

SWIM ENGLAND - NORTH EAST REGION

President – Stuart Walker

Minutes of the Sixty-Sixth Meeting of the North East Region Management Board Held on Tuesday 15th January 2019 at the Grange Park Sports Club at 6 p.m.

Present: D. Watson (Chairman); R. Gordon (Finance Manager); D. Alexander, J. Foster, C. Halliday, H. Leighton, R. Perrell, S. Prasad, B. Saunders, S. Walker, R. Wardle

In Attendance: L. Lill, D. Parry, D. Ramm, L. Tjaguns

Apologies: K. Smith

790 Welcome and Apologies

790.1 The Chairman welcomed members to the meeting.

791 Declaration of Interest

790.1 Members were asked to declare any interest as and when this arose during the meeting.

792 Minutes of the Sixty-Fifth Meeting

792.1 Agreed as an accurate record.

793 Matters Arising from the Minutes

793.1 782.1 - NER Welfare Officer. Chris Halliday reported one issue which had arisen at the NER Championships in Sheffield but this had been dealt with by the Yorkshire Welfare Officer. Reference was made to the query previously received. It was thought to have been from a member of the City of Leeds SC but on checking it was from Michelle Wood (Aqua Force Swimming Academy Hartlepool) who wished to be considered for the role of NER Welfare Officer. It was agreed that D. Watson would contact Michelle to offer her the position of Deputy Welfare Officer.

793.2 783.2 – Policy for technical officials' expenses. L. Tjaguns to email K. Smith to request policy.

793.3 785.1 – Swim England Open Water Working Party – R. Gordon attended the meeting. Discussion took place regarding the fact that the Region could organise open water development days and training days. There is also the possibility to work with canoe and triathlon clubs in the Region. Open Water to be added to the agenda for future staff development team meetings and Sharon Lock to be invited. The Regional Office to promote via newsletter and website to see if anyone is interested in being involved in the open water working party.

793.4 788.3 – Financial Year. It was decided to discuss whether to change the NE Region financial year when the Sub-Committee meet to consider Incorporation.

794 Report of the Regional Finance Manager

794.1 R. Gordon reported that the financial report up to December 2018 is within budget. Professional staff fees are still to be paid. B. Saunders queried whether any expenses were missing from the Swimming budget as there was a £32,000 surplus. R. Gordon explained that there was a surplus due to the Championships streaming. R. Gordon would recommend to continue with the streaming in future.

R. Gordon made the following proposals:-

- Recommend an increase of the licence fee by £0.05 per entry for Level 1-3 Events. It was agreed to email this recommendation to D. Watson, who

would then take this to the next Chairs Meeting to formally propose to Jane Nickerson. (B. Saunders proposed a 25p increase in the entry fee. It was agreed to bring this to a future Board meeting when the implications were more fully understood and there was a rationale for any increase.)

- Contribution for Water Polo Academy £50.00. This was agreed by Board Members for each swimmer who attends the Academy.
- Diving entry fee £10.00 per event. This was agreed by Board Members to be implemented from 1st April 2019.
- Review Entry Fee for Masters. D. Alexander advised that medal costs are very high for the Masters Championships. There is no charge for 60+ swimmers and some discussion took place regarding this. It was agreed that the age adjusted procedure was to remain. B. Saunders and D. Alexander to review and this topic is to be discussed at the next meeting. D. Ramm had discussed with Sharon Lock the Masters representative vacancy. It was agreed that this should be put out to advert.

795 Regional Business Plan

- 795.1 D. Parry explained that the Business Plan report had focussed on priorities for the Region. A number of Level 1 and Level 2 coach education courses had been held, some of which had received financial assistance from discipline budgets. There is to be a Regional Coaches Conference on 17/3/19 supported by Swim England Talent Team. Two Young Leader Development Days are taking place in January 2019 in Castleford and Middlesbrough. A total of 90 applicants will be attending. Both Regional and County Swim Camps are being scheduled for the coming year. The Team are looking at opportunities for para swimming. Budgets for the next financial year will be discussed with discipline managers. R. Gordon advised these need to be finalised before the end of the financial year.

L. Lill and R. Gordon have had discussions with Park View Academy. Their recent request to affiliate to the NE Region has been withdrawn. Discussions are currently taking place with the Academy and also the Sports Centre.

Sarah Small will return from maternity leave in June 2019.

796 Incorporation

- 796.1 Rhona Still from Richardson Howarth attended the meeting. She explained that her company had been commissioned to go through the Incorporation procedure and wanted to bring the Board Members up to speed on progress so far. The aim is to establish a legal entity and the North East is the first region to go through this process. The company has looked at the structure and business plan of the NE Region and has had 2 meetings with staff members to date. A draft report has gone out to Board Members but this needs some amending. The Swim England model has been used and this has been related to the NE Region development plan.

Work has already started on Incorporation. Draft articles have been produced and these have been sent to the Sub-Committee for their information. These will need to be discussed and amended. Swim England North East Region has already been registered as a company limited by guarantee.

A special general meeting will need to be held and if the membership approve then Incorporation can go ahead. The Incorporation would come into effect in September at the ACM. Swim England to be informed at each stage of the Region's intended Incorporation.

A transfer plan will need to be made in order to dissolve the association as it currently stands and the need to transfer assets.

Both Yorkshire SA and Northumberland & Durham SA are holding Board Meetings in

the near future and the NE Region progress in respect of Incorporation can be mentioned at both meetings.

If Board Members have any comments in respect of the draft business plan they can submit these to the Regional Office.

- It was proposed that within the next 2 weeks a date would be confirmed for the special general meeting. This is to be held during the NER Championships at the end of May/beginning of June in either Leeds or Sheffield. This would hopefully attract more members to attend and reach the quorum required. All agreed.
- The Sub-Committee to meet within the next 2 weeks to discuss the draft articles.
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797 Workforce/Volunteer Coordinators – North East

797.1 Claire Coleman, Head of Volunteering & Pathways, contacted the Regional Office to ask if the Region would be happy to support a small project which they were running. This was to circulate a short questionnaire to 14 volunteer/workforce co-ordinators in the NE Region. All agreed.

Board Members agreed that the Workforce Co-ordinator role in the Region should be shared between the regional professional staff.

798 NER Affiliation Fees

Boldon CA sent an email to the Regional Office re the membership fee structure, requesting the fee be reduced if joining after 1st October. Some discussion took place and the conclusion was that the Regional decision should remain. R. Gordon to reply to Boldon CA and inform that this has been discussed.

799 Other Items for Information

799.1 None.

800 Any Other Business

800.1 R. Gordon explained that Synchronised Swimming required a compulsory purchase on awards, when going through the grades. The national fee is £15. The NE Region receives a £829 bill to purchase these awards which is deducted from the Synchronised Swimming budget. It was felt this was a high charge to the Regions. D. Watson to take to Chairs meeting.

801 Next Meeting

Tuesday 9th April 2019 at 6.00.p.m. – Darlington Regional Office.

ACTION POINTS	PERSON RESPONSIBLE
793.1 – NER Welfare Officer. D. Watson to contact Michelle Wood (Aqua Force Swimming Academy Hartlepool) to offer her the position of Deputy Welfare Officer.	DW
783.2 – L. Tjaguns to email K. Smith re policy for technical officials' expenses.	LT
785.1 - Swim England Open Water Working Party. The Regional Office to contact clubs and promote on website to see if anyone is interested in being involved in the open water working party. Open Water to be added to the agenda for future staff development team meetings.	LT Staff Development Team
794.1 - Increase the licence fee by £0.05 per entry for Level 1-3 Events. It was agreed to email this recommendation to D. Watson, who would then take to the next Chairs Meeting	DW
794.1 - Review Entry Fee for Masters. B. Saunders and D. Alexander to review and this topic to be discussed at next meeting. D. Ramm had discussed with Sharon Lock the Masters representative vacancy. It was agreed that this should be put out to advert.	B.S./D.A.
796.1 – Incorporation. Special General Meeting date to be set. Sub-Committee to meet.	
Workforce/Volunteer Co-ordinators North East. To inform Claire Coleman this has been agreed.	LT
NER affiliation fees – R. Gordon to reply to Boldon CA.	RG
Synchronised Swimming Grade Awards – D. Watson to take to Chairs Meeting.	DW