

President: Mr Christopher Elliott

**Minutes of the Regional Directors Meeting held on Wednesday 13th April 2022
via Zoom, Commencing at 18.30.**

Present:

C Robinson	CR	Chair
P Robbins	PR	Vice Chair
D Corbett	DC	Cornwall
R Downing	RD	Devon
B Armstrong	BA	Gloucester
M Coles	MC	Somerset
D Lee	DL	Wiltshire

Apologies:

G Pearce	GP	Finance Officer
A Smart	AS	Dorset

2022 / BM

11. Welcome, Introduction and Apologies

11.1 The Chair welcomed everyone to the meeting and gave apologies as detailed above.

12. Declaration Of Interests

12.1 No declarations given.

13. Minutes of the meeting held on 12th January 2022

131 Acceptance proposed by MC, seconded DC and agree unanimously by those present.

14. Matter arising from the above minutes

14.1 None given that are not included on the agenda

15. Committee Minutes

15.1 Operations Committee – Feb, Mar & April

15.1.1 20.2 Spelling error – Xero

15.1.2 31.3 A discussion re the Ellesmere College Titans report and a request for the link to the report.

15.1.3 43.7 Team manager workshops – request for more courses not more presenters but led on to discussion re training presenters.

15.2 Swimming & Coaches Committees Jan & Mar

15.2.1 19.2 Acceptance of the revised Terms of Reference for the Coaches Committee was proposed by RD seconded by DL and agree unanimously.

15.2.2 Coaches committee minutes – CR asked for the Boards confirmation that minutes of sub committees should be included with Board documents for consideration and knowledge even if not for discussion – agreed unanimously.

15.3 Waterpolo Committee – Feb

15.3.1 Noted

15.4 Open Water Committee – Mar

15.4.1 Noted. And thanks to Sue Dors for all of her work on the committee. She will be a great loss.

15.4.2 MC also suggested Weston Super Mare Lake once completed may be a consideration for future events. Plus a general conversation re venue hire fees.

15.5 Artistic Swimming – Jan, Mar and Apr

15.1 Minutes only received late today but will be circulated with these minutes and considered at the next meeting in July

16. Finance Report

16.1 See Appendix 1

16.2 DC asked about membership numbers as Cornwall are down about 30%. More analysis will be done on this.

16.3 Financial sustainability workshop – awaiting a date to advertise to clubs.

16.4 To confirm that the SE employed staff have received a wage increase of 1.25% from 1st April which was agreed unanimously by all Directors via email.

16.5 Development Account – Agreed that this should be closed – proposed by RD, seconded by DL and agreed unanimously.

16.6 Send main account details to all discipline groups to advise payees.

17. New Club Affiliations

17.1 Dartmouth SC and Tiverton WP Club are now affiliated to the Region and working towards Club Affiliation.

18. Safeguarding

18.1 A reminder to all disciplines that all Coaches and Team Managers etc recruited by the Region as both self-employed or volunteer staff need to be checked for current DBS, Safeguarding and qualifications before confirming to post. All visiting coaches and Team managers for competitions all need to be checked prior to each competition

19. Governance

19.1 Judicial

19.1.1 Confirmation of Regional nomination to the SE JAP of Andrew Brown – agreed by a majority by email.

19.1.2 Anna Corbett has agreed to assist the Region with mediation requirements for clubs within the Region. CR will be pushing for proper training and advice to all volunteers in these roles.

19.2 Roles of the Counties

19.2.1 Documents were sent to County Secretaries and Chairs on 8.4.2022. Further survey will be circulated by SE shortly.

19.2.2 CR will be sitting on this panel with SE staff.

19.2.3 CR requested that County Directors check that their Counties have received this correspondence as some Counties have not listed themselves as organisations on OMS or have asked for no correspondence! Some may just file these items possibly in the trash. Volunteers in these roles need to allow the receiving of correspondence and also to circulate and share to relevant officers of the Counties

MC left the meeting at 19.25

19.3 SE Strategy Questions

19.3.1 CR thanked everyone for their responses. She will be taking them to two meeting next week.

19.3.2 A discussion took place re difficulties with corresponding with clubs who also ticked the box saying no correspondence as in previous item plus not circulating to members

19.3.3 We can all only encourage clubs to attend meetings, forums or webinars but we cannot force it.

19.4 Survey Results – RD

19.4.1 RD will recirculate as only two responses were received.

20. Date of next Meeting

20.1 This will be 9th July 2022 at the Holiday Inn, Taunton

20.2 Discussion followed re the Celebration Evening

Meeting Closed at 19.40

Appendix 1 Board Meeting – 13th April 2022

Finance Officer's Report

There has not been a meeting of the Finance Committee since its previous meeting on 21st December whilst the handover has taken place.

A full Profit and Loss statement and Balance Sheet is currently being prepared and will be circulated with the minutes of this meeting. This report has been delayed due to problems coding all income and expenditure and not having access to the Development Account.

Current Assets (as at 12th April)

Cash at bank (Excluding Development Account)	385,346
Loan to Swim England	30,000
Total	415,346

There has been an increase since the value of current assets was last reported. This is primarily due to receipt of the first membership payment for 2022.

Membership Numbers

The first payment for Membership Fees was £70,394.25 as shown in the table below

Category	Fee per member	No of Members	Income
Cat 1 - Club Train	3.00	8,296	24,888.00
Cat 2 - Club Compete	3.75	7,029	26,358.00
Cat 3 - Club Support	2.00	4,021	8,042.00
Club Fees			11,050.00
Other Fees			56.25
Total		19,346	70,394.25

Regular analysis of Membership will be undertaken throughout the year and reported via the Finance Committee.

Financial Sustainability

The Finance Officer attended the 'Financial Sustainability' workshop arranged by Club Matters. The Workshop covered Financial Planning, Financial Management and Income Generation. The course was a useful introduction for new Club Treasurers as well as providing useful checklists for existing Treasurers and also provided the opportunity to discuss issues with other sports.

It is intended to run the event for other Treasurers across the South West Region.

Other Issues

Staffing

Staff have received a further pay increase of 1.25% following Swim England applying the same increase to its workforce due to current increases in the cost of living.

Expenses Form

A revised Expenses Form is currently being drafted to make it easier for expenditure to be coded and reflected in the financial statements.

Development Account

It is requested that the Development Account is closed and monies transferred to the main business account. This will help with financial monitoring ensuring that all income and expenditure is visible from a single account.

Geoff Pearce
Finance Officer
Swim England South West

