

Hertfordshire ASA

Minutes of the Club Development Group meeting

29<sup>th</sup> January 2018 – Civic Centre, Welwyn

**Present:**

Karen Huckle (KH)

Sheila Mackenzie (SM)

Ian Mackenzie (IM)

Helena Pretious-White (HPW)

Jonathan Pope (JP)

County Secretary

		Action
<b>18/1</b>	<b>Welcome</b>	
18/1.1	Ian Mackenzie welcomed everyone	
<b>18/2</b>	<b>Apologies</b>	
18/2.1	Ian Bays (IB) and Nicola Rix (NR)	
<b>18/3</b>	<b>Declaration of conflicts of interest</b>	
18/3.1	There were no 'conflicts of interest' identified.	
<b>18/4</b>	<b>Minutes of the meeting on 13<sup>th</sup> September 2017</b>	
18/4.1	Minutes of the last meeting were agreed as true and correct.	
<b>18/5</b>	<b>Matters arising</b>	
18/5.1	All action points had been actioned	
<b>18/6</b>	<b>Correspondence</b>	
18/6.1	There was no relevant correspondence received	
<b>18/7</b>	<b>Funding for courses etc.</b>	
18/7.1	Only eight clubs have claimed funding for courses in the year. All have been reimbursed.	
<b>18/8</b>	<b>Development/Budget Plan 2017/18</b>	
18/8.1	The complete plan was reviewed and it was anticipated with the development weekend next month it would be achieved.	
18/8.2	Concern was expressed over the e-learning courses, in particular the Club Captains and the Workforce Development Officer courses.	
18/8.3	SB and HPW will endeavour to get youngsters to do the Club Captains course providing feedback and feeding back to the committee. IM to ask NR to do the same	SB & HPW &NR IM
18/8.4	HPW will try and set aside some time to review the Workforce Development Officer course, feeding back to the committee	HPW
18/8.5	JP was happy that the officials courses have already been achieved even prior to the Dev. Weekend.	
18/8.6	JP will ask the Finance Officer for the cost of the courses in their entirety, so that the budget for 2018/19 will be more meaningful and feedback to IM by the end of February.	JP

**Minutes subject to approval at the next CDG meeting**

18/8.7	IM reported that OW co-ordinator is reliant on the Regional initiative rather than the County doing a separate camp following the lack of response from the clubs.	
18/8.8	IM highlighted the lack of support from the committee and the clubs to the Club Forum. One took place the previous week, KH attended as did the Swimming Manager, but only three clubs were represented. One gave their apologies having arrived at the venue but was taken ill. There was a lot of discussion, the decision being that SB would draw up a monkey survey for the quartile leads to send out to their own clubs to establish the need or otherwise for the Forum	SB
18/8.9	Electronic newsletter maybe an option or do away with the Club Forum totally.	
18/8.10	The Officials and Coaches Forums are more supported, but they are for a defined market.	
<b>18/9</b>	<b>Development/Budget Plan 2018/19</b>	
18/9.1	It was decided to have a better idea of the cost of the plan for the current year before drawing up the future budget and plan	
18/9.2	Ideas for the future plan should be sent to IM by 28 <sup>th</sup> February 2018. With suggested budget if possible	ALL
<b>18/10</b>	<b>SwimMark</b>	
18/10.1	Bushey did not achieve their health check so have lost SwimMark	
18/10.2	Potters Bar did obtain SwimMark for the first time, a great achievement	
18/10.3	Dacorum Diving Club and Ware SC are both working towards	
<b>18/11</b>	<b>Regional Club Development Group</b>	
18/11.1	The meeting on 4 <sup>th</sup> December, was attended by IM.	
18/11.2	It was a good meeting as there were representatives from three disciplines in addition to the county reps.	
18/11.3	It was agreed that the region should support 27 Safeguarding courses rather than the budgeted 20.	
18/11.4	The 2018/19 budget was discussed	
<b>18/12</b>	<b>Herts ASA Development Weekend 2018</b>	
18/12.1	Will take place 24 <sup>th</sup> /25 <sup>th</sup> February 2018	
18/12.2	All sessions have been advertised and are being booked through Eventbrite at no cost to the Association as the sessions are free.	
18/12.3	All except the Session on SwimMark have sufficient numbers to make them viable. That subject will be picked up by the regional team on a 121. IM to advise Leanne	IM
18/12.4	Safeguarding courses became full very quickly so an additional course has been added, which is nearly full.	
18/12.5	Some courses that are full has triggered a waiting list. These lists will be managed when the lists close	IM
18/12.6	Questions have appeared on Facebook, which JP is managing currently. It was suggested that he forward any queries other than official courses to IM	JP
18/12.7	IM requested support to cover the reception area over the two days 9am to 2pm both days. The disability committee will cover the Saturday afternoon/evening. SB to cover Saturday and will find someone else to support. KH to cover Sunday and will ask NR to assist her	SB & KH & NR
18/12.8	JP, SM and IM will be delivering sessions over the weekend.	

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18/12.9	There has been no take up of the 'How to get Volunteers' session so that has been withdrawn.	IM
<b>18/13</b>	<b>Quartiles reports</b>	
18/13.1	There has been no feedback from the clubs	
<b>18/14</b>	<b>AOB</b>	
18/14.1	CDG Manager – discussion about how we go about finding a replacement.	
18/14.2	It was decided that there should be a job description for the post and IM will create one by the weekend so that we can all approach people face to face over the weekend.	IM & ALL
18/14.3	SM asked if the Quartile leaders had a JD. She pointed out that one had been produced so she would dig it out and circulate	SM
18/14.4	KH took on the role of Quartile lead replacing Karen Lawson, but KH is already overseeing the funding claims so if we can find another volunteer for the committee that would be good.	ALL
<b>18/15</b>	<b>Date of next meetings</b>	
18/15.1	23 <sup>rd</sup> April; 10 <sup>th</sup> September	