

**Minutes of the Board of Directors**  
**15<sup>th</sup> September August 2021 at 9.30 am**  
**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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**21/122**

**Apologies**

21/122.1 None, all were present.

**21/123**

**Declarations of conflicts of interest**

21/123.1 None were declared.

**21/124**

**Minutes**

21/124.1 The minutes of the meeting held on 18<sup>th</sup> August 2021 were confirmed as a correct record.

**21/125**

**Matters Arising**

21/125.1 A Matters Arising report, circulated with the agenda, was noted and further updates made at the meeting. The following issues were discussed:

21/96.3 Regional Awards – report to ROC deferred to December (**Action JW**)

21/108.4 iii – ROC representatives – JW had noted the need for ROC representatives or, where appropriate, chairmen, to respond to questions about leadership group minutes on the ROC agenda.

21/120.3 – SF had agreed to continue as Swim England Friend until August 2022. The Directors confirmed their previous agreement to take no further action until the role of, and support and training for, SE Friends had been reviewed.

**21/126**

**Ratification of Decisions Taken Between the Meeting**

21/126.1 None.

21/127

**Finance**

21/127.1 Former Association

21/127.1.1 A Finance Report, previously circulated by KB, was noted.

21/127.1.2 KB gave an update on the continuing problems of closing the Santander account and opening a new account in the name of the new company. He had identified one option, but had received no response from the bank to his request.

21/127.1.3 As this was delaying the winding up of the former association, it was agreed that, if there was no resolution, the account should be closed by the end of September and money transferred to an existing account whilst a replacement was sought. **(Action KB)**

21/127.1.4 JW would ask regional chairmen about bank accounts used by other incorporated regions.**(Action JW)**

21/127.1.5 KB reported on the process to wind up the former association. Final accounts would be produced, but not examined, a nil tax return would be submitted and a notice placed on the website.

21/127.2 Budget Reports for the Company

21/127.2.1. The Budget Reports for August, circulated by Jo Stalley, were discussed.

21/127.2.2 It was noted that there was an accounting error in the 'Prediction' in that figures for some of the disciplines were shown as negative. KB would look at this. It was noted that the same reports had been sent to ROC and would need to be corrected verbally at the meeting. **(Action KB)**

21/127.3 Plans and Budgets for 2022

21/127.3.1 The process for agreeing plans and budgets for 2022 was discussed. It was agreed that legacy budgets would not be too old to be relevant and that we should start from scratch to apportion planned budgets to detailed income and expenditure lines.

21/127.3.2 JW would write to discipline managers asking them to arrange leadership group meetings to discuss plans and budgets and submit these to LB by late November. Budgets should be drafted under headings, rather than existing codes. JW would remind managers of the revised expenses policy. LB would support managers as necessary. **(Action JW/ LB)**

21/127.3.3 In view of the pandemic and resulting uncertainty over events, it was agreed that a flexible approach would be needed so that plans and budgets could be adapted during the year. In view of the uncertainty over income, events should continue to be planned on a break even basis.

21/127.3.4 Draft plans and budgets would be submitted to ROC on 7<sup>th</sup> December for comment.

21/127.3.5 The plans and budgets would be agreed by the Board on 8<sup>th</sup> December and confirmed to discipline managers.

## 21/128

### Report from Regional Manager

- 21/128.1 A report from the Regional Manager had been circulated with the agenda. The following issues arose from discussion of the report:
- 21/128.2 Regional Administrator vacancy – interviews would take place on 6<sup>th</sup> October. The panel would comprise DM, IM and LB.
- 21/128.3 LB gave an update on the appointment of a regional para coach.
- 21/128.4 Awards – it was noted that the National Awards would be at a virtual presentation on 9<sup>th</sup> October.

## 21/129

### Merchandising

- 21/129.1 Following the discussion at the previous Board meeting, KB and LB reported on their meeting with a representative of Fine Designs.
- 21/129.2 It had been accepted that the online sales of merchandise for the Future Champions Meet and Festival of Swimming had been problematic, and that the processes needed to improve for future events.
- 21/129.3 Fine Designs were in the process of developing its website to accommodate direct sales. There was a possibility that this would be completed in time for the Short Course Championships, but this was not certain.
- 21/129.4 After discussion it was agreed that the region should promote SEER merchandise from Fine Designs for the Short Course Championships. If necessary, the regional website and Fluent Forms Pro would be used, with staff managing this. KB and DM would support the drafting of the order form to ensure that necessary information was gathered for an automated confirmation of orders. **(Action LB/ KB/DM)**
- 21/129.5 The Board would review the issue after the Short Course Championships.
- 21/129.6 JW would remind discipline managers that any contracts with suppliers must be agreed by the Board. **(Action JW)**

## 21/130

### Plans from Leadership Groups

- 21/130.1 Emerging plans from leadership groups and budgetary implications were discussed, with the following developments from the previous meeting highlighted:
- 21/130.2 Artistic – planning a virtual grading day on 7<sup>th</sup> November. No budget implications.
- 21/130.3 Clubs – Club Leadership Group meeting later today.
- 21/130.4 Disability – no progress on a possible joint competition with London. JW would pick up a recent contact to the region from the organiser of the Len Badcock Meet. LB would organise a regional training day for November once the head coach had been appointed.
- 21/130.5 Diving – Club Championships planned for 9/10 October.
- 21/130.6 Masters – planning for the Regional Championships on 10<sup>th</sup> October going well, with a good level of entries.
- 21/130.7 Swimming – information on the Short Course Championships had been published. JW and TB were trying to establish what conditions be imposed by the operator.

- 21/130.8 Water Polo
- 21/130.8.1 The recent announcement of Inter-regional competitions on 27/28<sup>th</sup> November had been a surprise to the Water Polo Manager, and clashed with the planned Regional Grand Prix.
- 21/130.8.2 After discussion, the Board was unwilling to agree to East Region attending these competitions without more information on the event conditions and costs. It was therefore agreed that LB would discuss these issues with the Water Polo Manager and, when the information was available, would arrange for him to meet with Directors, either at the next ordinary meeting, or an additional meeting, so that an informed decision could be made. **(Action LB)**

## **21/131 Regional Chairs Meeting**

- 21/131.1 JW reported on the meeting of the Regional Chairs' Group, held on 6<sup>th</sup> September. The agenda for this meeting, and subsequently minutes of the meeting, had been circulated to the Board.
- 21/131.2 Membership Proposals -JW gave a summary of the proposals to change the names of the current membership categories. There was a wider project to look at membership categories, but this work was ongoing, and current proposals were confidential. JW would share this information with the County Forum. **(Action JW)**
- 21/131.3 Data Sharing
- 21/131.3.1 The Data Sharing Agreement was noted. JW would sign this. **(Action JW)**
- 21/131.3.2 A proposed list of Data Sharing personnel was discussed and amended. The Directors agreed that it was preferable to start with a limited list and add to it if necessary.
- 21/131.4 Counties – there had been general agreement that the role of counties within the governance of swimming, should be defined. Work would start on a model county constitution but, as practices were so varied, it was anticipated that this could take a year. JW would share this information with the County Forum. **(Action JW)**
- 21/131.5 SE Expenses Policy – This had been raised by the Regional Chairs and concerns expressed that the revised policy was limited to event volunteers.

## **21/132 Planning for the AGM 2022**

- 21/132.1 A report on planning for the 2022 AGM, circulated with the agenda, was discussed.
- 21/132.2 In view of the need for the AGM to appoint SE Members Forum members, it was agreed that JW should try to establish the date of the Swim England AGM 2022. **(Action JW)**
- 21/132.3 Subject to this, the Board agreed to recommend to the regional Members Forum Members, that a virtual rather than in person meeting be held, on a mid-week evening in late April. It was noted that a meeting earlier in April may not give sufficient times for the accounts to be examined and presented in the new format required.
- 21/132.4 JW would draft an email to members of the Members Forum and LB would look at setting up an online poll for responses. **(Action JW/LB)**

## **21/133 Counties**

- 21/133.1 IM reported on a recent issue identified by his county, where it had been established that there was no mechanism in place to check that County Welfare Officers had appropriate

Safeguarding qualification or DBS checks.

21/133.2 After discussion the Board agreed that, although appropriate checks had been put in place for clubs, the fact that counties and regions had been left out of these developments, presented a risk to the sport.

21/133.3 LB had raised this issue with relevant Swim England staff and would report back. JW also undertook to raise this at the next Regional Chairs Group meeting and, where appropriate, at other meetings. **(Action JW/LB)**

#### **21/134**

##### **Website**

21/134.1 DM reported that he had noticed that the website was running slow. He had also received negative feedback from members that links were slow to open and the download of documents very slow.

21/134.2 Following discussion with DM, LB had raised the issue with Apphut. Some adjustments had been made, and they had proposed moving the website to a different server. LB would follow this up and ask for a further report on options to address the issue. **(Action LB)**

#### **21/135**

##### **Next Meeting**

21/135.1 The next meeting was scheduled for 13<sup>th</sup> October 2021.

The following dates had also been agreed for meetings of the Board of Directors: 10<sup>th</sup> November and 8<sup>th</sup> December 2021.

**Approved 13<sup>th</sup> October 2021**