

Minutes subject to approval at the next MB meeting

Hertfordshire ASA
Minutes of the Management Board Meeting
18th January 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)	
Mrs Karen Lawson (KL)	
Mr Simon Lever (SL)	Finance Officer
Mr Ian Mackenzie (IM)	
Mrs Sheila Mackenzie (SM)	Association Secretary
Mr Marcello Tontodonati (MT)	

Also present

Mr Ian Bays (IB)	President
------------------	-----------

Apologies

Mr Bryan Thompson (BT)	
------------------------	--

18/01 Welcome and introduction

18/01.1 The Chairman, Jean Cook, welcomed everyone.

18/02 Apologies

18/02.1 As above

18/03 Declaration of conflict of interest

18/03.1 No conflict of interest was declared at this point.

18/04 Minutes of the meeting on 12th October 2017

18/04.1 The minutes were accepted as a true record, subject to a correction to a name in Minute 17/56.2 – Prior should read Page. **SM**

18/05 Matters arising from the minutes

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

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-going. **JL**

18/05.3 Minute 17/63.1 Payment to volunteers – recommendation from the swimming committee – on-going. **Sw. cttee.**

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

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

18/06 Ratification of items agreed, via email, since the last Board meeting

18/06.1 None

18/07 Correspondence

18/07.1 A request had been received from Mark Foster's Swim Academy to advertise his swim camp in Bushey to all Hertfordshire swimming clubs. No action had been taken as this is a commercial enterprise. It was suggested that clubs had received the advertisement directly.

18/07.2 SM has completed and submitted the Swim England Annual Return for the county.

18/07.3 Kings Langley SC have a home pool now at Rickmansworth.

Minutes subject to approval at the next MB meeting

- 18/07.4 Watford SC had enquired about the new regulations for data protection which will come into force in May 2018, and whether the county could provide guidance. The matter was, at the time, being addressed at Swim England Board level, and Watford SC was advised of this, and that, as soon as definitive guidelines were in place, clubs would be advised.
- 18/07.5 The Swim England insurance brokers have changed their name from Perkins Slade to Howdens.
- 18/08 Finance**
- 18/08.1 A report was received, giving a summary of bank balances as at 31.12.17.
- 18/08.2 Future reports will include figures for membership monies received to date. **SL**
- 18/09 Management Board Advisory Group (MBAG)**
- 18/09.1 The minutes of the meeting of the MBAG on 9.10.17 are now completed. These minutes were not available for the Management Board meeting on 12.10.17, but there was nothing to raise here from them.
- 18/09.2 The minutes of the meeting of the MBAG on 15.1.18 were not yet available. **SL**
- The provision of a credit card reader for use at the Swimming Championships was discussed, and a card reader will be organised and in use at the championships.
- 18/10 Minutes of the standing committees**
- 18/10.1 Disability committee 18.10.17 Minutes received and noted.
- 18/10.2 Diving committee 9.1.18 Minutes were not yet available.
- The committee was correctly constituted. Roger Page advised that, if he could not be at a meeting, then another representative of Dacorum DC would attend. SM will write to Alex Belson, the diving manager, to acknowledge that the committee is now correctly constituted, and to advise her that county diving events can be re-instated. **SM**
- The delivery of three county championships events in 2018 was discussed – dates and times will be recorded in the minutes.
- 18/10.3 Swimming committee 9.11.17 Notes of the meeting were received and noted. There was no county officer present, so the meeting was not quorate. **SM**
- Minute S17/36 A correction to the name of the venue is required – Pumpnickel should read Pomegranate.
- 18/10.4 Club Development Group 22.11.17 – meeting cancelled.
- 18/10.5 Water Polo No meeting has been held. A brief report was received from the water polo manager.
- Paddocks Piranhas WPC have ceased to exist, as numbers became very small and there were difficulties with water time and with the availability of a coach.
- 18/10.6 Synchronised Swimming There is to be a discipline-specific helpers' course at the Furze Field Centre, Potters Bar, in conjunction with the Hertfordshire ASA Development Weekend. Clubs involved with this are Potters Bar SSC and Aqualina (Stevenage) SSC.
- There is now a synchronised swimming club within Hatfield SC.
- 18/11 Branding**
- 18/11.1 It was confirmed that the county would change its branding to:-
- Swim England
 Hertfordshire
- 18/11.2 The change will be launched after the Development Weekend – from 1st March, Paperwork can be update from then, and the website updated as soon as it is operational after that date. The aim is to update fully by the Annual Council Meeting.
 Soft copies of the new branding will be made available to the discipline managers. Old stock – medals,

Minutes subject to approval at the next MB meeting

shirts etc will continue to be used until new orders are needed, and then decisions will be made as to any changes with respect to the new branding.

18/12 County colours and pins

18/12.1 MD is still awaiting responses from diving, synchronised swimming and water polo, regarding criteria for county pins for these disciplines. **MD**

18/12.2 Discipline managers should be recommending to the Management Board, the award of long-service pins to Hertfordshire ASA members of their disciplines, who have completed seven or twelve years of service to the county.

18/13 Wilkinson Sword awards

BT

18/13.1 BT is continuing to investigate possibilities. The matter will be discussed further at the next Management Board meeting.

18/14 Website

18/14.1 As Alan Doyle was the sole administrator for the Hertfordshire ASA website, accessing and updating the site since Alan's death has not been possible. It had been Alan's intention to update the site as from January 2018. Caroline Doyle, Alan's widow, is currently working towards finding someone to take on the administration of the site.

Graham Spratt has now been given administration access to the site, and it has also been arranged for the results from the Hertfordshire ASA Swimming Championships to be available on the swimmingresults.org website.

18/15 Report from the county's representative to ASA East Region

18/15.1 The ASA Annual Council Meeting took place on 14th October 2017, and there was a unanimous vote in favour of incorporation. Since then, charitable status has also been granted. So, the national body is now a limited company, with charitable status - Amateur Swimming Association (Swim England) Ltd.

18/15.2 What was previously known as the ASA Council is now replaced by the Members Forum, and delegates to the ASA Council have now been replaced by Members of the Members Forum. These Members are identified by the regions, as were the delegates to ASA Council. A new Board is being set up. The Board is required to consist of twelve Directors. A Chairman has been appointed, and four Directors from the regions have been elected. IM has been elected as one of these Directors.

18/15.3 The East Swimming Winter Championships took place on 3rd/4th/5th November, with athletes from Hertfordshire well in evidence in finals, and also winning medals.

18/15.4 There was no Hertfordshire representative at the ASA East Region Water Polo Committee meeting on 15th November 2017.

18/15.5 The ASA East Region Management Board met on 10th December 2017, by conference call.

18/15.6 The re-branding of the region took place on 1st January 2018. The region is now Swim England East Region.

18/15.7 The Swim England East Region Management Board met again on 7th January 2018.

18/15.8 It was noted that Bushey ASC has lost its SwimMark accreditation. Potters Bar SC has achieved SwimMark accreditation.

18/16 Any other business

18/16.1 A donation had been made, by the county, to the British Heart Foundation, in memory of Alan Doyle.

18/16.2 Credit card readers have been purchased for use on the entrance desk at the County Swimming Championships.

18/16.3 JC confirmed that Janet Warrington is the President Elect for 2017-18.

Minutes subject to approval at the next MB meeting

- 18/16.4 SM reported that an order had been placed for gold age-group medals as there were insufficient numbers for the Swimming Championships. Only 100 had been ordered, as an order for new stock needs to take in to account the new branding. This will be discussed at the next Management Board meeting.
- 18/16.5 The county's scoreboard was hired out to Braintree Swimming Centre for two weekends at the end of 2017.
- 18/16.6 A replacement projector has been purchased for use in presentations to forums and presentations for courses.
- 18/16.7 IM had written to Swim England membership regarding membership numbers in Hertfordshire. Despite the loss of three clubs - Hertsmere Flyers SC, Lea Valley SC and Paddocks Piranhas WPC – there has been an increase in membership in Hertfordshire of 3.69% in the year to 31st December 2017. Category three membership has increased by 6%.
- 18/16.7 The Development Weekend will take place on 24th/25th February 2018. An extra Safeguarding course has been added to the original two courses, as they were over-subscribed. There is a Strength and Conditioning course for coaches on the Saturday, as well as the coach development on the Sunday. Although Herts. Sports Partnership are unable to support the county financially this year, Swim England East Region will provide some financial support.
- 18/17 Next meeting**
- 18/17.1 The next meeting of the Hertfordshire ASA Management Board is on Thursday 27th April 2018.