

Subject to approval at the Annual Council Meeting 2016

Hertfordshire ASA
Minutes of the Annual Council Meeting
1st July 2015 – 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

Mrs Karen Lawson	Club Development Group Manager
Mr Ian Mackenzie	Past President
Mr Bryan Thompson	Swimming Manager

President

Mrs Ann Quinn	Hatfield SC
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President Elect

Mrs Janet Gardiner	Verulam ASC
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Past Presidents

Mrs Karen Huckle
Mr George Kent

Delegates

Mr Ian Bays (Potters Bar SC)
Mrs Katrina Burchell (Hitchin SC)
Mrs Susan Russell-Rogers (Hitchin SC)

Also present

Mr Richard Sumner

Apologies

Mr Mick Boon	Past President
Mr Charles Dainton	Past President
Mr Stan Freeman	Past President
Mr Mark Horrod	Management Board Member
Mr Graham Huggett	Management Board Member
Mr Craig Hunter	Past President
Mr Derek Milton	Past President
Mr Chris Sage	Past President
Mr Geoff Wood	Past President
Bushey ASC	
Welwyn Garden SC	

15/1 Welcome

- 15/1.1 The Chairman, Jean Cook, welcomed everyone to the meeting, and introduced the officers.
- 15/1.2 The Chairman reminded everyone of the correct procedures for the conduct of the Council.

15/2 Apologies

- 15/2.1 Apologies were received as shown above.

15/3 Minutes of the Annual Council Meeting held on 2nd July, 2014

- 15/3.1 The minutes of the Annual Council Meeting on 2nd July, 2014 were accepted as a true record.

15/4 Matters arising from the minutes

- 15/4.1 None

15/5 Annual Report 2014-15

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- 15/5.1 Copies of the Annual Report had been distributed, and the report was considered at this point.
- 15/5.2 It was noted that there was no diving report.
- 15/5.3 The Chairman gave appreciation of the graphs and pictures in the report on swimming, and advised the meeting that additional information was on display in the hall.
- 15/5.4 The Chairman thanked the contributors to the report, and thanked the Association Secretary for its compilation.
- 15/5.5 The Annual Report was accepted.

15/6 Financial report

- 15/6.1 A Summary of Accounts for the period 1st April, 2014 – 31st March, 2015 was provided.
- 15/6.2 The Finance Officer, Grant Chivers, gave a presentation of the accounts, commenting on some of the details. He advised that the county is in a healthy financial position.
- 15/6.3 The accounts have been inspected.
- 15/6.4 The Chairman thanked the Finance Officer for preparing the accounts.
- 15/6.5 The balance sheet and the associated accounts, as at 31st March, 2015, were adopted.

15/7 Alterations to rules and conditions

- 15/7.1 The following proposals, from the Management Board, for amendments to the constitution, were agreed:-
 - 15.5 Nominations for all other officers and members of the Management Board shall be in writing, and shall reach the Association Secretary, not later than 31st May, prior to the Annual Council Meeting. The nomination form shall contain the signature of the nominee.

23.1 The Standing Committees shall be:

23.1.2 The Club Development Group

24.3 The Club Development Group shall be comprised of the club development group manager, together with a maximum of five other members, who shall normally be elected to serve for a three-year period.

26 CLUB DEVELOPMENT GROUP

26.1 Terms of Reference

26.1.1 To advise the Management Board on all matters relating to club development in Hertfordshire.

26.1.2 To prepare the club development section of the Association's development plan and associated budget, for approval by the Management Board. To implement the approved plan, and review it regularly, reporting to the Management Board.

26.1.3 To encourage the provision of courses within Hertfordshire that lead to a qualification that is promoted or recognised by the ASA for swimming teachers, coaches and club administrators.

26.1.4 To assist club members to identify appropriate training courses run by other bodies, to ensure they are able to meet the requirements for swim21 accreditation.

- 15/7.2 It was advised that the discipline conditions are amended, as necessary, during the year, and are published on the website.

15/8 Awards

- 15/8.1
 - 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 Barbara Scorer in recognition of her significant contribution to swimming, at club, county and national level, over many years. The Chairman read the citation. The Trophy could not be presented at the meeting, as it had not been returned by Steve Chambers, last year's recipient. This inconsiderate lack of respect was noted.
 - 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 recipients this year are Deborah and Graham Huggett, for their dedicated work for the discipline of swimming.

15/9 Installation of the President for 2015-2016

Annual Council Meeting Minutes 2015

Subject to approval at the Annual Council Meeting 2016

- 15/9.1 Janet Gardiner, the Hertfordshire ASA President for 2015-16, received the chain of office from Ann Quinn. In her first duty as President, Janet presented Ann with her Past President's badge and pin, and a certificate, and thanked her for her work during the past year.

15/10 Election of Management Board members

- 15/10.1 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 2016

One vacancy

To remain in office until Council 2017

One vacancy

To remain in office until Council 2018

Mr Ian Mackenzie (Hoddesdon SC)

Three vacancies

15/11 Election of officers and managers

- 15/11.1 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 2016

Disability Manager Mrs Jackie Harvey (HoddesdonSC)

Synchronised Swimming Manager No nominations

Water Polo Manager No nominations

To remain in office until Council 2017

Club Development Group Manager Mrs Karen Lawson (Potters Bar SC)

To remain in office until Council 2018

Association Secretary Sheila Mackenzie (Hoddesdon SC)

Trophies Officer Sheila Mackenzie (Hoddesdon SC)

Welfare Officer No nominations

15/12 Appointment of an independent financial examiner

- 15/12.1 Bruce Weir ACA was appointed as the independent financial examiner.

- 15/13 The meeting closed at 8.45pm, with thanks to those who attended.