



President Roger Downing

**Minutes of the Operations Committee Meeting held on Monday 8th November 2021
held at the Regional Office commencing at 10.00 hours**

Present:

C Robinson	CR	Chair
P Robbins	PR	Vice Chair
G Griffin	GG	Finance Officer
J Hilleard	JH	Staff member
S Millett	SM	Staff member
C Vickery	CV	Staff member

2021/OC

80 Welcome, introductions and apologies

80.1. CR welcomed everyone to the meeting. First face to face meeting since March 2020 and how nice it is to see everyone. GG stated how it is still important to have the occasional F2F meeting and CR responded there should be an annual F2F for this committee and for all of the disciplines who wished to.

81 Declarations of interest

81.1 Declarations of interest received – none

82 Minutes of previous meeting held on 11.10. 2021

82.1 Agreed as a true record – acceptance proposed by PR and seconded GG. Agreed unanimously.

83 Matters arising not on the agenda:

None

84 Discipline Committees:

84.1 Para - Para Training Day arranged for 22.01.2022 – Venue at Taunton School and Coaches appointed.

84.2 Swimming - Talent Day went ahead all ok except one swimmer developed Covid.

84.3 Waterpolo

84.4 Open Water – The minutes for the last two meetings are still outstanding. Open Water have a meeting on 22.11.2021 at 7pm – SM to circulate the login link. Brian Armstrong does not have a secretary and struggling to find one, Mike Coles has sent him a link to convert meeting to minutes which may help him.

84.5 Artistic Swimming – minutes have been received for February and May 2021
Are we aware what is happening regarding the Talent programme? The regional package will cover virtually all the budget which they have applied for. Discussion followed re funding requests from Swim England for different projects
All funding requests from SE need to be included in the Regional Agreement. There also needs to be equitability with funding across the region and all disciplines.

85 Club Development

- 85.1 The President, Roger Downing, has been going around the region making various presentations – Volunteer Awards, Young Volunteer etc. There are some great photos coming in.
- 85.2 Stronger Affiliation and SwimMark JH has a list for the next quarter which she is working through. Various missing Safeguarding and DBS – the list is long. Some clubs still need to work on their constitutions which need to be reviewed and agreed at AGM or SGM and failure to do this will result in suspension.
- 85.2.1 Exeter Uni WPC currently have only one officer on OMS, good governance requires more officers – their SA is due on 17.11.2021 and if not sorted by then the club will have to be suspended.
- 85.3 JH now has access to OMS which is helpful for working on SA and SwimMark.
- 85.4 Youth Panel met in half term week and it was a great meeting with really positive ideas. Planning a competition for the Young Volunteers –to design poster to encourage parents to volunteer in clubs. Closing date the end of the month.
Another Idea is to have a workshop for parents to assist in the understanding of governance involved in running a club. This idea has been sent to Helen Weeks in Head Office.
JH has sorted an area on the box they can access for ideas and they hold one meeting every quarter.
Idea also being investigated is linking with other regions to share ideas and practises.

86 Finance

- 86.1 The two old South West regional accounts are now closed although one payment has gone to one of these accounts which needs sorting.
At the present time the Bank have locked access to the new account which GG, CR and PR are endeavouring to sort.
- 86.2 Winter Champs has generated 14k in income and as at today approximately 8.5k has been received.
- 86.3 Licence money is coming in.
- 86.4 Budgets were presented to the Board at the last meeting. Smaller disciplines seem to be asking for a lot of money. The Board agreed the budgets
- 86.5 The region will be continuing with the same accountancy services which was agreed at Board unanimously.
- 86.6 PR & CR talking to someone who may be interested in the Finance Officer role.
- 86.7 Affiliation fees remain the same for the next year.
- 86.8 Most of the SwimMark payments have now been paid to clubs.

87 Update from SE & BS

- 87.1 No updates from SE although there is meeting of Chairs on 29.11.2021 and there are various discipline and governance meeting invitations being sent out.

88 All meetings are covered for access.

There is a TM workshop on the 09.11.2021 where Mike Coles will be observed re Presenter role.

10.11.2021 Fina Rules – JB
15.11.2021 SwimMark & SA – JH
17.11.2021 Treasurers – GG
22.11.2021 Open Water – CR
23.11.2021 Fina Rules – JB
24.11.2021 J2 - JB
27.11.2021 Artistic Swimming – JH
01.12.2021 TTL - JH

89 Staff Leave

CV – 17.11.2021 – 19.11.2021
JH – 18.11.2021 – 26.11.2021
SM – 29.11.2021 – 03.12.2021
CV – 06.12.2021 – 10.12.2021

Office open until 23.12.2021 and then opens again on 04.01.2022

90 Various

90.1 Club Issues

- 90.1.1 Dursley Dolphins, Head Coach has left and someone from Tri coaching is currently standing in. SM to investigate if ok regarding the transferring of skills. People not willing to volunteer onto the committee due to legality issues.
JH will deal with all the queries and respond.
- 90.1.2 TR1 talking about closing down
- 90.1.3 Lydney all quiet at the moment.

90.2 New Affiliations

- 90.2.1 Dartmouth application with SM before distribution. Local clubs will then need contacting in the Torbay area and Devon County.
- 90.2.2 Bristol Stingrays – waiting on Clubs to respond by 20.12.2021 only Keynsham response received to date
Gloucester County want all the information and contacts which SM has informed them that she cannot do. All personal data will be removed before sending to them.
Keith Smith has informed SM that Gloucs County not happy with the process although it is the process set by SE and agreed by the Region.
CR to prepare an email for SM to send to KS.
- 90.2.3 Tiverton WPC potential new club having a meeting next Saturday.
- 90.2.4 Ricki Hayes from Bridgwater SC looking at setting up a club in South Molton - Exmoor SC – referral received via Ruth Edwards from Head Office. Ricki needs to submit a form and start the correct process.

90.3 Constitution changes will be coming out shortly from Swim England

91 Date of Next Meeting

06.12.2021 via Zoom

Meeting closed at midday