

Minutes of the Board of Directors
27th April 2022 at 8.15pm following on from the Annual General Meeting
By Zoom

Members Present:

Ian Cotton (IC)	Chairman
Keith Belton (KB)	Finance Director
Ian Mackenzie (IM)	Director
David Metcalf (DM)	Director

Others present:

Leanne Brace (LB)	Regional Manager
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22/50		Apologies
	22/50.1	No apologies were received.
22/51		Declarations of conflicts of interest
	22/51.1	None were declared.
22/52		Debrief from the Annual General Meeting
	22/52.1	President Elect- Due to the position being vacant, the Directors agreed to re-advertise the position over a four week period. LB to draft an advert to send to Directors for approval. (Action LB)
	22/52.2	Board of Directors vacancy- The Directors agreed to revisit this at a future Board meeting as there was no urgency to fill the post. (Action ALL)
22/53		Future Board Meetings
	22/53.1	It was agreed to trial future meetings for the second Tuesday evening of each month, via Zoom, commencing at 7.30pm. The next meeting to take place will be on 10 th May.
	22/53.2	IC will draft each agenda for each Board meeting. LB will draft a set of minutes each time.
22/54		Changes to be made
	22/54.1	The resignation of Joan Wheeler as a Director and Charity Trustee was noted. Companies House and the Charities Commission will be notified. Once the resignation has been processed Ian Cotton will be formally appointed as a Director and Charity Trustee. Companies House and the Charity Commission will be notified. (Action KB) . A number of areas were identified that required updating as a result of a changeover of Director and Chairman. LB would update the website, data storage areas, passwords, the

		Regional Emailer service, and Swim England. (Action LB)
	22/54.2	KB will change the Articles in accordance with the agreed changes from the Annual General Meeting, and send them to Companies House and the Charity Commission. The website version will be updated once this action is complete. (Action KB)
	22/54.3	There needs to be a change of signatories for the regional accounts. This will be covered at the next meeting.
	22/54.4	Terms of Office- Directors are to decide on their Terms of Office. This will be an agenda item for the next meeting. (Action IC)
22/55		Next Board meeting
	22/55.1	To be held on 10 th May at 7.30pm via Zoom.