

Swim England North West Limited

Directors Meeting – 31st January 2023

Minutes of a meeting of the Swim England North West Limited Directors, held via Zoom, on Tuesday 31st January 2023, commencing at 19.00 hours.

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|---------------------|---|---|
| Present: | D Burgham K Chisholm M Ralph H Whittle D Stafford B Bolton J Whittle J Wilks | Director/Chairman Director Director Finance Director Director Director Director Director |
| Present Non-Voting: | S Robinson D Sumner S Warrington | Regional Club Coordinator Regional Club Coordinator Office Administrator |
| Apologies: | G Whittle M Davies C Hughes B Thorpe L Fawkes | President Director President Elect Director Director |

- 1.23 Welcome**
1.1 DB welcomed everyone to the meeting.
- 2.23 Apologies for Absence**
2.1 Apologies for absence are listed above.
- 3.23 Declaration of Interests**
3.1 JW, Honorary Life membership draft paper.
- 4.23 Minutes**
4.1 The minutes of the previous Directors meeting dated 29th November 2022, having been previously circulated to all directors, to be accepted as a correct record of the meeting.
- 5.23 Matters arising**
5.1 Honorary Life Membership, DB discussed the draft document put together, all agreed Life membership should continue, criteria to be agreed JW & DST to complete and circulate to directors. DB suggestions for a Life Member for 2023 to be circulated to directors.
- 6.23 Action Points**
2021
36.3 DST, JW and Neil Booth current Life Members to review document of criteria for Life Members then to be circulated to directors and confirmed at March 2023 directors meeting - ongoing.
59.7 Conflict of Interest DB to email members whom are still outstanding – Closed.
2022
21.4 A&I HW policies reviews - Closed
70.2 KC reviewing documents in relation to conflict of Interest of being President and Director – Closed
72.1 SGCP for all Directors and Counties, DST to email directors to ask if attending - ongoing

All other action points completed.
- 7.23 Correspondence**
7.1 Membership Analysis 2022, KC requested a breakdown for the counties. DB advised SE looking into.
7.2 Harold Fearn & Alfred Turner awards, DB requested nominations by closing date of 7th March 2023.
- 8.23 Club Officers Update**
8.1 SR discussed update, January Swimmark been a lot of work, some clubs will not be affiliating, still in discussion with some clubs, Barrow Long distance and Manx Masters will not be re-affiliating, Courses – currently struggling for Water Polo courses due to lack of tutors. DB to discuss at Regional Chairs meeting with regards to lack of tutors.
- 9.23 Audit & Investment**
9.1 HW Finance report, no report as doing end of year accounts as accounts due to go to auditors, next A&I meeting to be held on 14.2.23, CIF funding to be reviewed at next A&I meeting. KC articles advise directors must approve annual accounts then signed off by DB, directors to review accounts before being signed off.
- 10.23 Constitutional Matters**
10.1 Company diary, KC reviewed the company diary all actions complete or in progress, SE members forum 8 members to attend awaiting further nominations, MR to review privacy policy, Expenses policy to be reviewed at next A&I meeting, MR to arrange Hybrid equipment for ACM and to discuss ACM voting with DSU, KC members of the company to be contacted to confirm all details and club representative correct and up to date.
10.2 Governance group draft minutes 18.1.23 - Accepted
10.3 **The constitutional rules were approved for:**
Everton SC
Ashton-Under- Lyne
Lancaster

11.23 Reports

- 11.1 Club Leadership Group minutes 3.11.22 - Accepted
- 11.2 Diving Management Group minutes 23.11.22 Final - Accepted
- 11.3 Diving Management Group minutes 12.1.23 Draft - Accepted
- 11.4 Swim Management Group minutes 18.1.23 Draft - Accepted
- 11.5 Regional Club Development group 19.1.23 Draft - Accepted
- 11.6 Water Polo Leadership Group minutes 16.12.22 - Accepted
- 11.7 National Chairs Forum 21.11.22 - Accepted
- 11.8 Regional Chair meeting minutes 28.11.22 Final -Accepted
- 11.9 Diving Leadership Group Minutes 13.12.22 - Accepted

12.22 Any Other Business

- 12.1 HW, region made donation in respect of Dave Collins, HW asked have youth panel had any meetings SR advised previous meetings cancelled due to lack of interest next meeting to be held on 13th February 23, DS to take position of Swim Manager on Swimming Management group all agreed. KC sports governance tier 3 DB advised was raised at chairs meeting.
DB advert has been created to recruit new Governance group members.

Next meeting to be held on 11th March 2023 following the ACM at Holiday Inn Express – Leigh 1.30pm.
No further business the meeting closed 8.50pm.

