



Swim England Hertfordshire

(County Association of Swim England East Region)

President: Mrs Jane O'Brien

Minutes of the meeting of the Management Board

23rd March 2023 – 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 |
| Mrs Jane O'Brien (JOB) | |
| Mr Ian Mackenzie (IM) | |
| Mrs Sheila Mackenzie (SM) | Secretary |
| Mr Jonn Pope (JP) | |
| Mr Jonn Sandon (JS) | |
| Mr Bryan Thompson (BT) | Chairman |

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| 23/18 | Welcome | |
| 23/18.1 | The Chairman, Bryan Thompson, welcomed everyone. | |
| 23/19 | Apologies | |
| 23/19.1 | Apologies were received from Mrs Nicola Rix (NR). | |
| 23/20 | Declaration of conflict of interest | |
| 23.20.1 | BT – for the Hertfordshire Aquatics agenda item | |
| 23/21 | Minutes of the meeting on 19th January 2023 | |
| 23/21.1 | The minutes were accepted, subject to an amendment to Minute 23/5.5 which should read half colours, not full colours. | SM |
| 23/22 | Matters arising from the minutes | |
| 23/22.1 | Actions are completed, or an agenda item, or as shown below. | |
| 23/22.2 | Minute 23/5.4 Diving trophies return: <i>Not yet returned</i> | IM |
| 23/22.3 | Minute 23/5.6 HRMC's Trust Registration Service (TRS) – <i>no further advice has been received from Swim England.</i> | SL |
| 23/22.4 | Minute 23/5.8 Half colours for athletes at National County Team Championships 2022 – <i>ongoing with Murray Devine</i> | BT |
| 23/22.5 | Minute 23/16.1 County Welfare Officer - <i>on going</i> | BT/IM |
| 23/23 | Ratification of items agreed, via email, since the last Board meeting | |
| 23/23.1 | There was ratification of the recommendation to be made to the Annual Council Meeting for the President Elect. | |
| 23/23.2 | There was ratification of the recommendation to be made to the Annual Council Meeting for the Long Service Awards. | |



- 23/23.3 There was ratification of the proposals to be made to the Annual Council Meeting for amendments to the Regulations.
- 23/23.4 There was ratification of the approval of the Annual Accounts to 31st December 2022.
- 23/24 Correspondence**
- 23/24.1 SM has received the usual electronic communication of Swim England member news and the Swim England East Region's newsletter, which are also sent to the county's Swim England members and the county's clubs respectively.
- 23/24.2 SM had received correspondence and information about the Swim England Club Health tracker. This was for Hertfordshire Aquatics Club. However, as the club is not a normal functioning club, the tracker is not an appropriate tool for the club at present.
- 23/24.3 Correspondence has continued regarding the application from the swimming organisation at Rickmansworth. The Membership Officer of Swim England East Region, Chris Galer (CG), had required the process of application to be re-started, as compliance was outstanding.
- A new application has been received, and SM wrote to the Hertfordshire clubs in the vicinity of the new club to ask for feedback. Watford's views were already known, and the only other club which responded was Tring, with no issues with the new club.
- SM wrote to CG advising that the county had no real grounds not to give approval to the new club, other than the previously raised concerns regarding the governance issues.
- CG confirmed that the Region would not approve the application until all the governance issues were resolved.
- 23/24.4 The names of the Swim England Hertfordshire Members of the Members' Forum of Swim England East Region were confirmed to the Region in January 2023, as required.
- 23/24.5 SM has received confirmation Hertfordshire Aquatics Club has Club Affiliation status.
- 23/25 Finance**
- 23/25.1 SL commented on the bank balances as at 28.2.23.
- 23/25.2 SL stated that no membership fees had been received to date from Swim England.
- 23/25.3 SL reported that £3,000 had been transferred from the Hertfordshire Aquatics Club account to the charity account of Hertfordshire Aquatics. This sum was part of the profits from the Club's Open Meet in September 2022.
- 23/26 Management Board Advisory Group (MBAG)**
- 23/26.1 Minutes of the MBAG meetings on 4th January 2023 and 8th March 2023 were received.
- 23/26.2 It was noted that the charges for the hire of the AOE are still being reviewed. **MBAG**
- 23/27 Annual Council Meeting (ACM)**
- 23/27.1 The Annual Council Meeting was held on 20th March 2023.
- 23/27.2 It was agreed that the President Elect would be invited to the next Management Board meeting. **SM**
- 23/28 Ratification of appointments**
- 23/28.1 **Emergency Committee:** Andy Chapman, Simon Lever, Ian Mackenzie, Sheila Mackenzie and Bryan Thompson (MBAG members)



Custodians: Ian Mackenzie and Bryan Thompson

Storage unit key holders: Grant Chivers, Ian Mackenzie, Jonn Sandon and Bryan Thompson

County colours administrator: Murray Devine

Long Service Awards administrator: Jonathan Pope

Swimming records administrator: Louise Hughes

County shirts administrator: Jackie Harvey

23/29

Swim England Hertfordshire committee membership

- 23/29.1 Club Development Group: Gareth Harper(Manager), Karen Huckle, Ian Mackenzie, Jonathan Pope and Nicola Rix
- 23/29.2 Swimming committee: Bryan Thompson (Manager), Karen Huckle, Louise Hughes, Andrew Macdonald, Ian Mackenzie, Sara Matthews and Nicola Rix
- 23/29.3 The Artistic Swimming committee has representatives from each of the county clubs which deliver the discipline. The Manager is Tom Brennan.
- 23/29.4 There is no committee at present for Diving or Water Polo. These disciplines work through the regional committees, where there is representation from the county clubs which provide this discipline.
- 23/29.5 The Disability committee is currently not operational, but Jackie Harvey is the Disability Manager, and the discipline works through the regional committee, where there is a communication link representative from the county.
- 23/29.6 Stand-alone email addresses are to be available on the website for artistic swimming, AOE hire, club development group, disability, masters, open water, records and volunteers - BT to check the database and contact the webmaster. **BT**

23/30

Swim England East Region Leadership Groups

- 23/30.1 There is no county representative on the Club Leadership Group, and the Swimming Leadership Group. Membership of the Swimming Leadership is by invitation, the Group focusing more on the delivery of events.
- 23/30.2 Artistic Swimming, Diving and Water Polo Leadership Groups have representatives from each of the county clubs delivering that discipline.
- 23/30.3 There is currently no representative on the Disability Leadership Group, but Louise Hughes acts as the county's communication link.
- 23/30.4 Andrew Macdonald is the county representative on the Masters Leadership Group.
- 23/30.5 Sara Matthews is the county representative on the Open Water Leadership Group.
- 23/30.6 Jonathan Pope is the county representative on the Swimming Officials' Group.
- 23/30.7 The Members of the Members' Forum of Swim England East Region are Andy Chapman, Jackie Harvey, Louise Hughes, Simon Lever, Sheila Mackenzie and Jonn Sandon.

23/31

Software

- 23/31.1 A software package for the sign-up of officials and other volunteers was trialled at the County Swimming Championships at the beginning of 2023. In view of the success of the trial, it was agreed that the county would purchase the software which could then be available for use by the county's clubs, without cost to them. **BT**



23/32 Minutes of committees

- 23/32.1 Artistic Swimming committee 26.1.23 Meeting cancelled
IM reported that the county's clubs were active and involved in the regional leadership group and competitions, regionally and nationally.. A couple of competitions had taken place, all four of the county's clubs being involved.
- 23/32.2 Club Development Group (CDG): The minutes of the meeting on 13.2.23 were received and noted.
- 23/32.3 Disability: Committee suspended
- 23/32.4 Diving: Committee suspended
- 23/32.5 Swimming committee 23.2.23: Minutes received and noted
- 23/32.6 Water Polo: No committee

23/33 County colours

- 23/33.1 County colours were agreed for Michael Klimaszewski, as a member of the Swim England Juniors Squad competing in Sweden, where he set county and regional records in 100m butterfly.

23/34 Hertfordshire Aquatics

- 23/34.1 BT reported that he and the architect had had a zoom meeting with the college, with full and frank discussion.
- 23/34.2 Lots of governing bodies are looking at the site. If Hertfordshire Aquatics could ensure that the project is funded, then the build would be agreed by the college.
- 23/34.3 Meetings of the project group have continued, but less frequently. Funding is now an urgent priority.
- 23/34.4 SM stated that an Annual General Meeting of Hertfordshire Aquatics Club is required in July. The constitution of the club will need to be reviewed prior to this.

**SM
MBAG**

23/35 Swim England East Region

- 23/35.1 A regional county roadshow was delivered by Swim England in February. It was held as a face-to-face meeting and was attended by most of the Management Board members. A county meeting needs to be convened to discuss governance in the county, but this will not be arranged until after further information is received from Swim England, and a one-to-one meeting is held with Swim England and Swim England Hertfordshire.
- 23/35.2 Josh Devine has been appointed as Swim England East Region Regional Manager from February 2023.
- 23/35.3 Peter Winter has taken on the role of Swim England East Region Disability Manager.

23/36 Any other business

- 23/36.1 None

23/37 Next meeting

- 23/37.1 The next meeting of the Swim England Hertfordshire Management Board will be on Thursday 6th July 2023.

Minutes subject to approval at the next Management Board meeting

