

Minutes of the Board of Directors
8th December 2021 at 9.30 am
By Zoom

Members Present:

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

Also present:

Leanne Brace (LB)	Regional Manager
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21/169		Apologies
	21/169.1	None, all were present. David Metcalf, who joined the meeting by telephone, left due to poor signal at the end of item 11 (minute 21/177).
21/170		Declarations of conflicts of interest
	21/170.1	None were declared.
21/171		Minutes
	21/171.1	The minutes of the meetings held on 10 th November 2021 and 30 th November 2021 were confirmed as correct records of those meetings.
21/172		Matters Arising
	21/172.1	A Matters Arising report, circulated with the agenda, was noted and further updates made at the meeting. The following issues were discussed:
		<u>21/157.1 Website Performance</u> – KB was dissatisfied with the explanation given to LB. Agreed that a meeting be arranged between KB and David Hutson. (Action LB)
		<u>21/161.2 –Disability Leadership Group</u> – Emma Winter was arranging meetings for January and April and, in future, would produce agendas and minutes.
21/173		Ratification of Decisions Taken Between the Meeting
	21/173.1	None.
21/174		Finance
	21/174.1	<u>Budget Reports</u>
		21/174.1 The Budget Reports for November had been circulated with the agenda and were noted.

		21/174.2 KB reported that the invoice for the pool hire for the Short Course Swimming Championships had now been received and was in line with the budget. The invoice for pool hire for the Masters Championships was outstanding. The invoice from Swim England for the staff recharge for November, had been received that morning.
	21/174.2	<u>Bank Accounts</u> – nothing further to report.
	21/174.3	<u>Medals</u> – The potential right off of old style medals was discussed. It was noted that there were inconsistent numbers for gold, silver and bronze, so were of limited use. It was agreed that: <ul style="list-style-type: none"> i) The old style ASA East Region medals be written off from the stock. ii) IM would establish whether the Diving Leadership Group would like to use the medals, without cost. LB would sent IM details of the numbers in stock. (Action LB/ IM) iii) If not required, the medals would be scrapped.
21/175		Plans and Budgets
	21/175.1	KB reported on the draft Management budget. This was approved.
	21/175.2	Following the discussions at the Regional Operations Committee, the Plans and Budgets submitted by the leadership groups were approved. It was noted that, due to the many uncertainties arising from COVID restrictions, the plans and budgets would need to be kept under review.
	21/175.3	Following approval of the plans and budgets, LB would collate the plans into one Operational Plan, JW would provide the text for swimming and masters, KB would work on the Sage codes. Staff would start to work on implementation plans for development activities. (Action LB/JW/KB)
	21/175.4	As there were some issues in the plans for Artistic, Open Water and Water Polo that needed further discussion, it was agreed that meetings with the relevant managers should be arranged for early in the New Year. LB would circulate possible dates to Directors to establish their availability, and arrange meetings. (Action LB)
21/176		Report from Regional Manager
	21/176.1	A report from the Regional Manager, circulated with the agenda, was noted. The following issues arose from discussion of the report:
	21/176.2	<u>ER Club Non Payment of Fees</u> – LB reported on the outstanding membership fees due from one club. It was agreed that the SE Membership Team should be asked for a list of clubs in debt from the current membership year, and that the matter be reviewed in February, together with information on renewals for 2022. (Action LB)
	21/176.3	<u>Information Commissioners Office</u> – LB reported receipt of a letter from the ICO.
		21/176.3.1. After discussion, it was agreed that the region was exempt from payment to the ICO, but that the Retention Policy should be reviewed in respect of the retention and disposal of data collected by the region.
		21/176.3.2 A revised Retention Policy would be brought to the January Board meeting. (Action LB)
	21/176.4	<u>Course Certification Uploads to Integra</u> – LB reported on delays in Swim England uploading evidence of Course attendance and passes on Integra.
		21/176.4.1 These delays, were significant, often relating to courses taken more than 6 months ago, and were causing issues in relation to SwimMark and would impact on evidence needed for 2022 Affiliation. LB had raised the issue with SE, and had been advised that the delays were due to the involvement of a variety of teams.

		21/176.4.2 DM reported that similar delays were being experienced in uploading certification for Swimming Officials, particularly for Contemporary Issues CPDs.
		21/176.4.3 After discussion, the Directors agreed that the explanation from Swim England was not acceptable. JW would raise the issue with George Wood, Director of Sport Development. (Action JW)
21/177		Issues Arising from the Regional Operations Committee
		The Board discussed the following matters arising from the previous evening's ROC.
	21/177.1	<u>Regional Pins</u>
		21/177.1.1 Regional Pins – LB showed a proposed design for the new regional pin. The Directors approved this.
		21/177.1.2 LB was to report further to the next Board meeting on costings and the proposed criteria. (Action LB)
	21/177.2	<u>Youth Advisory Panel</u> – LB to progress the proposals outlined in the report to the ROC. (Action LB)
	21/177.3	<u>Communication with the Members Forum</u> – the Directors discussed how the Members Forum could be kept engaged and informed. It was agreed that they should receive the Monthly Newsletter and that the Board report, sent to ROC should also be shared with the Members Forum. (Action LB/JW)
21/178		Risk Management
	21/178.1	JW would amend the Risk Register, taking on board comments made by ROC members, and would circulate a revised version to Directors.
	21/178.2	The agreed final draft would then be sent to the Chairman of ARP seeking comments of ARP members. (Action JW)
21/179		Governance
	21/179.1	The Board received a report on Governance in preparation for the AGM on 27 th April 2021. The following issues were discussed:
		21/179.1.1 <u>Review of Board membership in preparation for ACM</u> – The Directors discussed a suggestion by the Chairman that the Board should comprise 5 Directors – a Chairman, a Finance Director and three Member Elected Directors. Although there was general support for the suggestion, it was noted that it would involve an amendment to the Articles of Association at the AGM. It was agreed to return to this issue before papers were published for the AGM.
		21/179.1.2 <u>Terms of Reference for Nominations Committee</u> – Possible amendments to the Terms of Reference for the Nominations Committee were discussed. JW would check that the Terms of Reference were compatible with the Articles of Association and Regulations, and circulate a revised draft. (Action JW)
		21/179.1.3 <u>Timetable in preparation for the AGM</u> – The Board received a report on the proposed timetable leading to the AGM. Plans were agreed.
		21/179.1.4 <u>Elections</u> – It was agreed to discuss the plans and options for elections in more detail at the January meeting. In the meantime, JW would draft an article for the website and February Newsletter regarding elections for the Board. (Action JW)

		21/179.1.5 <u>Examination of Accounts</u> – KB had started work on the End of Year Accounts and would get the required information to the Examiners in January. Given that the Company had Charitable Status, it would be necessary to include additional information, for example Directors’ expenses, and to comply with money laundering requirements, it may be necessary for the Examiner to briefly join a Board Meeting to meet Directors.
	21/179.2	<u>Annual Reports</u> – Noting that this would be the first AGM of the new Company, the Board discussed options for the Annual Reports.
		21/179.2.1 <u>Trustees Report</u> - KB had circulated a template of a Trustees Report, which was approved. KB would continue to work on a first draft for the next Board meeting. The Trustees Report would include the Accounts. (Action KB)
		21/179.2.2 <u>Board Report</u> - JW would draft a Board Report, which would summarise the work of the Board over the past year. (Action JW)
		21/179.2.3 <u>Other Information</u> – it was agreed that it was not necessary to include the information on events and successes, included in the Annual Report of the former Association, as this was reported on the website and in the minutes of leadership groups.
	21/179.3	<u>Nominations Committee</u> – the Board discussed how the Nominations Committee could work given the number of appointments to be managed.
		21/179.3.1 It was agreed that a pool of members should be appointed, and Nominations Committees formed from the pool.
		21/179.3.2 It was noted that more than one Nominations Committee may be necessary to manage the task within the required timescale, and to avoid conflicts of interest. It was of course vital that a single committee dealt with individual posts.
		21/179.3.2 JW would write to ROC members and chairs of relevant committees asking whether they would be willing to be part of a pool. (Action JW)
21/180		Regional Chairs’ Meeting
		JW reported on the Regional Chairs’ meeting held on 29 th November 2021. The agenda for this meeting had been included with the Board papers and minutes would be circulated when received. (Action JW)
21/181		Future Meetings
	21/181.1	It was noted that the next meeting was scheduled for 12 th January 2022.
	21/181.2	The following dates were also agreed: 9 th February, 2 nd March (changed from 9 th March) and 6 th April 2022.