



Swim England Hertfordshire

(County Association of Swim England East Region)

President Mrs Janet Warrington

Minutes of the Management Board Meeting

5th July 2018 – Welwyn Parish Centre

Present:

Board members

Mr Murray Devine (MD)
Mrs Jackie Harvey (JH)
Mr Simon Lever (SL) Finance Officer
Mr Ian Mackenzie (IM)
Mrs Sheila Mackenzie (SM) Association Secretary
Mr Bryan Thompson (BT)
Mr Marcello Tontodonati (MT)

Apologies

Jean Cook (JC) Chairman
Deborah Huggett (DH)
Graham Huggett (GH)
Jonn Sandon (JS)
Janet Warrington (JW) President

18/37

Welcome and introduction

1837.1 In the absence of the chairman, Ian Mackenzie chaired the meeting.

18/38

Apologies

18/38.1 As above

18/39

Declaration of conflict of interest

18/39.1 No conflict of interest was declared at this point.

18/40

Minutes of the meeting on 26th April 2018

18/40.1 The minutes were accepted as a true record, subject to amendments to numbering and spelling. **SM**

18/41

Matters arising from the minutes

18/41.1 Actions are completed, or an agenda item, or as shown below.

18/41.2 Minute 18/22.2 (Minute 18/05.1 and Minute 17/59.5 (CDG Minute 17/27.3)) Backstroke ledges – recommendation from the swimming committee) – *on-going*. **Sw.cttee**

18/41.3 Minute 18/22.4 (Minute 18/05.4 and Minute 17/65.1) *Facebook policy – The policy in Wavepower will be used.*

18/41.4 Minute 18/22.5 (Minute 18/05.5 and Minute 17/65. *Group licences – not required – there is sufficient software already in place.*

18/41.5 Minute 18/30.1 Audit for GDPR – who needs data, and for what reason. Policies to be put in place about information collected and the length of time the information is retained *Ongoing* **MBAG**

18/42

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

18/42.1 The accounts for the year to 31st March 2018, agreed by email, were ratified.

18/43

Correspondence

18/43.1 Routine newsletters and some correspondence relating to the Annual Council Meeting, had been received.

Minutes subject to approval at the next MB meeting

- 18/43.2 There had been enquiries from two individuals regarding vacancies on the Management Board and committees.
Information regarding the roles of members of the Management Board and committee members will be provided on the website. **SM**
- 18/44 Finance**
- 18/44.1 A report was received, giving a summary of bank balances as at 15.6.18.
- 18/44.2 The Annual Accounts for the year to 31st March 2017 had been examined by the Financial Examiner.
- 18/44.3 The Annual Accounts for the year to 31st March 2018 were ratified - see minute 18/42.1. These accounts will be sent to the Financial Examiner. **SL**
- 18/44.4 Capitation fees 2019
There was discussion about increasing the capitation fee, and SL provided information of possible income, through an increase. It was decided there would be an increase of 50p per category one and category two members. The capitation fees for 2019, from 1st January 2019, would be as follows:-
Category one £3.50 Category two £3.50 Category three £0
- 18/44.5 In line with Swim England, it was agreed that there would be a reduction of 50% in membership fees for members joining between October and December.
- 18/44.6 The swimming budget was considered and agreed.
- 18/45 Management Board Advisory Group (MBAG)**
- 18/45.1 Minutes of the meeting on 25th June were received and noted.
- 18/46 Annual Council Meeting 2018**
- 18/46.1 The numbers of delegates attending the Annual Council Meeting had been higher than for the past few years, possibly as BT had used social media to generate interest in the announcement, made at the meeting, about the 50m pool project. There were 40 attendees.
- 18/46.2 The presentation slides regarding the 50m pool project will be sent to the clubs. **BT**
- 18/46.3 There was discussion about committee members being made delegates to the Annual Council Meeting. This would be considered further by the Management Board Advisory Group, as it would require change to the constitution. **MBAG**
- 18/46.4 There are still four vacancies on the Management Board. There are vacancies also for the manager of the Club Development Group and the manager for water polo.
- 18/46.5 There is currently no county committee for synchronised swimming, and the clubs work together through the regional committee. However, as there are now five synchronised swimming clubs in the county, SM will contact the county manager for the discipline, Tom Brennan, to try to set up a county committee. **SM**
- 18/47 Committee membership**
- 18/47.1 Disability committee: Jackie Harvey (Manager), Ros Cramp, Murray Devine, Ian Mackenzie and Janet Warrington. It is intended to invite Oliver Waddington to join the committee.
- 18/47.2 Diving committee: Alex Belson (Manager), Derek Beaumont, Roger Page, Ben Roberts and Chris Sage
- 18/47.3 Club Development Group: Vacancy for Manager, Shirley Burns, Karen Huckle, Ian Mackenzie, Jonathan Pope, Helena Pretious-White and Nicola Rix
- 18/47.4 Swimming committee: Bryan Thompson (Manager), Anna Baker, Graham Huggett. Karen Huckle, Louise Hughes, Susan Ledger, Ian Mackenzie and Marcello Tontodonati
- 18/47.5 Synchronised swimming committee: Tom Brennan (Manager) No county committee
- 18/47.6 Water polo committee: Peter Mole overseeing the discipline No manager and no committee

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18/48 Minutes of the standing committees

- 18/48.1 Disability committee: No minutes outstanding and no scheduled meetings since April
- 18/48.2 Diving committee: No minutes outstanding and no scheduled meetings since April
- 18/48.3 Swimming committee: No outstanding minutes and the meeting on 21.6.18 was cancelled
It was noted that Graham Huggett has stepped down as masters lead, and that Louise Hughes has taken on this role.
- 18/48.4 Club development group: No minutes outstanding and no scheduled meetings since January
- 18/48.5 Water polo: No minutes outstanding and no scheduled meetings

18/49 County colours

- 18/49.1 MD and IM will arrange a meeting in September to discuss what will be provided for full and for half colours. **IM/MD**
- 18/49.2 The nominations already received from disability and swimming will be an agenda item for the October Management Board meeting. **SM**

18/50 Long service awards

- 18/50.1 The long service award is made to Management Board members, committee members, technical officials, and volunteers at county events, who have actively served the county over a period of years. The gold award is for twelve years of service, and the silver award is for seven years of service. IM reported that there are eight gold awards, and more than eight silver awards to be made. **IM**
- 18/50.2 IM confirmed that there is sufficient stock for this year, having recently purchased new supplies incorporating the new county logo. **IM**

18/51 50m pool update

- 18/51.1 Following the announcement of the project, to clubs, at the Annual Council Meeting, there will now be an item on the Management Board agenda for Hertfordshire Aquatics, so that progress can be reported. **SM**
- 18/51.2 The location will be kept confidential until the feasibility study has been completed and partnership contracts have been agreed.
- 18/51.3 BT advised that there had been a couple of offers of help – one of them from a town planner.

18/52 Medals

- 18/52.1 This agenda item was postponed until the Management Board meeting in October. **SM**

18/53 Website update

- 18/53.1 After consultation with the website set-up provider originally proposed, it was decided that what was being offered was not acceptable for the county. Input to the website would only be via the provider, and there was a cost of £50 per hour. There also seemed to be a lack of understanding about what was required from the site.
- 18/53.2 Swim England East Region was now working with a different provider, Brian Deval (BD). BD is involved with swimming, has set up and administers a website for Sussex County ASA and for Swim England South East Region, and is now working on the Swim England East Region website, which will go live in September. He has a good understanding of what is required on a swimming website. IM had spoken to BD and he is willing to set-up a site for Swim England Hertfordshire.
- 18/53.3 In response to a question from BT, IM advised that BD works with a group of people to provide this service, and that individuals from the county would be able to up-load to the site, or BD would provide that service. There would be trouble-shooting support available 24/7, including at weekends.

Minutes subject to approval at the next MB meeting

18/53.4 Answering a question from JH, IM said that the set-up cost would be £2,750, and support and maintenance would be at a cost of £360 a year.

18/53.5 It was agreed that BD would be asked to set up the website for Swim England Hertfordshire.

IM

18/54 Report from the Swim England East Region Representative

18/54.1 SM commented that there was nothing of major significance which needed to be brought to the attention of the county.

18/55 Any other business

18/55.1 None

18/56 Next meeting

18/56.1 The next meeting of the Swim England Hertfordshire Management Board is on Thursday 11th October 2018.