



Swim England Hertfordshire

(County Association of Swim England East Region)
President Mr Tom Brennan

Minutes of the Management Board Meeting

15th October 2020 – online, via Zoom

Present:

Board members

Mr Gareth Harper (GH)
Mr Jonathan Hart-Smith (JH-S)
Miss Louise Hughes (LH)
Mr Simon Lever (SL) Finance Officer
Mr Ian Mackenzie (IM)
Mrs Sheila Mackenzie (SM) Secretary
Mr Jonathan Pope (JP)
Mr Jonn Sandon (JS)

20/54 Welcome

20/54.1 In the absence of the Chairman of the Management Board, it was unanimously agreed that Simon Lever, the Finance Officer, would chair the meeting.

Jonathan Hart-Smith was welcomed to his first Management Board meeting.

20/55 Apologies

20/55.1 Apologies were received from the Chairman of the Management Board, Bryan Thompson. Nicola Rix tried unsuccessfully to join the meeting by phone. Jackie Harvey sent apologies later in the evening after the meeting.

20/56 Declaration of conflict of interest

20/56.1 No conflict of interest was declared at this point.

20/57 Minutes of the meeting on 9th July 2020

20/57.1 The minutes were accepted as a true record.

20/58 Matters arising from the minutes

20/58.1 Actions are completed, or an agenda item, or as shown below.

20/58.2 Minute 20/39.2 A document providing the criteria for the awarding of county colours will be added to the website. Murray Devine (MD) is to be asked to produce a document for uploading. A spreadsheet of awardees will also be produced – *ongoing*

IM/MD

20/58.3 Minute 20/39.3 Expenses form - *ongoing*

SL

20/58.4 Minute 20/39.4 Terms of Reference for all county committee managers are to be put in place, so that their duties and responsibilities are clearly defined – *ongoing*

SM

20/58.5 Minute 20/39.5 President Elect 2020-2021 – *still to be appointed*

ALL

20/58.6 Minute 20/44.3 Wilkinson sword keepers – *still to be purchased*

BT

20/58.7 Minute 20/44.4 Wilkinson Sword keepers – *still to be presented*

TB

20/58.8 Minute 20/49.1 Update of long service awards list – *ongoing*

JP



20/59 Ratification of items agreed, via email, since the last Board meeting

20/59.1 None

20/60 Correspondence

20/60.1 Correspondence was received regarding Level X Racing. It was also sent to clubs by Swim England in response to the Covid-19 pandemic.

20/60.2 The Membership Officer for Swim England East Region had advised the county of a change of name for Potters Bar Synchronised Swimming Club. It is now Potters Bar Artistic Swimming Club.

20/61 Finance

20/61.1 A report was received, giving a summary of bank balances as at 30.9.2020.

20/61.2 The Finance Officer clarified some points. No questions were asked.

20/62 Management Board Advisory Group (MBAG)

20/62.1 The minutes of the meeting on 5.10.20 were not yet available.

20/63 Members of the Members' Forum of Swim England East Region

20/63.1 At the Swim England East Region's Annual Council Meeting there was approval for the Region to become incorporated and begin operating as such from 1st January 2021. As part of the governance structure, a Members' Forum must be set up.

20/63.2 SM had received a letter from the Chairman of the Region stating that Hertfordshire is entitled to six Members. The names of these Members must be advised to the Region by 15th December. Member selection would normally be a matter for the Annual Council Meeting, but as this year's Annual Council Meeting has already been held in July, SM will identify a process to select the Members for the period until next July.

SM

20/64 Covid-19

20/64.1 GH reported the co-operation between the Covid liaison officers for about 15 clubs through WhatsApp. The support group had been set up after a regional forum on Covid issues, and clubs had also been invited to join this group through their generic email address on the county website.

20/65 Minutes of the committees

20/65.1 Club Development Group (CDG) 28.9.20: Minutes for the meeting were received and noted

20/65.1.1 Gareth Harper, the manager of the CDG, reported the decision not to deliver the annual county Development Weekend in February 2021. This decision was based on the current restrictions which were necessary because of the pandemic. The situation will be kept under review and plans made for later in the year if the situation improved.

20/65.1.2 It was noted that Dacorum Synchronised Swimming Club had completed the Stronger Affiliation process.

20/65.1.3 It was noted that Bushey ASC is SwimMark accredited, but Hemel Hempstead's SwimMark accreditation had lapsed.

20/65.1.4 It was noted that seven clubs are yet to complete SwimMark or Stronger Affiliation by 1st December 2020. Failure to do so will mean that the club cannot function as from 1st January 2021, as they will have no Swim England insurance, and their members will not be able to compete. The clubs are Berkhamsted SC, Brookman's Park SC (Masters), Broxbourne SC, Buntingford SC, Hartham Masters SC, Royston SC and St Albans Masters SC. The regional staff are working to assist and encourage the clubs to complete the necessary process.



- 20/65.2 Disability committee: No meetings and no outstanding minutes
- 20/65.3 Diving committee: Committee suspended
- 20/65.4 Swimming committee 6.10.20: Minutes for the meeting were received and noted.
A full report on Open Water had also been received.

- 20/65.5 Synchronised swimming committee 15.9.20: Minutes for the meeting were received and noted
- 20/65.5.1 The recommendation for the change of the name of the committee from Synchronised Swimming Committee to Artistic Swimming Committee was unanimously agreed.

- 20/65.6 Water polo: No committee

20/66 Venues for meetings 2021

- 20/66.1 At this time of the year, IM usually books the venues for the following year's meetings for the county. The pandemic has meant that the 2020 meetings from March onwards have been held online, mainly by Zoom.
- 20/66.2 Whilst face-to-face meetings have many advantages, the saving on hire cost of the venue, and the saving on time and on travelling cost for the participants, is an advantage of online meetings.
- 20/66.3 IM will compile a list of meeting dates for 2021 for the Management Board and the county committees and forums, and in view of the continuing uncertain times, IM proposed that the meetings are held by Zoom. This was agreed. **IM**

20/67 County colours

- 20/67.1 No matters to be discussed.

20/68 Hertfordshire Aquatics Group

- 20/68.1 Good progress was reported over the past six months. Meetings are being held at least once a week now. The proposed designs have been provided on the website, and the news of the project has reached far and wide throughout the country.
- 20/68.2 The AmazonSmile facility has been set up, enabling Hertfordshire Aquatics to be selected by purchasers on Amazon, as their chosen charity to receive a small percentage of their purchase price.

20/69 Report from the Swim England East Region Representative

- 20/69.1 The Swim England East Region Annual Council Meeting was held online on 12th September 2020.

20/69.1.1 Simon Lever, Ian Mackenzie and Sheila Mackenzie attended as Swim England East Region Management Board members. Only two Hertfordshire clubs sent representatives to the meeting.

20/69.1.2 It was agreed that the financial year will be changed from 1st April to 31st March, to 1st January to 31st December. This will be effective from 1st January 2021.

20/69.1.3 It was agreed that Swim England East Region would become a company, limited by guarantee and not having a share capital. Charitable status would be sought. The new company will trade as such from 1st January 2021.

20/69.1.4 It was agreed that, until the first Annual General Meeting of the new company, the current Management Committee members will be the initial Directors.



20/69.1.5 It was agreed that, until the first General Meeting of the new company, the current Management Board will continue in the role of the Regional Operations Committee.

20/69.1.6 The Jeff Cook Salver for 2020 was awarded to Joan Wheeler.

20/69.2 The Swim England East Region Management Board met online on 12th September 2020.

20/69.2.1 Budgets were reviewed in light of the situation brought about by the pandemic.

20/69.2.2 The next steps in the incorporation process were discussed, and, since the meeting, progress has been made in the process. There will be Special Council Meeting in April 2021 to formally close the old organisation.

20/69.2.3 It was agreed that the Synchronised Swimming Committee will now be the Artistic Swimming Committee.

20/69.2.4 The decision was made to close the Regional Office in Kentford, whilst retaining the storeroom there. This year staff had been working successfully at home and meetings had been held online, so the office space was not specifically needed, and the cost-saving from closing the office would be a huge benefit to the regional finances.

20/69.3 During the ongoing Covid pandemic, the Region has continued to deliver online forums and online courses. A successful diving development camp was also held online over a weekend.

20/70 Any other business

20/70.1 IM reported that Roger Page had stood down from Dacorum Diving Club, after many years of service at the club and in the Region.

20/71 Next meeting

20/71.1 The next meeting of the Swim England Hertfordshire Management Board will be on 21st January 2021 at 8pm via Zoom.