

Minutes subject to approval at the next MB meeting

Swim England Hertfordshire
Minutes of the Management Board Meeting
26th April 2018 – Welwyn Parish Centre

Present:

Board members

Mrs Jean Cook (JC)	Chairman
Mr Murray Devine (MD)	
Mrs Jackie Harvey (JH)	
Mrs Deborah Huggett (DH)	
Mr Graham Huggett (GH)	
Mr Simon Lever (SL)	Finance Officer
Mr Ian Mackenzie (IM)	
Mrs Sheila Mackenzie (SM)	Association Secretary
Mr Bryan Thompson (BT)	
Mr Marcello Tontodonati (MT)	

Also present

Mr Ian Bays (IB)	President
Mrs Janet Warrington (JW)	President Elect

Apologies

Mrs Karen Lawson (KL)

18/18 Welcome and introduction

18/18.1 The Chairman, Jean Cook, welcomed everyone.

18/19 Apologies

18/19.1 As above

18/20 Declaration of conflict of interest

18/20.1 No conflict of interest was declared at this point.

18/21 Minutes of the meeting on 18th January 2018

18/21.1 The minutes were accepted as a true record.

18/22 Matters arising from the minutes

18/22.1 Actions are completed, or an agenda item, or as shown below.

18/22.2 Minute 18/05.1 (Minute 17/59.5 (CDG Minute 17/27.3)) Backstroke ledges – recommendation from the swimming committee) – *on-going*. **Sw.cttee**

18/22.3 Minute 18/05.2 (Minute 17/59.6 Request from the water polo manager, Jonathan Lowy(JL) for a water polo coaching course, and for potential funding for equipment - *on hold – no manager at present*

18/22.4 Minute 18/05.4 (Minute 17/65.1) *MBAG still to discuss a Facebook policy.* **MBAG**

18/22.5 Minute 18/05.5 (Minute 17/65.4 Possible group licences for software – to be addressed later. **SL**

18/23 Ratification of items agreed, via email, since the last Board meeting

18/23.1 None

18/24 Correspondence

18/24.1 SM reported that she had been told, on the day of his funeral, of the passing away of a Past President of Hertfordshire ASA, Mr Fred Strong. Pam Spratt, from Bishops Stortford SC, had been made aware of this, also only on the day of the funeral. It was disappointing that the county had not been able to attend the funeral in recognition of the support Fred had given the county both during his term of office, and since.

18/24.2 Data protection – various documents and correspondence had been received from Swim England and from Swim England East Region regarding General Data Protection Regulation (GDPR).

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- 18/24.3 A letter had been received regarding the use of a personal email address. This was in response to an email sent out by a county committee member who was working on a project around team managers in the county. A personal email address had been used and shared with other recipients, without permission. The initiator of the email had been advised of best practice for the future.
- 18/24.4 Jon Lowy has resigned as Water Polo Manager. Peter Mole, a member of the water polo committee, is endeavouring to drum up some support for a committee. He will continue to organise the leagues.
- 18/24.5 The county's insurance documents have been received from Swim England.
- 18/24.6 Leanne Brace, the Swim England East Region Regional Development Manager, had advised that the regional Club Development Group will no longer exist, being replaced by a panel whose remit is to monitor SwimMark. Club development will continue through the support of the Regional Swimming Talent Officer and the Regional Development Officer. In addition, the Regional Development Manager will set up two meetings a year with the county – possibly with the county Club Development Group, or with a discipline committee, or the Management Board.
- 18/24.7 Karen Lawson has resigned from the Management Board.

18/25 Finance

- 18/25.1 A report was received, giving a summary of bank balances as at 31.3.18. SL commented that some capitation fees for 2018 were included.
- 18/25.2 Draft Annual Accounts 2018: SL also informed the Board that some adjustment was needed to the draft accounts, but a roughly break-even position was likely.
- 18/25.3 Membership fees: There was discussion about the amount of the county capitation fee. It has been set at £3 for 12 years. A possible increase was considered. Further consideration will be given to this at the July Board meeting, taking into account the amounts charged by other counties and regions, as well as the financial position of the county, and the need to ensure that all members interests are served. **SM**

18/26 Management Board Advisory Group (MBAG)

- 18/26.1 Minutes of the meeting on 25th April were received and noted.

18/27 Minutes of the standing committees

- 18/27.1 Disability committee 5.2.18 Minutes received and noted.
- 18/27.2 Disability committee 18.4.18 Minutes received and noted.
- JH commented that Para Swimming conditions will be part of the swimming conditions for the County Swimming Championships.
- 18/27.3 Diving 9.1.18 Minutes received and noted.
- 18/27.4 Diving 10.4.18 Meeting cancelled. IM reported that despite this cancellation, county events are being organised for 2018.
- 18/27.5 Swimming 25.1.18 Minutes received and noted
- BT reported that the first day of the 1-direction programme took place last Saturday. This was successful, despite the difficulties in finding the six skills coaches required. These were found eventually, but there was only one team manager.
- 18/27.6 Swimming 8.3.18 The action plan for 2018-2019 was the main topic discussed at this meeting. The budget for this period needs to be agreed at the next meeting. **BT**
- 18/27.7 Water Polo An update was received.
- 18/27.8 Club Development Group 29.1.18 Minutes received and noted An amendment is required to the list of attendees. **SM**
- 18/27.9 Club Development Group 23.4.18 Meeting cancelled

18/28 Development Weekend

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- 18/28.1 The Hertfordshire ASA Development Weekend took place on 24th and 25th February 2018. Moving away from the half-term dates had been a successful move in terms of the number of attendees. There were 360 attendees over the weekend.
- 18/28.2 The cost to the county had been minimal – just over £1,000 - thanks to funding received from Swim England East Region, and the support of Hertfordshire Sports Village.
- 18/28.3 Although the numbers attending the session rather low, those who were present to listen to guest speaker, Joseph Craig MBE, were rewarded with a great motivational speech. Joseph, a London 2012 Para gold medallist, and a bronze medallist at the Rio Games too, spoke enthusiastically, without notes, and also brought his gold medal with him. He later spent time chatting with athletes and coaches on the poolside.
- 18/29 Annual Council Meeting**
- 18/29.1 SM said that requests for the submission of nomination forms for Management Board and various posts and vacancies are in hand, as are the requests for submission of reports to be included in the Annual Report. The deadline for the receipt of these forms and reports is 31st May 2018. **SM**
- 18/29.2 The deadline for the receipt of nominations for the Roy Rogers Memorial Trophy is also 31st May 2018. The process is in hand too. **SM**
- 18/30 Open Water Championships 2018**
- 18/30.1 The Swim England Hertfordshire Open Water Championships will, as usual, take place within the Swim England East Region Open Water Championships in July 2018. It was noted that there has been a change to the distances for the events. The county will align with the conditions of Swim England East Region, rather than producing separate conditions.
- 18/31 Data protection**
- 18/31.1 There was discussion on what needed to be put in place for the county to comply with GDPR (General Data Protection Regulation). **SM**
- An audit will be done establish who needs to collect information from members, and for what purpose this is required - to communicate with them, to run events etc. Policies will be put in place as regards to the information collected from members and the length of time this information is retained. **MBAG**
- 18/32 County colours and county pins**
- 18/32.1 A document on county colours had been produced by MD and circulated prior to the meeting. Time did not permit any discussion or decision to be made at this meeting. This will be an agenda item at the next Management Board meeting in July.
- 18/32.2 MD reported again that three committees have responded regarding criteria for the awarding of county colours, but no input has been received from the diving or water polo disciplines. MD endorsed what the discipline committees, which had responded, had requested.
- 18/32.3 Consideration was given as to whether county colours are appropriate for elite athletes.
- 18/32.4 JC will speak to Derek Beaumont to try to establish some response from the diving discipline. **JC**
- 18/32.5 MD and IM will liaise on the actual county colour awards – size, design etc **MD/IM**
- 18/32.6 County colours are awarded to Louise Fiddes, as recommended by the Disability Committee. **SM/IB
JH/JW**
- 18/33 Wilkinson Sword awards**
- 18/33.1 No nominations had been received, but there was discussion on suitable recipients. On a vote, there was majority in favour of a joint award to two Olympians. Tim Shuttleworth for representing GB, and Elinah Phillip for representing the British Virgin Islands.

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18/34 Website

18/34.1 SL had made some enquiries - the contact would charge £50 per hour, plus VAT, invoiced monthly. The set-up cost would possibly be around £750, plus VAT. The county would need to state the design and requirements for the site, and, although the webmaster be monitoring the site, the county could up-load. A wide bandwidth would be required in January and February for the county swimming championships.

18/34.2 There is also a need to have someone administer Facebook and Twitter accounts for the county. BT would make enquiries.

18/35 Report from the Swim England East Region Representative

18/35.1 Time did not permit a full report to be given, but SM stated that there were no urgent matters to bring to the attention of this Management Board.

18/36 Any other business

18/36.1 One confidential item was discussed.

18/37 Next meeting

18/37.1 The next meeting of the Swim England Hertfordshire Management Board is on Thursday 5th July 2018..