closed. This was agreed.

21/115

Activity from Leadership Groups

21/115.1 Artistic Swimming

- Grading Days have taken place nationally via Zoom.
- LB would contact Amy Davis to discuss planning for the new season as there are some competitions due to take place March onwards, and development days can happen online.
- The Coomber had been returned. KB reported that its repair is ongoing but it needs to be investigated with the underwater speaker. LB will pick up the speaker, and missing microphone and return to the store. (**Action LB**)

21/115.2 Clubs

- Time to Listen- All non SwimMark clubs will be required to renew their Stronger Affiliation status by 1st December, so staff are keen to host a TTL course prior to this date. Directors agreed to host a rolling programme of 2 courses per year, in line with SwimMark and Stronger Affiliation dates, at a cost of £125 each.

21/115.3 Disability

- JW gave an update on discussions for an October joint competition.
- LB had struggled with any response from emailing Jackie on a few occasions and had last had a response back in May.
- A Para taster session funding opportunity arose for 3 East Region clubs. LB advertised the opportunity and 3 clubs came forward. All 3 were successful and are now part of the project (Maldon Sharks, Flitwick Dolphins, and Runnemed).
- The region are recruiting a Lead Coach and a Development Coach to deliver 3 regional para training sessions during 2021/22. The training budget has had to be reviewed and as a result the attendance fees needed to be raised to £16.50 to break even. The Directors agreed to cap the increase in fees to £15.00, knowing it would make a slight loss.

21/115.4 Diving

- The DLG is continuing to plan the Club Champs competition in October but the floor at Southend is broken and repair is planned for the week prior to the event. Moving location isn't viable, so the Group are looking at restricting events to a max height of 7.5m.
- The Group will be highlighting those from the Region that did well in the National Level X Diving Series, via the regional website.
- The Group are also starting plans for a coaches' conference in November, and a dive recorders course.
- IM reported an issue with competition kit, as the Group had previously used kit

owned by the former Manager.

21/115.5 Masters

- Plans for the Regional Masters Championships on 10th October are underway. KB would discuss a draft budget with LM. LB will make contact regarding a stock order form. **(Action KB/LB)**
- The Masters Leadership Group had decided not to take part in a National Masters County Team Event as support was uncertain.

21/115.6 Open Water

- Nothing to report.

21/115.7 Swimming

- The Future Champions Meet and Festival of Swimming had been a great success, with much positive feedback from members and clubs.
- There is a national Pathway Conference taking place on 19th September for coaches.
- Post event communication was discussed.
- Looking towards the Short Course Championships planned for early November, it was agreed that a team manager workshop should be planned to be compatible with the closing date for entries.
- LB summarised a consultation she had been part of for a new Swim England coaching strategy. She highlighted some coaching statistics and agreed to circulate these to the Directors. **(Action LB)**

21/115.8 Swimming Officials

DM gave an update on plans to deliver FINA Rules update courses across counties.

21/115.9 Water Polo

- The first Academy training went well, and was a success.
- Further academy trainings are planned for Sept and Oct- budget already agreed for these. Looking at Riverside, Chelmsford for Sept. The development day proposed for October had been postponed.
- There is a FINA Rules Update webinar would take place 25th August, Chris Stephens is presenting. No cost involved.

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21/116 **Key Issues for staff**

21/116.1 Merchandise sales

21/116.1.1 LB reported on issues arising from the sale of merchandise for the recent swimming meets. Of the 586 orders to date, more than 10% of these had resulted in emails about a range of issues from order confirmation through to product delivery and quality. LB advised that these emails were time consuming to deal with, and product quality or non-delivery were embarrassing for the region.

21/116.1.2 There was agreement that if online sales were to happen in future, these should involve a company that would use their own online shop, without day to day involvement of regional staff. The Directors agreed that LB and KB should meet with the printers to discuss the issues that occurred in the context of the current contract. **(Action LB to arrange meeting)**

21/116.2 Issues arising from the Festival and Future Champions Meets

21/116.2.1 There had been numerous contacts with staff via email, telephone and social media, with a multitude of queries regarding the Festival and Future Champions Meets.

21/116.2.2 It was agreed that, in future, depending on the query the issue should either be referred to whoever was managing entries or to the Swimming Manager, or Promoter.

21/116.2.3 The new online pool pass procedure had highlighted gaps in qualifications, and raised concerns that the previous system had not been secure.

21/116.2.4 As there was uncertainty over stock used, staff would need to carry out an audit of stock of medals/ shirts etc before the costings could be confirmed.

21/116.2.5 DM reported difficulties with printers being unable to cope with demand. It was agreed that the Swimming Leadership Group should discuss this issue in preparation for the Short Course Championships. **(Action DM)**

21/117

Staffing

21/117.1 Following the discussions regarding the staffing structure, it was agreed that recruitment for the Regional Administrator post should commence in September.

21/117.2 LB would discuss the details with SE People Development and liaise with JW over closing dates and interviews.

21/118

Regulation 6

21/118.1 The Board discussed issues relating to one county in the context of Regulation 6.

21/118.2 It was agreed to await the advice from Helen Weeks, Swim England, and then for JW to take appropriate action. **(Action LB and JW)**

21/119

Forthcoming Meetings

21/119.1 The next meeting of ROC was scheduled for 20th September. JW would draft an agenda and circulate this to the Board for comment. As previously discussed, she would also ask ROC members for any suggested agenda items. **(Action JW)**

21/119.2 The County Forum would take place on 22nd September. LB would draft an agenda for this in consultation with Chris Vinter. **(Action LB)**

21/119.3 ARP would meet on 30th September. Directors had been asked to attend the early part of the meeting to introduce themselves. KB and IM were available, but JW and DM were on holiday. JW would contact the Chairman. **(Action JW)**

21/120

Swim England Friends

21/120.1 JW reported the recent resignation of Pat Dowsett as Swim England Friend. The Board recorded its thanks to Pat for her services in this role.

21/120.2 It was noted that SE Regulation 261 required regions to appoint a minimum of three Friends.

21/120.3 As East Region had had one vacancy prior to the resignation, JW would clarify the situation with the other current appointee. **(Action JW)**

21/121

Next Meeting

21/121.1 The next meeting was scheduled for 15th September 2021.

The following dates had also been agreed for meetings of the Board of Directors: 13th October, 10th November and 8th December 2021.