



Swim England Hertfordshire

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

Minutes of the Management Board Meeting

9th July 2020 – online, via Zoom

Present:

Board members

Mr Andy Chapman (AC)	
Mr Gareth Harper (GH)	
Mrs Jackie Harvey (JH)	
Miss Louise Hughes (LH)	
Mr Simon Lever (SL)	Finance Officer
Mr Ian Mackenzie (IM)	
Mrs Sheila Mackenzie (SM)	Secretary
Mr Jonathan Pope (JP)	
Mrs Nicola Rix (NR)	
Mr Jonn Sandon (JS)	
Mr Bryan Thompson (BT)	Chairman

20/35 Welcome

20/35.1 At the Annual Council Meeting on 1st July, Bryan Thompson was elected as the Chairman of Swim England Hertfordshire, and Louise Hughes and Gareth Harper were elected as Management Board members, and were welcomed to their first meeting.

20/36 Apologies

20/36.1 Apologies were received from the President, Tom Brennan.

20/37 Declaration of conflict of interest

20/37.1 No conflict of interest was declared at this point.

20/38 Minutes of the meeting on 2nd April 2020

20/38.1 The minutes were accepted as a true record.

20/39 Matters arising from the minutes

20/39.1 Actions are completed, or an agenda item, or as shown below.

20/39.2 Minute 20/22.5 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

20/39.3 Minute 20/25.2 Expenses form - *ongoing*

SL

20/39.4 Minute 20/26.4 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

20/39.5 Minute 20/29 President Elect 2020-2021 – *still to be appointed*

ALL

20/40 Ratification of items agreed, via email, since the last Board meeting

20/40.1 The decision not to present the Roy Rogers Memorial Trophy in 2020 was ratified. This decision had been made in line with Swim England's decision not to make volunteer awards this year, in view of the curtailment of the sport owing to the Covid-19 pandemic.



20/41 Correspondence

- 20/41.1 No correspondence other than that also sent to clubs by Swim England and by Swim England East Region in response to the Covid-19 pandemic.
- 20/41.2 The Swim England guidance, sent to clubs, was forwarded to Tom Brennan, for synchronised swimming, and to Peter Mole for water polo, in case it had not been passed to these discipline sections of a swimming club.

20/42 Finance

- 20/42.1 A report was received, giving a summary of bank balances as at 24.6.2020.
- 20/42.2 The accounts for the year ending 31st March 2020 were accepted at the Annual Council Meeting on 1st July 2020.
- 20/42.3 At the Annual Council Meeting on 1st July 2020, the proposal to change the financial year was agreed. From 1st January 2021, the financial year will be 1st January to 31st December.

20/43 Management Board Advisory Group (MBAG)

- 20/43.1 The minutes of the meeting on 29.6.20 were not yet available.

20/44 Annual Council Meeting 2020– matters arising

- 20/44.1 There was acceptance of the MBAG's decision to present a gift to Jean Cook on her retirement from her many years of work as a volunteer, including her retirement from the role of Chairman of Swim England Hertfordshire.
- 20/44.2 It had been decided that county colours and long service awards would not be presented at the 2020 Annual Council Meeting, as the meeting was held online. Any recipients who were due an award would be presented with the award at a suitable time. **TB/ DMgrs.**
- 20/44.3 Replica keepers for the Wilkinson Sword awardees will be purchased. **BT**
- 20/44.4 The President's plate and the Wilkinson Sword keeper will be presented to this year's recipients at a suitable time. **TB**
- 20/44.5 Following the Annual Council Meeting, Jonathan Hart-Smith (Letchworth SC) expressed an interest in joining the Management Board. A nomination form was sent to Jonathan, and the completed form received. Jonathan Hart-Smith was therefore co-opted to the Swim England Hertfordshire Management Board. This appointment will be subject to ratification at the 2021 Annual Council Meeting.

20/45 Ratification of appointments and terms of office

- 20/45.1 **Custodians** - appointed for life, and confirmed as:- Bryan Thompson and Ian Mackenzie
- 20/45.2 **Storage unit keyholders:** Grant Chivers, Ian Mackenzie, Jonn Sandon and Bryan Thompson
- 20/45.3 **County colours co-ordinator:** Murray Devine
- 20/45.4 **Long service awards co-ordinator:** Jonathan Pope
- 20/45.4 **Swimming records:** No appointment in place at the moment
- 20/45.5 **Shirts – officials and competitors:** Jackie Harvey

20/46 Swim England Hertfordshire committee membership

- 20/46.1 **Disability committee:** Jackie Harvey (Manager), Ros Cramp, Murray Devine, Ian Mackenzie and Janet Warrington



- 20/46.2 **Diving committee:** No manager, and committee suspended
- 20/46.3 **Club Development Group:** Vacancy for Manager, Karen Huckle, Ian Mackenzie, Jonathan Pope, Helena Pretious-White and Nicola Rix
- 20/46.4 **Swimming committee:** Bryan Thompson (Manager), Anna Baker, Andy Chapman, Karen Huckle, Louise Hughes, Ian Mackenzie and Janet Warrington
- 20/46.5 **Synchronised swimming committee:** Tom Brennan (Manager), and one representative from each of the five synchronised swimming clubs
- 20/46.6 **Water polo committee:** Peter Mole overseeing the discipline No manager and no committee
- 20/46.7 **Management Board Advisory Group:** Regulation 10.1 states that the MBAG shall comprise of the executive officers and at least one other person, appointed by the Management Board from its members at its first meeting of the year. Previously one other person has been appointed, but it was decided to appoint two other people this year. Andy Chapman and Ian Mackenzie join the executive officers as members of the MBAG for 2020-2021.
- 20/46.8 **Emergency committee** – the members of the Management Board Advisory Group:- Andy Chapman, Bryan Thompson, Simon Lever, Ian Mackenzie and Sheila Mackenzie

20/47 County representatives to Swim England East Region committees

- 20/47.1 **Representatives to Swim England East Region committees:**
- | | |
|-------------------------------|-------------------------|
| Diving: | Vacant |
| Disability: | Ian Mackenzie |
| Management Board | Sheila Mackenzie |
| Masters; | Louise Hughes |
| Open water: | Janet Warrington |
| Swimming: | No appointment required |
| Swimming officials: | Jonathan Pope |
| Synchronised swimming: | Tom Brennan |
| Water polo: | Peter Mole |

County representatives to the Swim England East Region Annual Council Meeting:
This item was not covered in the meeting

20/48 Minutes of the committees

- 20/48.1 Club Development Group (CDG): No meetings since April, and no outstanding minutes
- 20/48.2 Disability committee 15.1.20 Minutes for the meeting were received and noted.
Disability committee 29.4.20 Meeting cancelled
JH advised that it was envisaged that there would be an online training session for athletes in the Autumn.
- 20/48.3 Diving committee: Committee suspended
- 20/48.4 Swimming committee 18.6.20: Minutes for the meeting were received and noted.
- 20/48.5 Synchronised swimming committee 12.5.20: Minutes of the meeting had been received, but not circulated for this meeting. SM will circulate the minutes, and members can advise her of any concerns relating to those minutes. **SM**
- 20/48.6 Water polo: No committee



20/49 County colours

- 20/49.1 No recommendations have been received for consideration. JP will update the Long Service Awards list. **JP**

20/50 Hertfordshire Aquatics Group

- 20/50.1 BT reported that several online meetings with architects and consultants have taken place between April and July, and excellent progress is being made.

- 20/50.2 The finer details of the layout are being considered, and the architects are working on reducing the build cost.

- 20/52.3 There was a positive online meeting in June with partners, who continue to be very keen to progress with the project.

- 20/50.4 Updates on the project are posted on the website.

20/51 Report from the Swim England East Region Representative

- 20/51.1 The Swim England East Region Management Board met on 7th June 2020.

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

Processes are being put in place for the proposed incorporation of the region – SL and SM continue as part of the working group.

Swim England's Sport Operations Committee had requested that county associations freeze their capitation fees for 2021. In line with this, the Swim England Hertfordshire capitation fees for 2021 will remain the same as those for 2020.

There will be no increase in the regional capitation fees for 2021.

The Swim England East Region Annual Council Meeting will be held online on 12th September 2020.

A concerted effort is being made to ensure that clubs complete the Stronger Affiliation process if they are not SwimMark.

- 20/51.2 It was acknowledged at the Management Board meeting that David Robinson had been awarded the Swim England Alfred H. Turner award for 2020.

- 20/51.3 As a local council-tax payer, the region has received £10,000 as part of a government grant scheme for small businesses.

- 20/51.4 Swim England has cancelled all national competition and athlete development camps for the remainder of 2020.

- 20/51.5 Swim England East Region has facilitated online training and several online forums to assist counties, clubs, volunteers, coaches and athletes during the Covid-19 pandemic.

20/52 Any other business

- 20/52.1 IM advised that the diving boards at Hatfield Swim Centre have been condemned, further adding to the issues faced by Beaumont Diving Academy who train there.

- 20/52.2 There was some discussion about the county swimming championships in the light of the impact of Covid-19 on clubs and their membership, together with the lack of competitions and the restrictions of pool availability.

The need to bring athletes to a good level of water fitness before embarking on competition was acknowledged. Having some sort of competition in early 2021 instead of the county swimming championships, could be a possibility.

The swimming committee will make the decision about the viability of county swimming championships.



There is a scheduled meeting in September.

20/52.3 Three Board members reported that their clubs appear to have retained most of their members.

20/53 Next meeting

20/53.1 The next meeting of the Swim England Hertfordshire Management Board will be on Thursday 15th October 2020.