

<b>Meeting</b>	Swim England West Midland Region Annual General Meeting
<b>Venue</b>	Zoom Online Meeting
<b>Time and Date</b>	09.00am Saturday 14 <sup>th</sup> May 2022
<b>Present:</b>	Mr S Kirkland (Chair), Mrs M Garrott (President), Mrs J Davenport (President Elect), Mr M Beard (Finance Director & Life Member), Mr B Simkins, Miss C Osborne, Mr D Corbett, Mrs E Gale, Mr F A Green, Mr J Morrey, Mrs P Davies, Dr S Prosser, Mrs V Hewitt (Board Directors), Anthony Howland - Southam, Catherine Roe - Stafford Apex, Chris Atkins - Nuneaton, David McMahon - Wombourne, Heather Summerill - Staffordshire ASA, Isabel Vanderheeren - Wyre Forest, James Broadhurst - Cannock Phoenix, Jay Farmer - Market Drayton, John Southall - Blythe Barracudas, Keith Munday - Boldmere, Linda Stanley - Pershore, Lisa Tinwell - Newcastle Staffs, Liz Sykes - Past President, Louise Barnes - Wolverhampton, Malcolm Ross - Redditch, Mandy Garrott - President, Margaret Holmes - Staffordshire ASA, Maria Neeld - Shropshire ASA, Megan Frost - Shropshire ASA, Peter Holmes - Life Member, Sarah Miners - Leamington Spa, Stuart Cain - Kingsbury Aquarius
<b>In Attendance:</b>	Grace Grove (Regional Office Coordinator)
<b>Apologies:</b>	Tony Ward – Past President, Stuart Highfield – Past President, Alan Bartlett – Past President & Life Member, Black Country n Potteries Masters, Burton ASC, Chase SC, Heath Town SC, Shrewsbury ASC, Wellington (Telford) ASC

<b>Minute</b>	<b>Agenda Item</b>	<b>Details</b>	<b>Action</b>
1.0	<b>Opening of Meeting</b>	Simon Kirkland, Regional Chair, welcomed everyone to the meeting.	
2.0	<b>Apologies</b>	As above.	
3.0	<b>Minutes of the Annual General Meeting of 24<sup>th</sup> April 2021</b>	One amendment was sent in by Keith Munday of Boldmere SC - Keith's 3 questions and the Regions answers that were circulated prior to the meeting were not included in the first set of minutes circulated. The minutes were subsequently updated and circulated to clubs.  The updated minutes were accepted as a true record of the meeting.	
4.0	<b>Matters arising from any Regional minutes not covered elsewhere on the agenda</b>	Articles and Regulations were subject to an altered format, Bernard Simkins has now finalised this.  Request from to revert the permitted shallow diving depth: 'We should be doing everything we can to retain swimmers and this ill-thought out directive reduces the ability of swimmers to practice their skills and reduces their excitement and enjoyment of competitions and potentially introduces other risks that threaten to injure swimmers more often.  Request: I am petitioning that West Midlands Region request SE to revert the minimum shallow diving depth to 0.9m as it has been done safely for many, many years. West Midlands should state that SE trust coaches to train their swimmers properly in the shallow racing dive. To support this at the club level, West Midlands should recommend that clubs must certify via the swimmers digital record that they are competent to shallow racing dive in a depth of 0.9m.' <i>Action: SK to take back these views back to the National team to review this again.</i>	SK
5.0	<b>Report and Accounts of West Midland Swimming 1<sup>st</sup> January 2021 - 31<sup>st</sup> December 2021</b>	Simon Kirkland gave thanks to the Regional Board, Regional Staff, the Counties, the clubs and members for all their work over the past year.  Simon spoke on the following topics: <ul style="list-style-type: none"> <li>• OADF</li> <li>• Ellesmere College Titans</li> <li>• How can we grow the sport</li> <li>• Looking at appointing a new regional member of staff</li> <li>• The West Midlands Diving Development Officer role is now full funded</li> <li>• In the last 12 months there has been 2 new directors appointed to the board</li> </ul> <i>Actions:</i> <ul style="list-style-type: none"> <li>• <i>How can the region work with the national teams to reduce the administration on clubs and keep the enjoyment in running a club.</i></li> <li>• <i>Include examples of how our funding streams have been used by clubs in the weekly newsletter.</i></li> </ul> Simon thanked Mike for all his work on the accounts. Mike updated that for the first time in 3 years the accounts have been verified before an AGM.  6 questions submitted in advance of the meeting by Keith Munday. The 6 questions along with the Regions responses have been inserted below: <ol style="list-style-type: none"> <li>1. The AGM minutes from 2021 do not record the written or oral questions I asked, nor the answers given. Whilst some of these were answered prior to the AGM they were tabled for the AGM and should be recorded as AGM issues raised. <i>Amended minutes circulated.</i></li> <li>2. The level of Reserves the Region hold is now over 2 year's turnover without explicit justification. A more usual level is circa 6 month's turnover, can the Region confirm that they are also happy with 6 month's turnover as Reserves or provide a written explanation as why they need to be higher. If 6 months is acceptable, what are the Regions plans for the excess? <i>Views on the appropriate level of reserves of any</i></li> </ol>	Region SP/Office

organisation are fairly subjective and could be discussed ad infinitum without reaching a consensus. However, I do agree with you that the Region's reserves are higher than they need to be albeit not to the extent that you suggest. Whilst 6 month's turnover is considered by many to be the target for most clubs, my view is that that would be a risky target for the Region due to the level of its obligations. Swim England have suggested that 18 months is appropriate for regions and this I admit would still be less than the level our region is currently holding. As stated on previous occasions our reserves have reached their current level by default largely due to underspend in various areas of development. The underspend has usually been due to reasons beyond our control e.g. lack of courses to attend, fewer club development claims than expected etc. Furthermore, our surplus in 2021 was not planned and occurred for the reasons set out in my commentary to the accounts. We are already planning to gradually reduce our reserves to a more acceptable level. We have held our Category 1 and 2 fees at the same level for the last 3 years and we have reduced our Category 3 fee by a further 50% this year. We are planning to take on a new member of staff and we have commissioned a safeguarding study at a potential cost of £7.5k neither of which were in our original budget for this year. Consequently, I fully anticipate that we will incur a loss in the current year. So I agree in principle with the notion that our reserves are higher than they need to be and we will be cautiously seeking to reduce them to a more acceptable level. Meanwhile, we are working more closely with the Counties and the new position above is an example. Although early days, we are keen to work with the Counties to devote our collective finances to support the development of swimming together to benefit all of our members.

3. What is the cost saving to the Region by closing the Regional Office? What is the saving going to be spent on? *Our 50% share of the rent for the office at Basepoint averaged around £550 per month. We are now renting storage space at SportPark and our 50% share of that cost is £150 per month so the net saving is around £400 per month. No specific item has been identified to spend the saving on.*
4. The ring-fenced Reserves seem to roll forwards each year, have the allocated parties been reminded of these reserves and whether they are still required. It seems a waste to have unused funds sitting there which could be used for better purposes. *The balance that is rolled forward at the end of each year reduces the amount required from the next year's accounts to top up to the amount required to cover their budgeted spend. If the balance exceeds the following year's requirement it is re-allocated but this happens infrequently. As mentioned above, the underspend is usually due to reasons beyond the control of our budget holders.*
5. Due to Covid there is a significant shortage of teachers and coaches. Courses seem to be filled up very quickly, can more courses be put on to meet demand and possibly lower course costs to encourage more to qualify. *There have been many delays working with the IOS on the organisation of courses this year, but we have now reached a more positive position; 6 assistant coach courses and 4 coach courses are now in place for 2022. In 2023 and we are planning to increase the number of courses available to 8 assistant coach courses and 4 coach courses and we plan to have all courses confirmed and ready for bookings by October 2023. The aforementioned is for swimming only, we are working with the institute of swimming to confirm a National offer for the other disciplines. Teaching courses are arranged directly by Swim England without the input of the region. However, the offer is and always has been open for clubs to approach the Regional Club Development Officer if additional courses are required and this can be explored. This year has been difficult to arrange any more courses than*

		<p>are already available due to a lack of tutors and tutor availability, low resource in the Institute of Swimming and suitable venue. We believe the cost of coach courses is already significantly reduced due to the member offer that is facilitated regionally and then the educational bursaries that we offer on top as a region to SwimMark clubs as follows:</p> <ul style="list-style-type: none"> <li>• Coach Course full cost = <b>£620</b>... reduced club member cost = <b>£450</b> (if you add the reduction of 50% via the regional educational bursary this takes the cost down to <b>£225</b>)</li> <li>• Assistant Coach Course full cost = <b>£350</b> ... reduced club member cost = <b>£220</b> (if you add the reduction of the 50% via the regional educational bursary this takes the cost down to <b>£110</b>)</li> </ul> <p>6. Swim England over a year ago strengthened the obligation that Coaches need land training qualifications in order to deliver Land Training. During that here has been much talk about courses being put on the Swim England, when can we expect this to happen? <i>The Institute of Swimming have a number of tutors recruited to deliver the Swim England Land Training qualification, however, unfortunately none of these tutors have the educational qualification they are required to have to enable them to tutor the course; an upskill process is soon to be embarked upon to enable delivery to begin. Unfortunately we don't have a time frame for this, but we have developed a waiting list and are ready to facilitate courses in the region as soon as tutors are ready.</i></p> <p>The report and accounts were accepted by a show of hands.</p>	
6.0	<b>Proposals for changes to Swim England West Midlands Region Limited's Articles and Regulations</b>	No proposals.	
7.0	<b>Incorporation</b>	<p>The Region has now become an incorporated body and the board members have become directors. No directors are shareholders.</p> <p>There may be a potential change in the regulations to add an additional point to cover virtual meetings and the voting process for this kind of meeting. This will be circulated to the members and if the majority is in agreement then this will be enforced from the next AGM, assuming that it may be online.</p>	
8.0	<b>Elections</b>		
8.1	<b>Elections The President</b>	<p>The Chair handed over to Mandy Garrott, President, to give an outgoing speech.</p> <p>Mandy presented the Presidential Chain to Jose and gave thanks to the Region and the Counties, noting that she has enjoyed her time as president.</p> <p>Mandy welcomes Jose and Jose expressed she has been looking forward to this for over two year.</p>	
8.2	<b>The President Elect</b>	Jenny Pearson of Shropshire ASA was nominated as President Elect. The meeting formal approves this.	
8.3	<b>The Finance Director</b>	Mike Beard was formally approved as the Regions Finance Director.	
8.4	<b>The required number of Directors that are due for election as defined in regulation 15.1.1.5</b>	<p>Simon thanked David Corbett and Pamela Davies for their contributions to the Regional Management Board and Swimming within the West Midlands.</p> <p>Mandy Garrott was formally approved as a Management Board Member for a 4 year term.</p>	
8.5	<b>Members of the Members' Forum</b>	<p>The regional delegates to the Members of the Members Forum were approved as follows:</p> <p>Elaine Gale Jeffrey Morrey Mike Beard Tony Green</p>	

		Vivienne Hewitt  The other delegates to Member of the Members forum as per regional rule 12.2.1.3: President President Elect Chairman	
<b>8.6</b>		The Board shall appoint people to lead disciplines and other such duties that require specialist experts.	
<b>9.0</b>	<b>Appointments</b>	Other positions will be appointed by the Regional Management Board at its first meeting after the AGM and the Regional Management Board has the authority to appoint any other vacant positions as necessary.	
<b>9.1</b>	<b>Independent Financial Examiner</b>	Garratt's of Wolverhampton.	
<b>9.2</b>	<b>Honorary Solicitor</b>	Patrick Nelson.	
<b>9.3</b>	<b>County representatives to the Management Board</b>	The following appointments for county representative were noted: Jean Childs (1 year) - Shropshire Jeffrey Morrey (2 years) - Staffordshire Vivienne Hewitt (3 years) - Worcester County Elaine Gale (4 year) - Warwickshire	
<b>10.0</b>	<b>To receive the Swim England Annual Report</b>	Simon explained that the Swim England Annual Report and Financial Report were available to view online.	
<b>11.0</b>	<b>Date of the next Annual General Meeting</b>	Date and time TBC.	
<b>12.0</b>	<b>Vote of thanks</b>	The Chair thanked the regional staff for organising the AGM and those who attended.	

Minutes prepared by	Date
Grace Grove	04/07/2022