

Notes of East District Management Meeting held on Thursday 21st March 2019



Premier Inn, Edinburgh Park, EH12 9FX

- 1. Present:** Duncan McKinnell (DM) Vice President, Les Rodger (LR) President, Richie Metcalfe (RM) Immediate Past President, Tony Dane (TD) Secretary, James Laird (JL) Treasurer, Alistair Shields(AS) STO Convenor, Andra Laird(AL) Swimming Convenor, Alison Lister(Fife Convenor), Jo Maguire (JM) Lothian Region Convenor, Colin Kennedy (CK) Archive Convenor, Cath Fleming(CF) minute taker
- 2. Apologies:** Fiona McEwan(FM) Masters Convenor, Victoria Lowe (VL) Borders Convenor

Agenda		Action by
President's Welcome	Duncan McKinnell (Vice President) Welcomed all to his 2nd meeting and thanked us all for our input into the smooth running of the EISM	
3. Declarations of Interest	None	
4. Corrections and actions from Management Meeting Thursday 17th Jan	<p>Page 1: Section 5, 5th Bullet point, change to: As ED had paid for livestreaming equipment, Stuart Johnston charged an agreed reduced fee</p> <p>Action Points were Useful:</p> <ul style="list-style-type: none"> • Life Members: regarding their voting rights, since many of our District life members are no longer with their initial Club, are they entitled to vote? TD to check with SS if he can find out how many are members of SS. This is an ongoing process • Licensing : SS are considering this timescale for May Mngmt • Livestreaming is covered for this year with agreed fees • Website: convenors still to look at their sections. Descriptions and photos on front page too • MC swimmers were put on the blog as they all broke records • 17 Clubs have sent their constitution and executive to TD • GDPR compliance for handbook entry • Blazer has been bought: blazer badges have been bought for next 3 occasions. Didn't order ties (costly & min order 35) as no scarves for ladies, from Victoria Regalia. • EISM facebook page: Tony was administrator but was taken off. Stuart happy to do this as promotional and done in conjunction with livestreaming 	<p>CF</p> <p>All clubs with Life Members TD, AL and Swim Cmte, All Clubs</p>
5. Matters arising from February Del Meeting	Actions from Feb: District Modernisation update later on in agenda	
6. Correspondence	<p>Changed email address: ED Open Water Convenor: sasaeastdistrictopenwater@gmail.com ALASTAIR MCCABE: FINS- secretary & treasurer: ancwardlaw@gmail.com Colin Mathews: Trojan, New Secretary: trojanasc@outlook.com Sarah Pryde-Smith has an action plan for Armadale Barracuda's going forward</p>	

	SwimEasy correspondence relates to a minor change of name to be authorised within the timeframe necessary under Scottish Swimming governance	
7. Finance	<p>Finance report was circulated:</p> <p>Request for Live streaming to be separated out from main accounts, and then be subdivided into further headings</p> <p>Request for Summarised headings</p> <p>Going into the EISM this year we realised that we could be £3-5thousand loss from previous years. Just to raise awareness amongst TrusteesFeeling is that we should keep going with this meet as in 2020 it'll be within the window of opportunity again. To bring in 3rd party will be too costly.</p> <p>Staffing it is costly to our health and well-being for our local organisers.</p> <p>Many officials from out of district. Grateful for this but it means the expenses claims were large: how can we engage our local TOs?</p> <p>Quaiches: James to speak to John Sluman for cost and then make decision.</p> <p>Affiliation fees: half is in, that's not unusual for this time of the month. JL to remind those who have not paid up yet.</p>	<p>JL</p> <p>JL</p> <p>AS</p> <p>JL & JS</p> <p>JL</p>
8. District Modernisation	<p>Much discussion led by Les Rodger around the proposed Clubs working together: Topics included-</p> <ul style="list-style-type: none"> • Communication- to use HIVE. SS will set up groups for us • Co-opt Alan Reed onto our Mngmt meetings. Formalise the timescale of the ad hoc meetings with the District president. Executive members to discuss with RSDM. • Forums for licensing: suggest that we use HIVE for a trial period to foster 2 way communication/ Club Gala Convenors/ Club Secretary / ED Swim and License • Fife are trying to set this up (this could be another trial)....we will try to sort this out and then 3 months down the route we will, as an executive, see where we go from here • RSDM should be visible • Aquatic forums visible to ED Executive: DM meeting up with Fife, Borders, Lothian, and to find out how Edinburgh fits in..... • Forums instead of Delegates meetings (2 per annum, plus AGM) Suggestions for Clubs to decide on processes/ 20th June could be forum before calendar planning stage, to implementation 20 -21 calendar/ Open meeting 19th Sept could be STO forum encompassing Contemporary Issues and Agenda for STO seminar/ 2020 could be a pathways for swimmers and officials to go into other disciplines • Draft mins to go onto HIVE: try to do within 14 days • Convenors should submit written report to delegates meetings. 	

	<ul style="list-style-type: none"> • AL's preference for Coach Education would be to go to Regional Leagues, share with Coaches our and their ideas. Competitions are not ideal forums due to swimmers not being supervised, coaches not having time... • Regions and Aquatic forums need communication • See what we can achieve by Dec 19 • "Rewarded" should read as recognised by a thank you. • Young Volunteers processes could be expanded to other volunteers • Role descriptors required to assist improvements. • What team competitions are happening that we don't know about? • STO: training regime is going to change from BS so this is a stumbling block, unlikely to be doing major changes this until this is out from BS. Should be soon. • Mentoring can be problematic; however we in the District need to look at support mechanisms to enable as many mentees getting mentored. 	
9. Board and Council Meeting	<p>Good engagement with Hive, 26th Sept 2020 AGM and awards possible date (TBC) Some Staff changes including CEO Discussion around Clubs Working Together GDPR: advice is to keep data for 6 years, then shred it. Keep any info relating to W&P indefinitely. Individuals can ask to be "forgotten" (data wiped) but Clubs can refuse to do so if there is a good reason</p>	
10. Regional Reports		
a - Borders	Report: no report tabled	
b - Fife	Report: Notes.. only been in post for a few months and real feel of working well and getting restructuring done. We are restarting our Region squad. Congratulations to Richie and Water Polo for PoloMark Plus	
c - Lothian	Report: Leagues were tabled	
11. Discipline Reports		
a - Swimming	Report: Report tabled Change to Telfer Cup rules. All happy = YES (opening it up to all clubs who have a mixed relay team instead of having a different competition) Wayne Goldsmith influence Sprints still trying to get RCP, may need to look at programme if we can't get RCP. Congratulations to AL and Carolyn Crichton and their team for a spectacular weekend at EISM19	
b - Water Polo	Report: nothing to add	
c - Masters	Report: nothing to report	
d - Synchro	Report: Edinburgh Synchro took 8 girls to compete at NAGs in Manchester. They were 8 th in routine section. Fife Synchro are going for Synchro Mark Plus	
e - Diving	Report:	
f - Open Water	Report: Intent to hold morning event more like pool swimming (though outdoor) to try to engage more	

	swimmers. JL offered a float from the District if required to help run Championships	
12. STOC	Report: Congratulations to Referees and Recorder who passed their exams. AS presented Andrew McRoberts with a medal and a wee gift to thank him for his years as Meet Manager of the Edinburgh International Meet as he retires to travel	
13. Archive	Just going through folders	ALL
14. Website	Please can we all check our section: don't just say we will, we HAVE to do this	
15. AOCB	<p>AS: 6 lane scoreboard going to be taken down to Prestonpans ready for installation assuming the wiring and computer speak to each other.</p> <p>Timekeeper courses: STO budget to cover TK courses: 1 per year has been free per Club. If more than 10 people, it costs District extra £25. This has been passed onto clubs until now. It was agreed that District wishes to encourage TKs, so new policy agreed:</p> <p>If TO delivering the course considers that there is insufficient support during the course to run as one course, then course will be split into two or more and club will be charged for extra course(s).</p> <p>If TO delivering the course considers that there is sufficient support, then District will not charge for a second course.</p> <p>However, District will be charged by SS for second course, even if only 11 people attend, so District will take a hit if there are lots of courses with just over 10. Please avoid this if poss.</p> <p>Situation re above will be reviewed during next Budget Meeting.</p> <p>If this causes a budget over-run for STO Committee this change to policy will be taken into account at that time.</p>	<p>AS/TD</p> <p>TO Convenor</p> <p>Clubs</p> <p>Mngmt Committee</p>
16. Date of next meeting DELEGATES	18 th April, Main Topic- Modernisation, Howden Park, Livingston, 7 for a 7.30 start. 21 st June, Auchterderran Church Hall, Fife, 7 for a 7.30 start	Convenors
MANAGEMENT	16 th May, Premier Inn, Edinburgh Park, 7pm	
	END of meeting 9.40 pm	