

Minutes subject to approval at the next MB meeting

Hertfordshire ASA
Minutes of the Management Board Meeting
19th January 2015 – Welwyn Parish Centre

Present:

<u>Board members</u>	
Mr Grant Chivers (GC)	Finance Officer
Mr Mark Horrod (MH)	
Mr Graham Huggett (GH)	
Mrs Karen Lawson (KL)	
Mr Ian Mackenzie (IM)	
Mrs Sheila Mackenzie (SM)	Association Secretary
Mrs Catherine Manthorpe (CM)	
Mr Bryan Thompson (BT)	
<u>President</u>	
Mrs Ann Quinn (AQ)	
<u>Discipline manager</u>	
Mr Stephen Cook (SC)	Water polo manager
Mrs Jackie Harvey	Disability manager

Apologies received:

Mrs Jean Cook (JC)	Chairman
Mrs Deborah Huggett (DH)	

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- 15/01 Welcome**
- 15/01.1 In the absence of the Chairman, Ian Mackenzie took the chair and welcomed everyone.
- 15/02 Apologies**
- 15/02.1 Apologies were received as shown above.
- 15/03 Declaration of conflict of interest**
- 15/03.1 IM reminded everyone of the need to declare any conflict of interest. None was declared at this point.
- 15/04 Minutes of the meeting on 15th October 2014**
- 15/04.1 The minutes were accepted as a true record.
- 15/05 Matters arising from the minutes**
- 15/05.1 Actions from the previous minutes are complete, or as shown below.
- 15/05.2 Minute 14/58.1 An apology has been received from Welwyn Parish Council regarding the unavailability of the Civic Centre for the last Board meeting.
- 15/05.3 Minute 14/62.2 (Minute 14/46.2, Minute 14/37.6) Vacancies on the Management Board – the filling of the vacancies for the Management Board still has to be addressed, with clubs being contacted, website and social media advertisement, and advertisement at county competitions. **SM**
- 15/05.4 Minute 14/62.2 (Minute 14/46.4, Minute 14/38.3 – Diving committee minute 14/21) JC had confirmed that Luton was now not being used.
- 15/05.5 Minute 14/67.5 Communications manager – CM had produced a document which had been discussed at the Management Board Advisory Group. The document had been circulated, and there was discussion on the content. It was decided that initially the county webmaster, Alan Doyle, would be consulted **IM**
- 15/05.6 Minute 14/68.2 The diving committee had again been asked to publish results of county competitions on the website.
- 15/05.7 Minute 14/68.3 A positive meeting has been held between BT, GC and The Venue staff. The improvement of the facilities at the pool – spectator seating, scoreboard, lights, harnesses, blocks etc., and the re-scheduling of lessons on Saturday mornings were issues discussed, with a view to the county **GC/BT**
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being guaranteed the use of the facilities at a discount rate over a period of years. County clubs would also be able to hire the pool for events at a discount rate. The cost of improvements to the facilities would be shared between The Venue and the county. A Memorandum of Agreement would have to be drawn up.

15/05.8 Minute 14/69.1 The 2013 date should read 2014. Amendments are also required to the list of representatives to ASA East Region. The new representatives will be advised to ASA Region. **SM**

15/05.9 Minute 14/73.1 A facilitator was not available to deliver a session on Hy-Tek at the county conference.

15/05.10 Minute 14/73.2 Archiving county documents - investigations are still ongoing. BT had received a suggestion that the Hertfordshire County Archivist would be able to assist. CM will follow this up. **CM**

15/06 Ratification of items agreed, via email, since the last Board meeting

15/06.1 None

15/07 Correspondence

15/07.1 SM had sent out Christmas cards to past presidents on behalf of the Management Board. Stan Freeman, from Israel, and Nell Stinton, from France, had sent greetings and best wishes to the county.

15/07.2 The ASA Annual Return for the county has been submitted.

15/07.3 Club Survey correspondence, and ASA East Region newsletters have both been received, as has correspondence from medal suppliers regarding new catalogues and new prices.

15/07.4 Advice from the ASA Chief Executive Officer has been received regarding the suspension of a member.

15/08 Finance Officer's report

15/08.1 The balance sheet for all accounts as at 15.1.15 was received.

15/08.2 GC commented on the report, particularly highlighting the monies available to swim21 clubs to purchase tablets, much of which remains unclaimed.

15/08.3 It was agreed that GC would write to the discipline managers to ask for their budgets, and also to ask for any investment ideas they had for their discipline. **GC**
Discipline managers will be advised that equipment can be available to assist in the performance of their role.
Discipline managers are also to be reminded that any unexpected significant expenditure should be brought to the attention of the Management Board prior to the commitment.

15/08.4 BT suggested that a discount of 10% should be given for entries and coach passes for swim21 clubs entering the Development Meet. This was agreed.

15/08.5 A discount of 10% was agreed for swim21 clubs for entries and coach passes for the County Championships.

15/08.6 IM stated that no change should be made to the capitation fee.

15/09 Management Board Advisory Group (MBAG)

15/09.1 The Management Board Advisory Group met on 16th January 2015.

15/09.2 The MBAG recommended that £1,000 from the Development Fund be allocated to water polo for the following activities, to be used by the end of 2015.

1) To run monthly county training sessions for female players

2) To run monthly county training sessions for players born after 1998

This was agreed.

15/09.3 The MBAG recommended that county owned equipment s made available to clubs for their use, subject to it being looked after, correctly used and returned in the same condition as it was loaned. Such loans are discretionary and subject to the county not needing the equipment for its own use. No charge to be made for such loans. (Examples include: 1500m/800m lap-counters, radios, water polo scoreboard). This was agreed.

15/09.4 Following a recommendation from the MBAG, it was agreed that an additional set of 1500m/800m lap counters is purchased.

Minutes subject to approval at the next MB meeting

- 15/09.5 CM asked for clarification of the reason for the rejection of the request from Hatfield SC for Development Fund funding. Clarification was given.
- 15/10 Minutes of the Standing Committees**
- 15/10.1 Disability committee 13.10.14 Minutes received and noted
Minute 14/50.2 The potential for disability diving was noted as a result of the appointment of Hayley Sage at the Luton Programme.
Minute 14/53.7 The British records achieved by Grace Harvey in the 200m Individual Medley, and Ryan Crouch in the 200m Freestyle events at the London Aquatic Centre on 5.10.14 are noted.
Minute 14/55.1 The January meeting has been postponed until 26th January 2015.
- 15/10.2 Diving committee 25.11.14 Minutes received and noted
Minute D14/37 Frames for county colours – the committee would be advised that frames are not now provided for county colours. **JC**
Minute D14/40 The change of Hertfordshire representative on the ASA East Region diving committee was noted. **SM**
Minute D14/50 It was noted that county colours had been recommended for:- **IM**
Lewis Irons, Matthew Riley, Liam Morrell-Phillips and Ben Carman.
- 15/10.3 Swimming committee 19.9.14 The meeting was not quorate. Notes of the meeting were accepted.
Minute S14/46 CM questioned the used of short course for the long distance events – and explanation was given.
- 15/10.4 Swimming committee 11.11.14 Minutes received and noted
Minute S14/51 The date shown here should be that for the September 2014 meeting. **BT/SM**
Minute S14/54 National Inter-County Competition 2014 BT said that the selection criteria were published on the website at the beginning of 2014, following issues for the 2013 competition.
Minute S14/54.6 The Management Board noted the proposed action to deal with the issue of the timely appointment of team managers and coaches for future events, so that the problems experienced in 2014 can be prevented in future.
- 15/10.5 Swimming committee 8.1.15 Minutes received and noted
Minute S15/04.5 County Championships IM pointed out the omission, from the minutes, of the decision to swim the long distance events as short course. This needs to be corrected. **BT**
- 15/10.4 Water polo committee The conference call meetings do not have a quorum of participants, but water polo continues its development.
Girls from Hertfordshire clubs were part of a victorious regional water polo team which won the recent Inter-Regional U19 Water Polo Competition. Steve Cook, the water polo manager, brought the trophy to the meeting. A list of the Hertfordshire girls involved was requested so that county colours can be awarded. **SC/IM**
- 15/10.5 Club Development Group 5.11.14 Minutes received and noted
There were two recommendations
CDG 14/7 Approve of the composition of Group *The composition of the Group was agreed.* **SM**

CDG 14/18 It is more appropriate for funding schemes to be claimed by clubs through the CDG
Funding via the CDG was agreed

There was general discussion and comment regarding the provision and funding of courses. The minimal take-up for courses was noted, this despite funding being available through the region and the county.
- 15/11 Report from the county's representative to ASA East Region**
- 15/11.1 The ASA East Region Management Board met on 23rd November 2014. No specific matters need to be identified to the Hertfordshire Management Board.
- 15/11.2 Hertfordshire athletes competed in the ASA East Region Winter Championships at Inspire: Luton Sports Village on 5th/6th and 7th December 2014. Hertfordshire swimmers were in evidence as finalists, medallists and trophy winners.
- 15/11.3 Hertfordshire athletes took part in a successful regional development camp at Culford School on 3rd/4th January. Kevin Ayers (Watford SC) led the coaching staff, assisted by John Sargent (Bishops Stortford SC) and Kevin Pickard (Hatfield SC) from Hertfordshire, and other coaches from around the region.

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15/12 Any other business

15/12.1 The Hertfordshire County Conference is scheduled for the weekend of 21st/22nd February 2015.

15/13 Next meeting

15/13.1 The next meeting of the Hertfordshire ASA Management Board will take place on Wednesday 22nd April 2015.