

Minutes subject to approval at the next MB meeting

**Hertfordshire ASA**  
**Minutes of the Management Board Meeting**  
**27<sup>th</sup> April 2017 – Welwyn Parish Centre**

Present:

Board members

Mrs Jean Cook (JC)	Chairman
Mr Simon Lever (SL)	Finance Officer
Mr Ian Mackenzie (IM)	
Mrs Sheila Mackenzie (SM)	Association Secretary
Mr Bryan Thompson (BT)	

President

Mr Murray Devine (MD)

Apologies received:

Mrs Jackie Harvey (JH)  
Mrs Deborah Huggett (DH)  
Mr Graham Huggett (GH)  
Mrs Karen Lawson (KL)

**17/16 Welcome and introduction**

1716.1 The Chairman, Jean Cook, welcomed everyone.

**17/17 Apologies**

17/17.1 Apologies were received as shown above.

**17/18 Declaration of conflict of interest**

17/18.1 No conflict of interest was declared at this point.

**17/19 Minutes of the meeting on 19<sup>th</sup> January 2017**

17/19.1 The minutes were accepted as a true record, subject to the correction of the numbering in Minute 17/09. **SM**

**17/20 Matters arising from the minutes**

17/20.1 Actions from the previous meeting's minutes are complete.

17/20.2 Minute 17/07.2 SM advised the Board of the decision of the Judicial Commissioner on the protest/complaint received regarding the County Swimming Championships 2017. SM also advised the Board on the final decision which was to uphold the county's action.

17/20.3 Minute 17/09.2 Diving: SM updated the meeting on the current situation regarding the diving committee. The diving committee remains suspended, as both clubs are not represented on the committee, and there will be no county championships/competitions run by the county while this situation continues. There were discussions about awarding county medals on the results of the regional/championships/competitions; not at those events, but afterwards. Consideration was also given to the process by which this might be done.

17/20.4 Minute 17/09.3 Diving: IM updated the Board regarding J-pads. The regional pads need repairing or replacement, as the equipment had failed during events. New technology could be an option in the future.

**17/21 Ratification of items agreed, via email, since the last Board meeting**

17/21.1 None

**17/22 Correspondence**

17/22.1 Swim England - advice of the new branding for the ASA has been received. Clubs have also received this information.

17/22.2 Lea Valley SC has not renewed membership with the ASA, and is suspended. If membership is not

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renewed by 1<sup>st</sup> May, the club will cease to be affiliated to the ASA.

17/22.3 The May edition of *Swimming Times* includes an article on Hatfield SC.

17/22.4 Luke Turley (Hatfield SC) has been given a place on the team to go to the FINA World Juniors in the USA in August, as a result of his performance at the British Championships in April.

17/22.5 Hoddesdon SC is offering club members coached open water training sessions at Lea Valley White Water Centre. This is in conjunction with the Triathlon section of the club,

### 17/23 **Finance**

17/23.1 A report was received, giving the bank balances as at 31<sup>st</sup> March 2017.

The National Savings Account is still not signed over.

Capitation fees of £14,999 have been received from the ASA. It had been agreed that payments would be made on or about 8<sup>th</sup> April, so that monies were in the correct financial year. The payment had been made later than expected, after IM had chased.

SL

SL reported issues with a received email request for payment for the county Masters competition. This had been a fraudulent claim, and SL was dealing with this. Perkins Slade will be contacted.

17/23.2 Draft Annual Accounts to 31<sup>st</sup> March 2017 were received. A small deficit is anticipated for the year.

It was decided to depreciate the scoreboard and timing pads over 10 years.

17/23.3 SL is continuing to establish budgets and development in consultation with discipline managers.

SL

### 17/24 **Management Board Advisory Group (MBAG)**

17/24.1 The MBAG has not met since December 2016.

### 17/25 **Hertfordshire ASA Development Weekend**

17/25.1 The Development Weekend was held on 18th/19th February 2017.

It was a successful event, involving 230 participants. Courses were undersubscribed, but those who attended benefitted. Funding was received from ASA East Region. There was no cost for the presenters from the ASA, and Herts Sports Partnership (HSP) made no charge for room hire and pool hire. HSP have had their Sport England funding cut, so sponsorship of the 2018 Development Weekend is unlikely.

### 17/26 **Annual Council Meeting**

17/26.1 Reports have been requested by SM from discipline managers. These will be used in the Annual Report.

SM

17/26.2 SM said that, at the beginning of May, information on nominations, and nomination forms would be sent out to clubs, discipline managers and Board members. Nominations are required for some of the Board members, the Finance Officer, the Roy Rogers Memorial Trophy and the Wilkinson Sword. Nominations must be submitted by 31<sup>st</sup> May 2017. The information and forms will be available on the website.

SM

17/26.3 At the Annual Council Meeting, Ian Bays (Potters Bar) will be installed as the Hertfordshire ASA President for 2017-2018. A Vice-President is still to be identified.

JC

### 17/27 **Minutes of the standing committees**

17/27.1 Disability committee 1.2.17 Notes of the meeting were received and noted.

17/27.2 Diving committee No meetings

17/27.3 Swimming committee 9.3.17 Minutes received and noted

Minute 17/06 1-Direction: BT informed the Board that, owing to a lack of response from qualified coaches and team managers, the county is not able to be part of this development programme. It is the swimmers in Hertfordshire who will miss out on this development opportunity because of the lack of interest/commitment from coaches and from the 215 team managers contacted.

Minute 17/10 MD requested that someone is available to deal with the administration of the medals and

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trophies table at the regional open water championships, in support of the President. BT said that Marcello Tontodonati, the county's open water lead, has indicated that he would be at the championships.

17/27.4 Club Development Group 25.1.17 Minutes received and noted

17/27.5 Water polo committee 29.1.17 Minutes received and noted

IM had advised the water polo manager, Jonathan Lowy, that Bedford Water Polo Club was under suspension for not renewing ASA membership. This was an issue as Bedford Water Polo Club are members of the Hertfordshire and District Water Polo League.

SL commented that there were issues with budgeting and that assistance would be given.

### 17/28 County colours and pins

17/28.1 There was a discussion about county colours and the need to review the identification of awardees. It was felt that suitable recipients would be different depending on the discipline involved, so a group will be set up, with representatives from each discipline, to discuss the future awarding of county colours. MD agreed to co-ordinate the group. SM will provide MD with contact details of discipline managers. **SM/MD**

### 17/29 Report from the county's representative to ASA East Region

17/29.1 The ASA East Region Management Board met on 5th March 2017.

17/29.2 Before the meeting, the Board received a presentation from the ASA. Interim Chief Executive Officer, Jane Nickerson, the Interim Chief Financial Officer, Brian Havill, the Chairman of the Group Board, Mile Farrer, and the Chairman of the Sport Governing Board, Chris Bostock. This 'roadshow' was to provide information on incorporation and to answer questions from ASA East Region Board members. This 'roadshow' has been taken to all the regional Boards, and ASA East Region was the last Board to be visited. The idea behind it was to test the waters regarding whether incorporation was thought appropriate, and to provide the Board members with information about incorporation and its advantages/implications for the ASA.

17/29.3 The Board meeting considered the development plans and budgets for the various disciplines, and the budgets were agreed.

17/29.4 No matters were raised which need to be reported to the county. Apart from the Swimming Officials' Group, Hertfordshire had representatives present at the ASA East Region discipline committee meetings.

17/29.5 Hertfordshire athletes competed in the ASA East Region Disability Championships in Newmarket on 19<sup>th</sup> March, and MD attended as Hertfordshire ASA President.

### 17/30 Any other business

17/30.1 BT shared information on a possible opportunity for land availability in the county – which could open up the possibility of a county pool.

### 17/31 Next meeting

17/31.1 The next meeting of the Hertfordshire ASA Management Board will take place on Monday 10<sup>th</sup> July 2017 at the Welwyn Parish Centre.