

**Swim England East Region**  
**Minutes of the Annual General Meeting of the Members' Forum**  
**27<sup>th</sup> April 2022 by Zoom**

**Present (voting Members):**

**Members of the Members Forum:**

Lesley Cox-Smith	Bedfordshire ASA
Geraldine Metcalf	Bedfordshire ASA
Jo Stalley	Bedfordshire ASA
Darren Peck	Norfolk County ASA
Cheryl Rose	Norfolk County ASA
Tracey Spinner	Norfolk County ASA
Karen Woodhouse	Norfolk County ASA
Sharyn Bord	Swim England Cambridgeshire
Ian Knight	Swim England Cambridgeshire
Helen Stephens	Swim England Essex
Dean Walker	Swim England Essex
Andy Chapman	Swim England Hertfordshire
Louise Hughes	Swim England Hertfordshire
Simon Lever	Swim England Hertfordshire
Sheila Mackenzie	Swim England Hertfordshire
Jonn Sandon	Swim England Hertfordshire
Ian Cotton	Swim England Suffolk
John North	Swim England Suffolk
David Robinson	Swim England Suffolk
Chris Vinter	Swim England Suffolk

**Also present in a non-voting capacity:**

Paul Kendall	President and Open Water Manager
Joan Wheeler	Chairman
Keith Belton	Finance Director
Ian Mackenzie	Director
David Metcalf	Director and Swimming Officials' Manager

**Discipline Managers:**

Lottie Thompson	Diving Manager
Louise Mackie	Masters Manager
Tom Baster	Swimming Manager

**Staff:**

Leanne Brace	Regional Development Manager
Emma Winter	Regional Administrator

**22/01**

**Introductions, purpose of the meeting and voting arrangements**

- 22/01.1 The Chairman welcomed everyone to the meeting and gave a summary to the purpose of the meeting.

- 22/01.2 The Chairman clarified that only Members of the Members' Forum can vote at the Annual General Meeting (AGM). Due to the complexities of online voting, the region requests anyone who does not agree with a recommendation, or has something to note, to do so by unmuting and stating so, at the relevant point highlighted by the Chairman.
- 22/02 Apologies for absence**
- 22/02.1 No apologies were received and no proxies were requested.
- 22/03 Declarations of Conflicts of Interest**
- 22/03.1 None were received.
- 22/04 Minutes**
- 22/04.1 The minutes of the General Meeting 22<sup>nd</sup> April 2021 were accepted as a true record. There were no questions raised.
- 22/05 Annual Report and Accounts**
- 22/05.1 An unsigned version of the Annual Report and Accounts had been circulated prior to the meeting on 19<sup>th</sup> April. The Chairman confirmed these had now been signed.
- 22/05.2 The Chairman explained that the new format of the Annual Report and Accounts is significantly different to previous years, and that it is due to the Incorporated Company requirements.
- 22/05.3 Presenting the accounts, Keith Belton, Finance Director, provided some disclosure on the Annual Report and Accounts. He reported the large surplus showing in the accounts was primarily from a transfer from the old company.
- 22/05.4 The Finance Director confirmed the regional membership figures held up well during 2020, despite the pandemic. A lot of delivery was still able to take place, albeit online. This resulted in reduced spend during the year, with a small reduction in income.
- 22/05.5 A question was asked on the dates within the accounts, as they began from 6<sup>th</sup> October 2020. Keith Belton clarified that the company was created on 6<sup>th</sup> October, but sat dormant until 1<sup>st</sup> January 2021. The accounts therefore needed to reflect this. The 2023 accounts will appear as the calendar year.
- 22/05.6 The Annual Report and Accounts for Swim England East Region from 1st January to 31st December 2021 were approved by a vote.
- 22/06 Proposed amendments to the Articles of Association**
- 22/06.1 The Chairman presented a report on the recommendations from the Directors to amend the Articles of Association, which had been circulated with the Agenda. The Chairman reported that the main recommendation was related to paragraph 13.2.3 of the Articles, and was to allow the possibility of the region having up to five Directors, rather than four. Other amendments included the adding of the regional Charity Number, and a change to the footer date.

22/06.2 The special resolution was passed by a vote.

## **22/07 Elections**

22/07.1 A report on elections for the Annual General Meeting had been circulated with the papers for the meeting.

22/07.2 The report contained a recommendation from the Nominations Committee that Ian Cotton be elected as Chairman of the Board of Directors. This recommendation was approved by a vote.

22/07.3 Also within the report was a recommendation from the Nominations Committee that Keith Belton be elected as Finance Director. This recommendation was approved by a vote.

22/07.4 The Members' Forum was asked to note the election of Ian Mackenzie and David Metcalf as Member Nominated Directors as there was an equal number of nominations to positions available, and the candidates were deemed suitable by the Nominations Committee. This election was noted.

22/07.5 The report confirmed the Nominations Committee wishes to recommend Helen Stephens be appointed as President until April 2023. This was approved by a vote.

22/07.6 It was noted there were no nominations for President Elect within the allocated timeframe and the Board of Directors will therefore look at advertising again.

22/07.7 Three nominations were received for two positions of Regional Operations Committee Elected Members. However, the report confirmed the receipt of Ian Cotton's nomination for Chairman of the Board of Directors, then created an extra Elected member vacancy on the Regional Operations Committee. The Nominations Committee is satisfied all candidates meet the Person Specification and is pleased to recommend Sheila Mackenzie, Helen Stephens, and Lottie Thompson as members of the Regional Operations Committee. This was approved by a vote.

22/07.8 The report concluded with detail on the Swim England Members' Forum roles. Nine roles were advertised with eleven nominations received. Two of the three nominations were later withdrawn, and the Nominations Committee therefore recommend the appointment of David Robinson to the Swim England Members' Forum. This recommendation was approved by a vote.

## **22/08 Appointment of the Independent Examiners**

22/08.1 The Chairman reported that the Management Board has proposed the existing examiners, Hastings Wade, to continue for the year 2022/23 as the financial examiners. This was approved by a vote.

## **22/09 Regional Awards**

- 22/09.1 Paul Kendall, Regional President, provided the meeting with the history of the Jeff Cook Salver Award, and subsequently announced that the winner of the Jeff Cook Salver for 2022 was Tom Baster. Paul read out the nomination and thanked Tom for his services to the sport.
- 22/09.2 The Regional President introduced the new Regional Pin which is awarded to individuals that have given service to the region. It has replaced the former Silver Pin. Nominations for this award were received from regional committees and leadership groups.

Recipients of the Regional Pin were;

Tom Baster	Sheila Mackenzie
Keith Belton	David Metcalf
Sharyn Bord	Gerry Metcalf
Dave Champion	Stewart Murray
Ian Cotton	David Robinson
Chris Galer	Ian Rollinson
Simon Gee	Jo Stalley
Jacqui Kendall	Lottie Thompson
Paul Kendall	Dean Walker
Simon Lever	Joan Wheeler
Ian Mackenzie	Chris Vinter

- 22/09.3 The winners were thanked for the time they have given to the sport.

## 22/10

### Report by the President

- 22/10.1 The outgoing President Paul Kendall, reported on his term of office. Paul reported to the meeting that he had been fortunate to see multiple disciplines compete at a variety of competitions during his term in office. He had congratulated athletes on multiple records broken throughout the year, and thanked clubs, teams, the families of our athletes, and staff for all they have contributed to the sport.
- 22/10.2 The Chairman thanked Paul for his services to the Region.

## 22/11

### Closing remarks by the Chairman

- 22/11.1 The Chairman thanked the Members for attending the meeting.
- 22/11.2 The outgoing Chairman, Joan Wheeler, with her closing remarks, thanked the volunteers in the region for providing a great service at our events, and mentioned the great respect she has for them and the counties. Joan followed this by thanking Paul Kendall for his services as the President, and wished Helen every success in her coming term as President. Joan also thanked the coaches for their hard work in the clubs, and the regional staff and officers who deliver high quality services.
- 22/11.3 David Metcalf, Director, then thanked Joan on behalf of the staff, volunteers, athletes, and coaches, for all the hard work, dedication, and her valuable free time that she has given to the region since she joined us.
- 22/11.4 The meeting closed at 8.15pm.

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