



Swim England Hertfordshire

(County Association of Swim England East Region)

President Mr Tom Brennan

Minutes of the Management Board Meeting

30th January 2020 – 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)	

20/01 Welcome

20/01.1 The Chairman welcomed everyone to the first meeting of the new year.

20/02 Apologies

20/02.1 Apologies were received from Andy Chapman, Nicola Rix, the President, Tom Brennan, and the Diving Manager, Alex Belson.

20/03 Declaration of conflict of interest

20/03.1 No conflict of interest was declared at this point.

20/04 Minutes of the meeting on 10th October 2019

20/04.1 The minutes were accepted as a true record.

20/05 Matters arising from the minutes

20/05.1 Actions are completed, or an agenda item, or as shown below.

20/05.2 Minute 19/64.2 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, SL working on documents. There is a privacy policy on the county website.*

MBAG

20/05.3 Minute 19/64.3 Information regarding the roles of members of the Management Board and committee members will be provided on the website - *ongoing*

JC

20/05.4 Minute 19/74.3 Certificates for volunteers: SL had investigated, but the organisation had stopped trading. There was also some discussion on the provision of certificates for officials at the county championships. This will not be pursued.

20/06 Ratification of items agreed, via email, since the last Board meeting

20/06.1 The awarding of full colours to Michael Klimaszewski was agreed, and here ratified.

Full colours were presented to Michael Klimaszewski in January at the County Swimming Championships and Age-Groups 2020. The colours were awarded in recognition of Michael's call-up for the Swim England Junior Squad heading to Nice in February for the Golden Tour.

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20/07 Correspondence

- 20/07.1 Correspondence had been received regarding diving – see minute 20/11 below.
- 20/07.2 The Essex County ASA Dinner which the county President, Tom Brennan, was to attend, on 15th November 2019, was cancelled.
- 20/07.3 The Swim England Annual Return for the county has been completed.
- 20/07.4 Medals were provided to Peter Mole for the winners of the Hertfordshire & District Water Polo League. IM has also been in correspondence regarding the possible need to upgrade the timing clocks.
- 20/07.5 SM passed on information regarding the diagnosis of health issues of one of the county's past presidents.
- 20/07.6 As usual, Christmas cards were sent to the past presidents of the county who are no longer actively involved in aquatics in the county. Difficulties in establishing a new home address meant that the card to George Kent could not be sent. Christmas greetings were received by the county from Stan Freeman, and Nell Stinton.
- 20/07.7 The Swim England, Regional and County fees for 2020 have been advised.
- 20/07.8 In response to a request by Leanne Brace, the Swim England East Region Development Manager, SM has forwarded a link which provides access to the county constitution, a copy of which was required for the regional records.

20/08 Finance

- 20/08.1 A report was received, giving a summary of bank balances as at 31st December 2019. SL gave an update on the accounts to date.
- 20/08.2 The need to update the expenses claim form was raised. The mileage rate was discussed. A rate of 25p per mile was proposed for volunteers at county licensed galas. SL will produce a new form. SL will also produce an expenses policy document to be considered at the next Management Board meeting, **SL**
- 20/08.3 JH raised the issue in the decrease in the bank balances over the years, asking what is being done to address this. SL replied that, for this year, there had been an increase in entry fees for the county swimming championships, and that increasing capitation fees could be considered, if necessary, in the future.

20/09 Management Board Advisory Group (MBAG)

- 20/09.1 The minutes of the meeting on 20.1.20 were received and noted.
- 20/09.2 Minute 20/12.2 A document providing the criteria for the awarding of county colours will be added to the website. Murray Devine is to be asked to produce a document for uploading. **SM**

20/10 Minutes of the committees

- 20/10.1 Club Development Group (CDG): No outstanding minutes
- 20/10.2 Disability committee: Minutes of the meeting on 16.10.19 were received and noted.
- 20/10.3 Disability committee: Minutes for the meeting on 15.1.20 were not yet available
- JH reported that a Special Olympics gala is scheduled for March at Hertfordshire Sports Village. JH reported further on the lack of classifiers. Two classification opportunities had been cancelled in the last 12 months. The classification scheduled for the Development Weekend in February will not now be possible. A classification team is being trained at present. JH is to be contacted regarding a blind swimmer at Verulam ASC.
- 20/10.4 Diving committee: Committee suspended
- 20/10.5 Swimming committee: Minutes for the meeting on 7.11.19 were received and noted.
- BT advised of his proposal to restructure the swimming committee and assign roles to the members in order to spread the workload. BT further advised that a job specification has been sent out for team managers for the inter-county teams. Although there are high numbers of team managers in the county, no-one is stepping forward to fill the roles required for the county team competitions. The withdrawal of

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the county teams could be the outcome if no volunteers are found.

20/10.6 Synchronised swimming committee: Minutes of the meeting on 14.1.20 were received and noted.

It was disappointing that only two clubs were represented at the meeting, but it was noted that all clubs are still involved in the development and the competitions being run in the region.

20/10.7 Water polo: No committee

20/11 Diving committee

20/11.1 SM had written to the diving manager, Alex Belson, following the last Management Board meeting, advising her of the decision of the Management Board with regard to the diving committee and the county diving events. The responses of Alex Belson and Roger Page, a member of the diving committee, were provided to the Board.

20/11.2 Alex Belson had been invited to attend this meeting, but had replied that she was not able to attend.

20/11.3 The Management Board upheld the decision made at the October meeting, that:-

The Swim England Hertfordshire diving committee will be suspended. The county championships results will be established via the regional championships, as is the case for the disciplines of synchronised swimming and open water.

A stand-alone county diving event will not take place.

SM

SM will write to the diving manager.

20/12 President Elect

20/12.1 A President Elect for 2019-2020 is needed. JC will contact a suggested, possible candidate.

JC

20/13 County colours

20/13.1 Agreed county half-colours for swimming were presented in January at the County Swimming Championships and Age-Groups 2020. These were for athletes who represented the county at the National Inter-County Team Championships in October 2019.

20/13.2 Agreed county colours for disability were presented to Mark Evens (Hitchin SC) in January at the County Swimming Championships and Age-Groups 2020. This was in recognition of a world record swim, as part of the GB team, at the 5th European Down Syndrome Swimming Championships.

20/13.3 Agreed county colours for diving are ready to be presented to the athletes at a suitable opportunity.

20/14 Hertfordshire Aquatics Group

20/14.1 BT reported that there was a change of contact for one of the parties involved in the project.

20/14.2 There is still positivity about the project, and the volunteer advisors are still working towards achieving the best possible, deliverable and sustainable facility, within the financial parameters. However, there is a degree of frustration about the slowness of progress.

20/14.3 A meeting with various parties is scheduled for June, and it is hoped that positive progress in resolving issues will be made before then, so that decisions can be made to take the project forward.

20/14.4 One of the directors of the Hertfordshire Aquatics company is no longer a member of the Management Board, and it was decided that BT would contact Graham Huggett with a view to him standing down as a director. It was decided that a replacement would not be appointed, the number of directors to now be three – Bryan Thompson, Ian Mackenzie and Simon Lever.

BT

20/15 Report from the Swim England East Region Representative

20/15.1 At the Swim England Annual General Meeting on 12th October 2019, Ian Mackenzie was inaugurated as the Swim England President. He will hold that office until May 2021.

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- 20/15.2 Athletes from Swim England Hertfordshire competed at the Swim England East Region Short Course Championships in November 2019.
- 20/15.3 At the Swim England National Awards 2019, on 30th November, Nathan Hughes (Hatfield SC) received the Talent Athlete of the Year award for the discipline of open water.
- 20/15.4 The Swim England East Region Management Board met on 15th December 2019.
- There was consideration of the moving of the regional financial year to 31st December, in line with the change made by Swim England. A proposal will be taken to the regional Annual Council Meeting in September 2020.
- The region is considering incorporation.

20/16 Any other business

- 20/16.1 It was noted that Derek Beaumont (Beaumont Diving Academy) had been recognised for his many years of dedication and commitment to diving, with a Lifetime Service Award from British Swimming.

20/17 Next meeting

- 20/17.1 The next meeting of the Swim England Hertfordshire Management Board will be on Thursday 2nd April 2020 at 8pm at the Parish Centre, Welwyn.