

Minutes of the Board of Directors
10th November 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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21/154

Apologies

21/154.1 None, all were present.

21/155

Declarations of conflicts of interest

21/155.1 None were declared.

21/156

Minutes

21/156.1 The minutes of the meeting held on 13th October 2021 were confirmed as a correct record. The minutes of a confidential item had been confirmed by email.

21/157

Matters Arising

21/157.1 A Matters Arising report, circulated with the agenda, was noted and further updates made at the meeting. The following issues were discussed:

21/141.1.3 Winding up of the former Association – Action Outstanding (**Action KB**)

21/146.5 Website Performance difficulties in arranging a mutually convenient time had delayed the meeting with David Hutson. (**Action LB/KB/DM**)

21/148.6 County Representative vacancies on the Open Water Leadership Group – this issue had been discussed at the OWLG, but there was a reluctance to limit the service provided to counties.

21/158

Ratification of Decisions Taken Between the Meeting

21/158.1 The following decisions, taken between meetings by email, were ratified:

21/158.1.1 To purchase four branded pull up signs.

21/158.1.2 To authorise the purchase of a laptop through Swim England for use by Emma Winter.

21/159

Finance

21/159.1 Budget Reports

21/159.1 The October Budget Reports for the Company had been circulated with the agenda.

21/159.2 In response to a query regarding the 'less donation', raised by IM by email, KB had reported that the report was attempting to show a "true" surplus or deficit in 2021. As the income this year included the assets of the unincorporated association, on paper a considerable surplus would be reported, which would not be representative. Having a figure with the donation of the assets removed gives a more accurate picture.

21/159.3 EW laptop should be costed to 'Management Miscellaneous' when the invoice was received **(Action LB)**.

21/159.2 Bank Accounts – KB was progressing the application to open a CAF Account.

21/160

Report from Regional Manager

21/160.1 A report from the Regional Manager, circulated with the agenda, was noted. The following issues arose from discussion of the report:

21/160.2 IT – EW's laptop to be asset tagged as SEER property, printers were available in the storeroom if needed.

21/160.3 KB reported an issue arising from the uploading of information to the website, from staff using swimming.org addresses. It was agreed that:

- LB would send the relevant email to KB so that he could investigate the problem
- When information was uploaded it should be tested on the staff mobile phones

(Action LB)

21/160.4 The Board discussed the issue of coaches with qualifications from overseas. It was agreed that LB should ask Swim England to clarify the position with regard to insurance. **(Action LB)**

21/161

Plans from Leadership Groups

21/161.1 LB was working with Managers to support them in drafting their plans and budgets for 2022 and most were making good progress.

21/161.2 A recent email from the Disability Manager proposed a leadership meeting outside the required timescales. JW had contacted her about this issue but had received no response to date. **(Action LB)**

21/161.3 LB had drafted the development element of the Swimming Plan and would send this to the Swimming Manager. KB would contact him about the competition element. **(Action LB/KB)**

21/161.4 With regard to club development, LB was the budget holder for the Club Group and would submit a plan to include relevant courses. **(Action LB)**

21/162

Risk Management

21/162.1 The Board received a report on Risk Management, which included the first draft of a Risk Register.

21/162.2 After discussion, the proposed methodology was agreed.

21/162.3 It was agreed that JW should finalise the draft Risk Register and circulate it to the Board before the December meeting. **(Action JW)**

21/162.4 It was also agreed that the Risk Register should be shared with ARP and ROC, and that, the Risk Register should be a standing item for Board meetings so that, when appropriate, additional risks could be added, or changes made.

21/163**Regional Pins**

- 21/163.1 The Board discussed a report on Regional Pins.
- 21/163.2 After discussion, it was agreed that a similar report should be considered by the ROC at its next meeting. **(Action JW)**
- 21/163.3 LB would look at potential designs for a Regional Pin, based on the size of the current Gold Pin. **(Action LB)**

21/164**Future Meetings**

- 21/164.1 It was noted that the next meeting was scheduled for 8th December 2021.
- 21/164.2 The following dates had also been agreed: 12th January, 9th February, 9th March and 6th April 2022.