

Minutes subject to approval at the next MB meeting

Hertfordshire ASA
Minutes of the Management Board Meeting
20th April 2016 – Welwyn Parish Centre

Present:

Board members

Mrs Jean Cook (JC)	Chairman
Mrs Jackie Harvey (JH)	
Mrs Deborah Huggett (DH)	
Mr Graham Huggett (GH)	
Mr Mark Horrod (MH)	
Mrs Karen Lawson (KL)	
Mr Ian Mackenzie (IM)	
Mrs Sheila Mackenzie (SM)	Association Secretary
Mr Bryan Thompson (BT)	

President

Mrs Janet Gardiner (JG)

Apologies received:

Mr Grant Chivers (GC)	Finance Officer
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16/21 Welcome

16.21.1 The Chairman welcomed everyone.

16/22 Apologies

16/22.1 Apologies were received as shown above.

16/23 Declaration of conflict of interest

16/23.1 JC reminded everyone of the need to declare any conflict of interest. None was declared at this point.

16/24 Minutes of the meeting on 18th January 2016

16/24.1 The minutes were accepted as a true record.

16/25 Matters arising from the minutes

16/25.1 Actions from the previous minutes are complete, or as shown below.

16/25.2 Minute 16/05.4(Minute 15/51.7, 15/45.2) Modular scoreboard

BT said that the modular scoreboard had been reconsidered and suggested that a 3 x 3 matrix of television screens would probably better suit the county's requirements. These could also be used as single units. BT estimated that the costs would be around £6,000/£7000

16/26 Ratification of items agreed, via email, since the last Board meeting

16/26.1 None

16/27 Correspondence

16/27.1 SM informed the Board that the county's insurance documents had been received.

16/28 Finance Officer's report

16/28.1 The balance sheet for all accounts as at 12.4.16 was received.

16/28.2 In GC's absence, IM commented on the accounts:-
The proposed transfer of funds to National Savings was not now necessary as recent significant expenditure had reduced the balance.

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No invoice for pool hire for the third weekend of the County Swimming Championships has yet been received, but BT confirmed that the catering invoice had now been paid.

16/28.3 The report was accepted.

16/28.4 Draft Annual Accounts to 31.3.16 These are not yet available. IM stated that GC estimates a substantial trading loss for the year. GC will circulate the draft accounts when completed. **GC**

16/28.5 Budgets and development plans for 2016-17 There has been little response to GC from the discipline managers regarding budgets, so GC has prepared budgets based on the previous year's expenditure. GC will send these budgets to the discipline managers for review and response. GC will then prepare an overall county budget for the coming year.

GC had stated that, at present, there is a deficit shown of around £30,000 going into the new financial year. This would be reduced, as the individual budgets overlap for some budgeted expenditure.

The swimming committee will need to address the issue of the loss made at the 2016 championships.

The budget for expenditure on the Conference, does not take into account possible funding sources.

16/29 Management Board Advisory Group (MBAG)

16/29.1 The Management Board Advisory Group met on 14th April 2016. Notes from that meeting are not yet available. **GC**

16/29.2 The MBAG had agreed to a request from ASA East Region for the hire of the county's electronic timing harnesses to be used at UEA Norwich Sportspark for the Long Course Championships on 30th April- 2nd May. This had been requested because the cabling at the pool was in need of repair. The cost of hire would be £200.

16/30 Diving update

16/30.1 There has been no progress in establishing a diving committee with representatives from both the county diving clubs.
A date suggested by the diving manager for a re-scheduled meeting, and which was booked, was subsequently inconvenient for the members of the committee, and had to be cancelled. SM requested further dates, but has had no response.
At the moment, there is no evidence to suggest that there is any compliance with the requirements set out in the Management Board's letter to the diving committee.

16/31 Water polo

16/31.1 A meeting was held with JC, GC, SM and IM, and a group of people interested in promoting and developing water polo in the county.

16/31.2 Jon Lowry had been instrumental in bring the group together, and, from that group, individuals were identified to cover various roles and form the basis of a committee, overseen by Jon Lowry. Subsequently, all clubs with an interest in water polo were contacted and invited to send a representative to committee meetings.

16/31.3 The committee was keen to keep the Hertfordshire league in place, and participants have been identified and a fixtures meeting held. It has been decided that division one team members can be national players, but division two will be a development league, with no national players involved.

16/31.4 There was a suggestion that mixed competitions could be an option to give the, at present, small numbers of female athletes the opportunity to play matches. However the ASA does not allow mixed competitions.

16/31.5 Rose Younger will focus on the development of girls' water polo, and proposes to run sessions around the county for anyone interested in the discipline of water polo.

16/32 Synchronised swimming

16/32.1 Tom Brennan, the county's representative on the regional synchronised swimming committee, has advised that a synchronised swimming competition for Hertfordshire's athletes will be held in June. SM will supply county age-group medals for this event. It is likely that some financial support from the county will be required, as is usual when county events take place under a regional umbrella.

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16/33 Hertfordshire ASA Conference

- 16/33.1 The County Conference took place on 20th/21st February 2016 at Hertfordshire Sports Village, in conjunction with the Herts. Sports Partnership Coaches Week.
- 16/33.2 The Hertfordshire sails had been used to advertise the event outside the main building.
- 16/33.3 IM reported that 267 participants attended various courses over the weekend, and team manager courses were delivered in the week prior to the weekend. Courses included helpers, safeguarding, J1 and J2 swimming official' courses, guide to refereeing, AOE operating, 100% Me, and Nutrition and Psychology. There was a disability training session on the Sunday too, which regional disability athletes and coaches and teachers attended. This was a coaches' and teachers' development session for disability swimming.
- 16/33.4 IM said that there were contributions towards the cost of the Conference from Herts. Sports Partnership and from ASA East Region. The courses were free to members of Hertfordshire ASA clubs. The cost to the county was less than £300.
- 16/33.5 IM said that the 2017 Conference is booked for the weekend of 18th/19th February at the Hertfordshire Sports Village.

16/34 Annual Council Meeting

- 16/34.1 SM said that invites for nominations for the Roy Rogers Memorial Trophy award would be sent out at the beginning of May, for submission by 31st May 2016. This would be sent to clubs, discipline managers and the members of the Management Board. It would also be on the website.
- 16/34.2 The discipline managers would be asked for any nominations for the Wilkinson Sword award.
- 16/34.3 Submissions for the Annual Report will be requested, with a deadline of 10th May for submission.
- 16/34.4 The post of Chairman of the Management Board is due for election at this Council, and BT and KL's positions as Management Board members are also due for election.
- 16/34.5 The posts of water polo manager, synchronised swimming manager, and disability manager are also due for election at the 2016 Council.
- 16/34.6 The appointment of the Welfare Officer must be ratified at the Annual Council Meeting.

16/35 Minutes of the Standing Committees

- 16/35.1 Disability committee 14.1.16 Minutes received and noted

The Management Board congratulated Grace Harvey on the award of 'Swimmer of the Meet' at the Cerebral Palsy Games in Nottingham.

The Management Board also congratulated Lucy Jordan-Caws who won multiple medals at the British Deaf Championships and was also 'Swimmer of the Meet'.

It was noted that Grace Harvey and Louise Fiddes will be competing at the Para Swimming Games in Glasgow.

JH reported that the Special Olympics gala had taken place on 16th April at Hertfordshire Sports Village.
- 16/35.2 Disability committee 14.3.16 Meeting cancelled
- 16/35.3 Diving committee January 2016 - meeting cancelled. No meetings have been held this year
- 16/35.4 Swimming committee 7.1.16 Minutes received and noted
- 16/35.5 Swimming Committee 10.3.16 Minutes received and noted

BT advised that, following the coaches' forum, the development meet and proposed Golf day will not take place this year. These events will be considered for 2017.

GH reported that the date for the county masters competition was an issue, as there are three open meets

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and at least two club championships on that day. Masters entries could be affected by this, and officials will not be available. There was some discussion on the lack of uptake for county events for masters' galas.

Minute S16/11 IM reported that clubs had been advised of the hire costs for the county electronic timing equipment. IM had provided fittings for various pools. Three clubs had already applied to use the equipment. One was for an open meet and two were for club championships.

16/35.6 Swimming conditions were presented to the Board, and were agreed, subject to an amendment from JH requesting that disability competition was specifically included. **BT/IM**

16/35.7 Club Development Group 20.1.16 Minutes received and noted

16.35.8 Club Development Group 16.3.16 Minutes received and noted **CDG**
Minute CDG16/20 Correction required to Lee Portingale's name

Minute CDG 16/20 Marcello Tontodonati has contacted county clubs to establish the interest in open water training. It was now felt that the organisation of training sessions should be carefully considered and offered in 2017.

Minute CDG 16/25 The request for a 7.30pm start to meetings was noted, and bookings will be changed. **SM**

16/36 Report from the county's representative to ASA East Region

16/36.1 The ASA East Region Management Board met on 6th March 2016, and budgets were discussed and approved. There were no other items, to report to the Board, which directly affected Hertfordshire.

16/36.2 Jackie Harvey has been appointed as the ASA East Region Disability Manager. JH was the county's representative on the regional committee, and IM agreed to replace JH in that role.

16/36.3 ASA East Region now has a new logo, which has been sent to clubs for use on their paperwork.

16/36.4 The region has appointed Simon Gee as the Regional Licensing Officer. A regional licensing panel will now be set up.

16/36.5 The ASA East Region Open Water Championships will be held on 17th July 2016 at Whitlingham Country Park, Norwich. The Hertfordshire Open Water Championships will take place within that event. SM asked for a volunteer to be at the championships to assist the Hertfordshire president by manning the medal and trophy table. No volunteer was identified.

16/36.6 Liam Morrell-Phillips, from Beaumont Diving Academy, competed in the British Elite Junior Diving Championships 2016 in Plymouth in April.

16/37 Any other business

16/37.1 The Board congratulated Tim Shuttleworth (Hatfield SC), who broke the British record in the final of the 1500m in the British Championships and Trials in Glasgow in April. This achievement has earned Tim a place in the GB team for the Rio Olympic Games. Caleb Hughes and Nathan Hughes (Hatfield SC) were also finalists in the 1500m event.

16/38 Next meeting

16/38.1 The next meeting of the Hertfordshire ASA Management Board will take place on Thursday, 7th July 2016.