



Swim England Hertfordshire

(County Association of Swim England East Region)

President Mr Tom Brennan

Minutes of the Management Board Meeting

4th July 2019 – Welwyn Parish Centre

Present:

Board members

Mrs Jean Cook (JC)	Chairman
Mrs Jackie Harvey (JH)	
Mr Simon Lever (SL)	Finance Officer
Mr Ian Mackenzie (IM)	
Mrs Sheila Mackenzie (SM)	Secretary
Mr Jonathan Pope (JP)	
Mr Jonn Sandon (JW)	
Mr Bryan Thompson (BT)	

19/38 **Welcome and introduction**

19/38.1 The Chairman welcomed everyone and thanked them for attending.

19/39 **Apologies**

19/39.1 The President, Tom Brennan, was unable to attend as he had a previous engagement.

19/40 **Declaration of conflict of interest**

19/40.1 No conflict of interest was declared at this point.

19/41 **Minutes of the meeting on 4th April 2019**

19/41.1 The minutes were accepted as a true record.

19/42 **Matters arising from the minutes**

19/42.1 Actions are completed, or an agenda item, or as shown below.

19/42.2 Minute 19/22.3 Audit for GDPR – who needs data, and for what reason. Policies to be put in place about information collected and the length of time the information is retained - *On-going*

MBAG

19/42.3 Minute 19/22.4 Information regarding the roles of members of the Management Board and committee members will be provided on the website - *ongoing*

JC

19/42.4 Minute 19/22.5 Cost of County Swimming Championships: Deposit paid to The Venue, Borehamwood for 2020 Championships.

19/42.5 Minute 19/22.6 Terms of reference for the Synchronised Swimming Committee
on-going

SM

19/42.6 Minute 19/34.1 and Minute 19/34.2 Website – on-going difficulties with uploading, but webmaster will load items. Webmaster to be asked about webinar facility.

JP

19/42.7 Minute 19/36.1 Website links for medals and shirts – *on-going*

BT

19/43 **Ratification of items agreed, via email, since the last Board meeting**

19/43.1 The Annual Accounts for the year to 31st March 2019, were agreed by email, and were ratified. .

19/44 **Correspondence**

19/44.1 Graham Huggett has resigned from the Management Board and the swimming committee owing to a change in his work shift patterns which make it impossible for him to attend evening meetings.

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- 19/44.2 Murray Devine has decided to resign from the Management Board for personal reasons. It was gratefully noted that Murray is prepared to continue to oversee the county colours process for the county. JC has written to Murray to thank him for his work for the county during his time as a Management Board member.
- 19/44.3 The county and its clubs have received notification of the Swim England East Region Annual Council Meeting which will be held on 14th September 2019. SM will attend as a member of the Regional Management Board, but two delegates from the county can also attend. The President will be asked to be there, and SL will possibly be the other delegate. There was notification of the awards to be made, and advice of the posts for which elections are to be held. Nomination forms are available on the website. Also available, on the website, is the Annual Report.
- 19/44.4 Swim England had contacted SM, via the regional office, regarding a request from a new volunteer who wanted to get involved with a club. SM had passed the volunteer's details to Verulam ASC, as the club had mentioned, to BT at a forum, some difficulties in recruiting volunteers, and the enquirer was based in St Albans.
- 19/44.5 SM had arranged the provision of Age-Group medals for Hertfordshire athletes at the Swim England East Region Synchronised Swimming Age-Group competition on 22nd June 2019.
- 19/44.6 Alexandra Belson, the county diving manager, had requested the provision of medals for a county diving competition. The request was received only ten days before the competition date, and while SM was out of the country. No medals could therefore be provided at this short notice.
- 19/44.7 Notification had been received regarding a change in club secretary at Tring ASC.
- 19/45 Finance**
- 19/45.1 A report was received, giving a summary of bank balances as at 23rd June 2019.
- 19/45.2 IM commented on part of the Finance Officer's report which was presented to the Annual Council Meeting. He felt that the amount attributed as the cost of branding was misrepresented and misleading. Swim England had paid for the actual branding, and the cost incurred by the county to change to the new name was minimal, as the county required new stocks of medals and shirts anyway, and there is now stock held. There was indeed an 'extra' cost this year in providing new shirts to all the officials, because of the name change, but medal and shirt stocks would have been purchased anyway this year. The old medals had also been used at the County Swimming Championships, so there was minimal wastage. IM's comments were duly noted.
- 19/46 Management Board Advisory Group (MBAG)**
- 19/46.1 The minutes of the meeting on 26th June 2019 were received and noted.
- 19/47 Annual Council Meeting 2019 – matters arising**
- 19/47.1 It was felt that making the long service awards and the county colours awards at the Annual Council Meeting had been successful.
- 19/47.2 BT asked for consideration of the introduction of a Coach of the Year Award. This award is already available through the regional and national awards scheme however, and it is already possible for a coach to be nominated for the Roy Rogers Memorial Trophy, so this idea will not be pursued.
- 19/47.3 Following the Annual Council Meeting, Andy Chapman (Stevenage SC) expressed an interest in joining the Management Board and the swimming committee. He was introduced to BT with the view to joining the swimming committee, and a nomination form for the Management Board was sent to Andy.
- 19/48 Swim England Hertfordshire committee membership**
- 19/48.1 **Disability committee:** Jackie Harvey (Manager), Ros Cramp, Murray Devine, Ian Mackenzie and Janet Warrington.
- 19/48.2 **Diving committee:** Alex Belson (Manager), Derek Beaumont and Roger Page

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- 19/48.3 **Club Development Group:** Vacancy for Manager, Karen Huckle, Ian Mackenzie, Jonathan Pope, Helena Pretious-White and Nicola Rix
- 19/48.4 **Swimming committee:** Bryan Thompson (Manager), Anna Baker, Andy Chapman, Karen Huckle, Louise Hughes, Ian Mackenzie, Graeme Riley and Janet Warrington
- 19/48.5 **Synchronised swimming committee:** Tom Brennan (Manager) and one representative from each of the five synchronised swimming clubs
- 19/48.6 **Water polo committee:** Peter Mole overseeing the discipline No manager and no committee
- 19/48.7 **Emergency committee –** the members of the Management Board Advisory Group:- Jean Cook, Simon Lever, Ian Mackenzie and Sheila Mackenzie

19/49 Swim England Hertfordshire appointed roles

- 19/49.1 **Custodians -** appointed for life, and confirmed as:- Grant Chivers, Bryan Thompson and Ian Mackenzie
- 19/49.2 **Storage unit keyholders:** Grant Chivers, Ian Mackenzie, Jonn Sandon and Bryan Thompson
- 19/49.3 **County colours co-ordinator:** Murray Devine
- 19/49.4 **Long service awards co-ordinator:** Jonathan Pope
- 19/49.5 **Swimming records:** Graeme Riley
- 19/49.6 **Shirts – officials and competitors:** Jackie Harvey

19/50 County representatives to Swim England East Region committees

- 19/50.1 **Representatives to Swim England East Region committees:**
 - Diving:** Vacant
 - Disability:** Ian Mackenzie
 - Management Board** Sheila Mackenzie
 - Masters;** Louise Hughes
 - Open water:** Janet Warrington
 - Swimming:** Bryan Thompson (interim)
 - Swimming officials:** Jonathan Pope
 - Synchronised swimming:** Tom Brennan
 - Water polo:** Peter Mole

19/51 Minutes of the committees

- 19/51.1 Club Development Group (CDG): No scheduled meetings since April
- 19/51.2 Disability committee: No scheduled meeting since April
- 19/51.3 Diving committee: No meetings held since January 2018
- 19/51.4 Swimming committee: Minutes for the meeting on 20.6.19 are not yet available.
- 19/51.5 Synchronised swimming committee: The minutes of the meeting on 22.5.19 were received and noted.
- 19/51.6 Water polo: No committee

19/52 Diving

- 19/52.1 The diving committee has not met formally since January 2018, and the diving manager now lives out of the county and does not coach in the county. It was felt that this was in no way ideal.
- 19/52.2 There was continued concern about diving competitions being run as county events, but with virtually no reporting and liaison with the county regarding conditions and organisation etc.
- 19/52.3 SL reported that Ben Roberts had asked for re-imburement for the engraving of county trophies.
- 19/52.4 IM said that diving events were actually run well in the region, and Derek Beaumont was a specialist member of the regional diving committee. However, there was no Swim England Hertfordshire

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representative, as the county diving manager, who had previously attended as the county representative, had resigned from that role.

19/52.5 There was a great concern about the lack of governance of the county committee in not holding meetings and not being transparent and proactively reporting to the Management Board on competitions, being run on behalf of the county. The Management Board were also concerned about whether there was any development of athletes, coaches and officials being delivered, as there was no reporting.

19/52.6 It was decided that room bookings for diving committee meetings will be cancelled.

IM

19/53 President Elect

19/53.1 A President Elect for 2019-2020 is needed. Suggestions for potential candidates will be welcomed by JC.

ALL

19/54 County colours

19/54.1 SM will remind the discipline managers that their recommendations for county colours need to appear in the discipline's meeting minutes, so that the award can be agreed by the Management Board.

SM

19/54.2 Murray Devine will be advised, following a Management Board meeting, of any county colours agreed at the meeting. The agreement of a county colour award will be recorded in the minutes

19/54.3 The discipline managers will also be reminded to note any achievements by athletes in their discipline during the year, so that potential recipients for county colours and the Wilkinson Sword award can be identified and presented at the next Annual Council Meeting.

SM

19/55 Hertfordshire Aquatics Group

19/55.1 BT gave an update on the project, and advised of possible useful links with the building trade.

19/55.2 There is still positivity, and the volunteer advisors are still working towards achieving the best possible, deliverable and sustainable facility, within the financial parameters.

19/55.3 A link from the Swim England Hertfordshire website will be used to provide monthly updates on progress on the project.

BT

19/56 Report from the Swim England East Region Representative

19/56.1 The Swim England East Region Management Board met on 9th June 2019. No Hertfordshire representative was present – as no-one could be found to substitute for SM who was on holiday.

19/56.2 The regional fees for category two members will increase to £6 in the next membership year.

19/56.3 The Swim England East Region awards are open for nominations, and the awards will be made at the Annual Council Meeting on 14th September 2019.

19/56.4 Swim England East Region are proposing to make a loan to Swim England of circa £40K. This will provide a much higher rate of interest for this money which currently receives only minimal interest. Constitutional changes will need to be made at the Annual Council Meeting in order for the loan to proceed.

19/56.5 The Swim England East Region Swimming Championships took place on two weekends in May. Athletes from the county took part, and Hertfordshire athletes were among the finalists and medallists.

19/56.6 The Swim England Hertfordshire Synchronised Swimming Age-Group competition took place within the regional competition on 22nd June 2019 – see minute 19/44.5

19/56.7 The Swim England Hertfordshire Open Water Championships will take place on 21st July 2019 within the regional championships.

19/56.8 The Regional Inter-County competition is scheduled for 7th July 2019.

19/56.9 Unfortunately, the Swim England East Region Para Swimming event on 16th June 2019 was cancelled because of low entries.

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19/57 Any other business

19/57.1 None

19/58 Next meeting

19/58.1 The next meeting of the Swim England Hertfordshire Management Board will be on 10th October 2019 at 8pm at the Parish Centre, Welwyn.