

Minutes of the Scottish Swimming Annual General Meeting
Saturday 24th February 2018, 10.30am
Pathfoot Lecture Theatre, Pathfoot Building, University of Stirling, Stirling FK9 4LA

1. President's Address:

The President, Margaret Somerville, extended a warm welcome to past presidents, life members, delegates and Board and Council members to the 119th AGM. The President thanked Stirling University for use of the facility, the Scottish Swimming staff for all of their preparation and organisation for the AGM and Harper Macleod for its continued support at our Board meetings throughout the year and today at the AGM.

The President introduced her report to the AGM advising that SASA is an association of clubs who are our lifeblood and highlighted that the District modernisation group has held three meetings in 2017 and its interim report will be provided to the first Council meeting in March. The President urged clubs to send representatives and engage with us on this project. The President also thanked the AGM for the opportunity to represent SASA throughout the year.

Before continuing, the President respectfully requested delegates to stand and observe a one minute silence to commemorate the following Scottish Swimming members and supporters who have sadly passed away over the past year:

May Laidlaw	SASA Life Member
Winnie Ferguson	SASA Life Member
Hamilton Smith	Warrender Baths
Brenda Anderson	Mother of para-swimmer, Jim Anderson

The President asked delegates to advise if there were further intimation of names from the AGM and there were Gavin Calder (Duns and then Hearts of Midlothian), Orla Hogg, Heart of Midlothian and Janet Stobie, Motherwell & Wishaw.

The President moved on to outline the business of AGM and format for the remainder of the day including lunch and workshops.

The President then introduced the colleagues alongside her:

Maureen Campbell, Chair of the Board of Directors
Forbes Dunlop, Chief Executive Officer
Elaine Mackenzie, Director of Services
Deborah McGinniss, Finance Manager
Alison Low, Vice President

The President also took the opportunity to introduce the Council and Board members in the audience.

2. Minutes of the AGM of 25th February 2017:

The minutes were accepted as a true record of the 118th AGM in 2017, subject to the amendment proposed from Alanna Morrison, Livingston & District Dolphins to page 4 to include Marie Glasgow, [Aquanauts and East District Life Member] who passed away in 2016 and whose passing was intimated at the 118th AGM.

The President advised the AGM that page 9 of the minutes includes a Council action regarding considering the definition of aquatic based activities and initiatives requested by Lynn Alderton. The President advised that this has not been progressed by the Council to date but will be taken forward to the 2019 AGM.

Proposed by Doris Mair, Life Member and seconded by Colin Kennedy, Livingston and District Dolphins.

3. Business from Minutes:

None.

4. Correspondence:

None.

5. Address:

5.1 Address by Company Chair and Chief Executive

The Company Chair, Maureen Campbell, was then invited to present to the membership.

Maureen thanked the AGM for the opportunity to introduce the annual report, advising that 2017 had been another outstanding year across a range of activities and we continue to see success through Scottish athletes' representation on British Teams. We are looking forward to the Commonwealth Games in the Gold Coast, which will be a good opportunity for our Scottish athletes to represent Team Scotland and then the Glasgow 2018 European Championships. There are still tickets available so please encourage clubs, participants and swimmers to support our athletes.

Maureen took the opportunity to highlight the proposed change to our financial year, referring back to last year's report on continued financial pressures. This proposal demonstrates our strength in governance as we have identified the risks of the financial uncertainty with the current financial year and the proposed change will allow us to understand our financial position at the start of the financial year. This proposed financial year will also align Scottish Swimming with our key funders, such as British Swimming and **sportscotland**.

In relation to recent media coverage around safeguarding and wellbeing, Maureen assured the AGM that the Board regularly considers and reviews arrangements and procedures in place, a new policy has recently been approved and this will be communicated in the Spring. We would always encourage any concerns to be raised, particularly from the younger audience in attendance and Maureen asked attendees to take this message back to clubs and Districts.

There has been a huge amount of work done recently politically, in particular the parliamentary reception, to highlight the health benefits of our sport and today we are going to hear from Jennifer, Hannah, Ella and George, some of our young members, to talk about their experiences in swimming. It is good to see youngsters in attendance as part of our young leader's squad working with Scottish Swimming.

Maureen thanked the President for her contribution in 2017 and advised that both she and John Mason will be stepping down from the Board this year. Maureen wanted to record her appreciation of John's contribution to the Board. Maureen also advised that David Carry has left the Board to become an independent Board member of British Swimming. Maureen recorded her thanks to David for his contribution during his time on the board.

Maureen concluded her presentation by commenting on the need to be flexible to respond to the changing environment and the Board expresses its thanks for all of the work undertaken by our members.

Presentations

Services: The Director of Services, Elaine Mackenzie advised the AGM that we have had eight years of membership growth, which is a fantastic achievement and she was delighted to announce that we have 23,000 members for the first time. We are starting to see some good examples of LTS / Club links and member retention, which we will continue to share through our RSDM team. Elaine thanked the Scottish Swimming team for their efforts in this regard.

Elaine advised that in 2017, following receipt of requests to review our membership categories, we commenced this review in order to determine whether there are any structural changes required to better meet the needs of each type of member whilst ensuring our future need for growth. We will be mindful of the financial implications and impact on administration when considering any changes following club surveys and data gathering and will provide an update to the 2019 AGM. Elaine asked the attendees to encourage clubs to engage with this review.

Scottish Swimming remains fully committed to the principles of equality and we are working towards the Advanced Equality Standard, which is about ensuring that equality is embedded in our clubs. We created an equality video last year and Elaine advised that she is proud of our vision that everyone can swim – we need to work hard to remove barriers to participation. We intend to submit our application in March 2019 and hope that we can show at that time that equality has been embedded at all levels.

Elaine moved on to advise the AGM of the new data protection legislation, the GDPR, which comes into force on 25 May 2018. As part of membership renewal process, we have issued new privacy notices which will apply to all of our members and they will be asked to sign up to this at the point of registration. Elaine asked the attendees to go back to their clubs and consider the personal data that they hold and use. We are liaising with clubs around their data management and will be supporting clubs through templates and workshops.

Elaine mentioned our commitment to continuous improvement. Elaine advised that we have maintained our satisfactory rating from our external audit carried out by KPMG on behalf of **sportscotland**. We had some low level recommendations, including amendments to our Board member terms and will be proposing changes today to reduce the length of Board member terms to 8 years in any one position or a maximum of 12 years in two positions, this is in line with best practice recommendations from UK Sport.

Elaine concluded her presentation by highlighting the financial risks in terms of our current financial year resulting in uncertainty around investment and the approved amendments around wellbeing terminology to reflect guidance from **sportscotland**. The annual report highlights the breadth of work by Scottish Swimming, including supporting advances in technology in order to stay ahead of the curve, which allows performance and development to grow.

Finance: The Finance Manager, Deborah McGinniss advised the AGM that her presentation would focus on four key areas: our financial statements; our financial targets; recognise our key funding partners; and provide context behind one of today's proposals.

Our financial statements and financial overview shows that our income figures have decreased but these are still high in comparison to other sports governing bodies in Scotland. We have achieved a surplus in line with our projections with £4,600 being transferred to our reserves and our balance sheet continues to be healthy, demonstrating that we are in a good place. Although our bank balance is high at £2.1m, we are mindful of maintaining a healthy position given that the majority of our income is received upfront. From a financial perspective, the key figures are the figures for our net assets and reserves. We have consciously made a decision not to increase our reserves but we do monitor this and need around £420k to support 3 months business so we are not too far from this figure.

Deborah advised that we are pleased with the results of our financial targets. Our National Framework was launched in 2014 and we are now beginning to see a real impact across a number of areas, specifically membership, education and sponsorship, and we have exceeded our membership target. Linked to our National Framework is our Learn to Swim programme, which is currently sponsored by Scottish Water, for which we have received positive feedback. The National Awards suffered a significant loss this year, which is reflected by the drop in sales as a result of local authorities / leisure trusts adopting online developments and the costs of re-branding the certificates. The feedback from parents is that the certificates are still valued and we are looking at ways of ensuring that children still get these by working with local authorities / leisure trusts.

Deborah took the opportunity during her presentation to recognise our key partners: **sportscotland** continues to be our main funding partner with an application submitted this year for a further £1.2m of investment and we are hopeful we will find out the result of this application shortly; we have secured additional investment from British Swimming to support para-swimming and diving until 2021; and the increase in membership subscriptions means that this continues to generate significant revenue. We are not complacent and are always looking to welcome new sponsorship partners.

Deborah concluded her presentation with reference to proposal PC1, RA1 and PR1, which is the proposal being put forward today to change our membership and financial years to commence on 1 April. From a financial perspective this will create a number of benefits for Scottish Swimming, mainly around improving the accuracy of our forecasting and enabling Scottish Swimming to release budgets based on actual investment figures. Deborah advised that there will be an impact on our reserves due to how we recognise our membership subscriptions but the proposal will result in a change to our accounting policy, which in turn will lead us to restate our reserves to reflect the true position.

Development: The Director of Development, Sharon Macdonald noted that the annual report provided a flavour of the activities around development in 2017 and so she would like to highlight the impact of these activities. Our main participation focus has been on implementing the Learn to Swim framework. The framework aims to improve the quality of learn to swim programmes, so far we have seen good growth in numbers and importantly we have also seen local authorities / leisure trusts re invest monies generated through LTS back into aquatics. We have also used the LTS as a platform to have wider discussions with local partners around the challenges clubs continue to face around access, pool pricing and general club support.

Our work with clubs continues to develop, we understand the challenges they are facing and are developing our new Club Framework to support clubs to continue to be strong and sustainable. Our ambition remains to have 26,000 members by 2021 and to achieve this we need to continue to support clubs to grow swimming membership.

Sharon advised that having a successful workforce is key for development and our UKCC teaching and coaching courses continue to see growth and there has been a substantial growth in the CPD programme, mainly due to the National Framework.

Sharon concluded her presentation by advising that 2018 is the year of the young person and she welcomed Jennifer, Hannah, Ella and George who spoke about their experiences officiating, participating and competing in swimming and water polo, particularly about their goals and development within our sport.

Performance: The Director of Performance, Ally White thanked the young attendees for their presentations and picked up on the process of athlete development within our sport within the daily training environment, which provides primary opportunities for developments in the mindset and behaviours of athletes. This development is key, as well as growth outwith the pool. Effective athlete development is important from our performance plan as we need to maximise the development of our athletes.

Ally highlighted that it is important to measure our athlete development and performance, which we do by looking at trends. In particular, the strength and depth within our sport, which is measured against British rankings as we

are ultimately looking for all our areas to connect together through to the performance end of the sport.

Ally concluded his presentation by thanking Ian Fleming for his support within the Swimming Committee.

The Chief Executive, Forbes Dunlop concluded the report by thanking all of the presenters, in particular the young presenters, commenting that the annual report and presentations demonstrate another positive year for our sport, which is down to the efforts of our members and partners. The Learn to Swim foundations and clubs are growing, although we are mindful that our swimmer membership growth is at a lower level.

Forbes thanked everyone within the club network and advised that our performance success is a testament to our sport, which is in a healthy place. However, we are not complacent as we know that there are a lot of challenges. For example, an increased focus in 2018 will be around our new facilities strategy, which is a medium to long term challenge.

Forbes opened the floor for questions and there were none.

5.2 Company's Annual Report (includes reports from National Committees)

The President thanked staff for their comprehensive reports and now referred to the national committee reports as previously circulated. She invited the Chairs to add to their reports.

Diving Committee: Allan Reid expressed his thanks for the opportunity to speak; it was his first attendance at the AGM. Other than what is included in the report, Allan wanted to highlight the need to address the issue of succession planning for technical officials, with particular reference to Jennifer's presentation. In relation to development within diving, the input from Ally White has been key to the development of this pathway, which is now seeing benefits at the elite level and also encouraging others to join as demonstrated by healthy numbers in participation and Allan expressed his thanks for this support. Allan concluded by advising that the Open and National Championships have now been separated to allow for more competition to take place in Aberdeen and he personally thanked the Chair and John Mason for their service to the Board, who he has always found extremely approachable and helpful.

Masters Committee: Eddie Riach thanked the younger presenters and advised the AGM that Janet Stobie, Motherwell & Wishaw sadly passed away after still competing in her 80s.

Open Water: there were no further updates or questions.

Swimming Committee: Ian Fleming advised that since writing his report there have been a further 87 Scottish National records ratified and with the introduction of para-swimming from the last AGM, para-swimming records were introduced in the latter part of 2017 and a total of 46 Scottish National records have been ratified. Further, in December 2017 the European Short Course Championships were held in Copenhagen, Denmark and congratulations to Duncan Scott who won his first individual medals with Bronze in the 100m and 200m freestyle and to Ross Murdoch who broke the Scottish record with an eighth place in the 100m breaststroke against a very high quality field.

The President congratulated all record holders and Helen Murray, Life Member, requested a correction to the reference to "Scott Quinn" in the report as it is spelt "Quin".

Swimming Technical Officials: Neil Valentine, who has taken over the post of chair since the report was prepared, paid tribute to Joanna Maguire from her contribution as chair particularly for her handover. Neil provided updated final figures for 2017 certificates that were awarded: 110 (Judges); 8 (Referees); and 18 (Recorders) and advised the AGM that other disciplines will hopefully be brought into the STO committee – open water is now included and we are working with synchro and diving. The President also added her thanks to Joanna Maguire for her time as STO Convenor.

Synchro Committee: Phyllis McLean added to her report: Edinburgh SSC went to the Combo Cup in Manchester and finished second in Division 2; at the Swim England NAGS Corin Macdonald finished in the top 20 of the 12 years and under category from 129 athletes and Niamh Peakman finished in the top 35 of her category from 175 athletes, which represents a great achievement from both athletes; the winner of the Club Championships held in Dundee was Nairn SSC; and Linda Atkinson has completed her first FINA Judge School in Amsterdam and has also been appointed as a Judge for the Glasgow 2018 European Championships.

Water Polo Committee: Alan Anderson added his thanks to Forbes Dunlop, Sharon Macdonald and the team at Scottish Swimming for their support in growing water polo.

The President opened the floor for questions:

There were no questions and the President thanked the Chairs for their updates.

6. Attendance and Apologies for Absence:

Attendance:

Club Delegates:	64	East	20	Midland	9	North	9	West	26
Clubs Represented:	38	East	13	Midland	5	North	6	West	14
Life Members:	10								
Chairs:	3 *								
Council & Board of Directors:	7 *								
Total Voting Delegates:	84								

Also in attendance were:	Staff	19
	Guest	1

- It should be noted that there were more Council, Board and Discipline Chairs in attendance at the meeting, however, they have been attending as club delegates and have been counted as such.

Apologies:

Life Members	Win Hayes, Gina Logan, Carolyn Macdonald, Pam Thomson, Jack Snowden
Board Members	None
Council Members	None
Committees	Swimming – Keith Thomson, North District District – Chris Warwick, Midland Secretary

Clubs

East	Edinburgh University, Step Rock ASC
Midland	None
North	None
West	North Ayrshire

7. Financial Report 2016/17, Budget for 2017/18 & Membership Fees for 2015-19

Proposed by John Mason, Stirling Swimming and seconded by David Downie, Life Member.

The membership fees were ratified for 2015-19. Proposed by John Deans, Life Member and Seconded by Trish Deans, Hamilton Baths Club.

8. Company Fees & Fines for 2018/19

The Company Fees and Fines for 2018/19 were proposed by Catherine Fleming, Edinburgh Synchro and seconded by Phyllis McLean, Life Member.

9. Alterations to the Governance Documentation

Before debating the proposals the President confirmed the voting rules as detailed in the Annual Business Document.

SASA Constitution

Before proposing the Proposal PC1, RA 1 and PR1, David Beattie, [Board member] highlighted an amendment to the proposal to change the membership year so that those joining in September will pay 60% of the annual fee and those joining in January will pay 25% of the annual fee.

Proposal PC1, RA1 and PR1: Carried, subject to the following:

Blair Prentice, Life Member highlighted that the date in C9.8.4 should be 30 June and not 1 June; and Duncan McConnell, Life Member advising that the note regarding the timetable was useful but requesting pro forma accounts for the new financial year to March 2019 to be published in September 2019.

Proposal PC2: Carried.

Proposal PC3: Carried.

Proposal PC4: Carried (unamended), following a vote on an amendment proposed by David Downie, Life Member and Seconded by Doris Mair, Life Member:

David Downie, Life Member opined that the proposal lacks clarity around the reasons for removing a life membership and suggested adding a reference to the removal being as a result of bringing the sport into disrepute.

Fiona Crawford, Kinross Otters] responded by advising that there is no desire to expressly restrict the circumstances as they will be taken on a case by case basis.

Blair Prentice, Life Member highlighted the complaints procedure needs to be left as open as possible but clarity is required to confirm that it is the Council's responsibility for taking such a decision, which was confirmed by Janice Morgan, City of Glasgow Swim Team.

Proposal PC5: Carried.

Proposal RA2: Carried.

SASA Articles

Proposal PR2: Carried.

Proposal PR3: Carried.

Proposal PR4: Carried.

Proposal PR5: Carried.

Company Rules

None.

The President thanked Blair Prentice and the Editorial Board and made mention of Anne Hendry who is stepping down after a number of years' service.

10. Matters the SASA needs to consider as sole member of the Company:

None.

11. Notices of Motion:

None.

12. Appointment of Members of SASA Council:

The President advised that the appointment of members of SASA Council were listed within the Annual Business Document.

There were no objections to these and the AGM approved the appointments for the coming year.

13. Endorsement of Members of National Committees

The President advised that there was an addition notified to include "Julie McDonald-Simpson, Grangemouth ASC" to Synchronised Swimming Committee.

Subject to the changes above, the endorsement of members was approved by the AGM.

14. Confirmation of Appointments:

The President advised that the appointments were listed within the Annual Business Document. There were no objections to these and the AGM approved the appointments for the coming year.

15. Installation of President:

The President installed Alison Low as the new President of SASA.

The outgoing President Margaret Somerville shared some background information on Alison's devotion to swimming since she became involved when she was asked to fulfil an interim role as a coach and thereafter went on to qualify as a teacher then coach and to develop Aberdeen ASC. Alison also heads up a Learn to Swim School and is also a qualified referee and Tutor, as well as holding several positions within the North District. Margaret commented on Alison always striving to keep up-to-date with any changes and expressed her personal thanks to Alison and asked the AGM to welcome the new President.

Upon installation as President, Alison thanked Margaret for being her role model and advised the AGM that she is looking forward to working with the Board and Council. In particular, the President commented on the professionalism of the Board and congratulated the Board on their forward thinking approach, asking the AGM to thank the Board. In relation to the Council, the President advised that much work has been undertaken and continues to be undertaken around District modernisation, which will have an impact on the role of the Council and she advised that it will be key to bring work together going forward to support clubs and thanked the Council members for its work over past year.

The President thought that it had been a positive AGM, which is a reflection of the amount of work / preparation that had been done beforehand. The President also thanked the young presenters and concluded by commenting that swimming should be for everyone, for fun, for health and for safety. We think we are good in these areas and want to simplify the processes where possible.

The President confirmed the appointment of the Vice Presidents – Moraig Macdonald and Ian Fleming.

16. Presentation of SASA Life Membership:

Having shared background information on each of the worthy recipients, Life Memberships were bestowed on:

- Margaret Somerville
- Margo Wimberley

Margaret has been involved in swimming since 1984, being founder member of her club (now Livingston and District Dolphins) and has given 33 years' service to Scottish Swimming at all levels. The President announced that it was her immense pleasure to bestow life membership on Margaret and Margaret expressed her thanks.

Margo is a member of Edinburgh synchro swimming club with over 25 years' of service to swimming. Margo has been a head coach since 2000, East District swimming convenor from 2006 until 2015, being invited to judge at British Swimming competitions from 1990 onwards and recently helped her club to acquire Swimmark Plus. Margo is well respected within the synchro community and the President announced that it was her great pleasure to bestow life membership on Margo.

Following the presentations of life membership, the President asked John Mason to come forward. John has championed equality through his time on the Board, supporting the organisation to achieve our intermediate award and encouraging us to work towards our advanced award. John's experience and knowledge of the Scottish Government, Scottish politics and the big political agendas has proved to be invaluable to Scottish Swimming over the years as he has guided, advised and supported Scottish Swimming to remain in touch with and relevant to the big agendas. John's commercial and financial experience has also played a significant role over the past 12 years as Scottish Swimming's turnover has more than doubled while we have secured new and valuable partnership.

The President presented John with a gift in recognition of his work whilst on the Board.

The President then asked the Chair to come forward. Maureen has provided excellent leadership and direction to Scottish Swimming, her commitment, enthusiasm and support has never wavered and she remains as passionate and determined to see our sport forward today as she did when she joined the Board in 2004. The change, development and success that Maureen has overseen during this time is down to many people but Maureen's leadership, vision and determination has seen Scottish Swimming develop into and be recognised as one of the leading sports governing bodies in Scotland, with significant progress and success in governance, development and performance levels of the sport.

Maureen advised that she has volunteered all her life and it has been a huge privilege to be part of Scottish Swimming and the young presenters today have reminded us of how fun swimming is. Maureen expressed her thanks to all staff and Forbes Dunlop for his leadership of the staff team.

Prior to conclusion, Alison Low confirmed the following dates for diaries:

1. Awards Dinner on 29th September 2018, Radisson Blu, Glasgow; and
2. The next AGM on 23rd February 2019, the Pathfoot Building, University of Stirling.

The AGM meeting concluded at 12.37 hours.