

Subject to approval at Annual Council Meeting 2015

Hertfordshire ASA

Minutes of the Annual Council Meeting

2nd July 2014 – Welwyn Civic Centre

Present:

Officers

Mrs Jean Cook	Chairman and Past President
Mr Grant Chivers	Finance Officer and Past President
Mrs Sheila Mackenzie	Association Secretary and Past President

Management Board Members

Mr Mark Horrod	
Mr Ian Mackenzie	Past President
Mr Bryan Thompson	Swimming Manager/ Harpenden SC

President

Mr Chris Sage	Beaumont DA
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President Elect

Mrs Ann Quinn	Hatfield SC
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Past Presidents

Mr George Kent
Mrs Rosemary Nodder
Mrs Barbara Scorer
Mr R Fred Strong

Delegates

Mr Ian Bays (Potters Bar SC)
Mrs Katrina Burchell (Hitchin SC)
Mrs Joan Keevill (Hemel Hempstead SC)
Mrs Carryl Baughan (Hemel Hempstead SC)
Mrs Catherine Manthorpe (City of St Albans ASC)
Mrs Karen Lawson (Potters Bar SC)
Mrs Nicola Rix (Ware SC)
Mrs Susan Russell-Rogers (Hitchin SC)
Mrs Janet Warrington (Disability Swimming Manager/ Hoddesdon SC)

Discipline Managers

Mr Stephen Cook	Water Polo Manager
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Apologies:

Miss Amy Bryant	Synchronised Swimming Manager
Mr David Cook	Past President
Mr Charles Dainton	Past President
Mrs Jane Evans	Past President
Mr Stan Freeman	Past President
Mrs Janet Gardiner	Verulam ASC
Mrs Karen Huckle	Past President
Mr Derek Hughes	Hemel Hempstead SC
Mrs Marilyn Hughes	Hemel Hempstead SC
Mr Craig Hunter	Past President
Mr Derek Milton	Past President
Mr Geoff Wood	Past President
Verulam ASC	
Welwyn Garden SC	

Jean Cook paid tribute to Ian J. Watson, Life Vice-President and Past President of Hertfordshire Amateur Swimming Association, who died in November 2013. There was a period of silence.

A letter had been received from Mary Watson, in appreciation of cards, messages and donations, and this was read out.

14/1 Welcome

- 14/1.1 The Chairman, Jean Cook, welcomed everyone to the meeting, and introduced the officers.
- 14/1.2 The Chairman reminded everyone of the correct procedures for the conduct of the Council..

14/2 Apologies

- 14/2.1 Apologies were received as shown above.

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14/3 Minutes of the Annual Council Meeting held on 8th July, 2013

14/3.1 The minutes of the Annual Council Meeting on 8th July, 2013 were accepted as a true record.

14/4 Matters arising from the minutes

14/4.1 Sheila Mackenzie stated that Mark Horrod and Dacorum Borough Swim Squad had sent apologies for the 2013 Annual Council Meeting, but these had been omitted from the minutes. An amendment will be made. **SM**

14/5 Annual Report 2013-14

14/5.1 Copies of the Annual Report had been distributed, and the report was considered at this point.

14/5.2 Catherine Manthorpe asked for clarification of the changes in swim21 accreditation, and Ian Mackenzie offered an explanation.

14/5.3 Joan Keevill asked why Herts. League was not included in the swimming section of the report. Sheila Mackenzie explained that Herts. League is not run by the county, but run by clubs for the clubs.

14/5.4 Joan Keevill suggested that it would be good to see reports from swimming clubs on their activities in the Annual Report, just as is provided by the water polo report. Sheila Mackenzie advised that next year the water polo report is likely to be more general, and that the club reports would be provided separately on the website. A similar process could be carried out for swimming clubs, although the input from clubs would probably be the challenge.

14/5.5 The content and the pictures for the discipline reports was appreciated.

14/5.6 The Chairman thanked the contributors to the report, and thanked the Association Secretary for its compilation.

14/5.7 The Annual Report was accepted.

14/6 Financial report

14/6.1 A Summary of Accounts for the period 1st April, 2013 – 31st March, 2014 was provided.

14/6.2 The Finance Officer, Grant Chivers, commented on some of the details, including indicating that most of the disciplines were self-funding, with the swimming discipline providing financial support where required. The county is solvent, but it was disappointing that very few claims were being received from the available money earmarked for development.

14/6.3 The large surplus was questioned, and Grant Chivers replied that several initiatives had been set up, but claims for funding had been minimal. Funds had been used for events, conference, forums and training – all for the benefit of clubs, athletes and workforce. The Development Fund, which had been put in place to try to diminish the large surplus funds, was still not being accessed by the clubs, although various funding opportunities were published and offered throughout the year. The Management Board regularly consider ways in which to benefit the athletes. There was discussion about various ways to use the surplus, including bursaries and performance potential awards, and contribution towards high training and travel costs which athletes incur. The response from Management Board members was that hardship funds should be the remit of the clubs, and also, that bursaries for coaches were more effective than athlete bursaries, as potentially more athletes could benefit. There were also suggestions about funding being available to subsidise pool hire costs, and to aid non-swim21 clubs to achieve accreditation. The following responses were given. Funding pool hire costs could not be an option, and with regard to swim21 help, funding was already in place for courses required in the accreditation process.

14/6.4 Grant Chivers said that it was important that clubs were self-sufficient. He offered to provide assistance and advice to clubs with regard to financial matters.

14/6.5 The accounts have been inspected.

14/6.6 The Chairman thanked the Finance Officer for preparing the accounts.

14/6.7 The accounts were accepted.

14/7 Alterations to rules and conditions

14/7.1 The following proposal, from the Management Board, for an amendment to the constitution, was agreed:-

22 STANDING ORDERS FOR THE MANAGEMENT BOARD

22.1 Meetings

22.1.1 The Management Board shall meet as often as it deems necessary for the good governance of the Association but not less than **four** times per year. The Chairman of the Management Board and the Association Secretary shall have the discretion to call further meetings of the Board if they consider it to be in the interests of the Association.

14/7.2 It was advised that the discipline conditions are amended, as necessary, during the year, and are published on the website.

14/8 Awards

- 14/8.1 a) Roy Rogers Memorial Trophy – The Roy Rogers Memorial Trophy is awarded annually to the Hertfordshire person, team or club who has made a significant contribution to the sport of swimming.
- This year the Roy Rogers Memorial Trophy is awarded to Stephen Chambers in recognition his significant contribution to water polo, at club, county and national level, over many years. Ian Mackenzie read the citation. The Trophy was not presented at the meeting, as neither Steve nor a representative was present.
- b) Wilkinson Sword – The Wilkinson Sword is awarded annually for achievement in the sport of swimming.
- No nominations were received this year.
- c) President's Plate – The President's Plate is awarded annually, at the sole discretion of the President, for conspicuous service to the Hertfordshire ASA.
- The recipient this year is Janet Warrington for her dedicated work for Disability Swimming and Special Olympics. The President presented the plate to Janet.

14/9 Installation of the President for 2014-2015

- 14/9.1 Ann Quinn, the Hertfordshire ASA President for 2014-15, received the chain of office from Chris Sage. In her first duty as President, Ann presented Chris with his Past President's badge and pin, and a certificate, and thanked him for his work during the past year.

14/10 Election of Management Board members

- 14/10.1 The following have been nominated in accordance with Rule 15.5
- Voting was not necessary, as the number of nominations did not exceed the vacancies. The following were elected:-

To remain in office until Council 2015

Three vacancies

To remain in office until Council 2016

Mrs Karen Lawson (Potters Bar SC)

Mrs Catherine Manthorpe (City of St. Albans ASC)

One vacancy

To remain in office until Council 2017

Mr Mark Horrod (Hemel Hempstead SC)

Mrs Deborah Huggett (Bishops Stortford SC)

Mr Graham Huggett (Bishops Stortford SC)

One vacancy

14/11 Election of officers and managers

- 14/11.1 The following have been nominated in accordance with Rule 15.5:
- Voting was not necessary, as the number of nominations did not exceed the vacancies. The following were elected:-

To remain in office until Council 2017

Diving Manager	Miss Alexandra Belson (Beaumont DA)
Finance Officer	Mr Grant Chivers (Hitchin SC)
Swimming Manager	Mr Bryan Thompson (Harpenden SC)
Workforce Development Manager	No nominations

To remain in office until Council 2016

Chairman	Mrs Jean Cook (Hitchin SC)
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14/12 Appointment of an independent financial examiner

- 14/12.1 Bruce Weir ACA was appointed as the independent financial examiner.

14/13 The meeting closed at 8.55pm, with thanks to those who attended.