

Minutes subject to approval at the next MB meeting

**Hertfordshire ASA**  
**Minutes of the Management Board Meeting**  
**22<sup>nd</sup> April 2015 – Welwyn Parish Centre**

Present:

<u>Board members</u>	
Mr Grant Chivers (GC)	Finance Officer
Mrs Jean Cook (JC)	Chairman
Mr Graham Huggett (GH)	
Mr Ian Mackenzie (IM)	
Mrs Sheila Mackenzie (SM)	Association Secretary
Mrs Catherine Manthorpe (CM)	
Mr Bryan Thompson (BT)	
<u>Discipline manager</u>	
Mrs Jackie Harvey	Disability manager

Apologies received:

Mrs Janet Gardiner	President Elect
Mr Mark Horrod	
Mrs Deborah Huggett (DH)	
Mrs Karen Lawson (KL)	
Mrs Ann Quinn (AQ)	President

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**15/14 Welcome**

15/14.1 The Chairman welcomed everyone, and thanked SM for collating the paperwork for the meeting.

**15/15 Apologies**

15/15.1 Apologies were received as shown above.

**15/16 Declaration of conflict of interest**

15/16.1 JC reminded everyone of the need to declare any conflict of interest. None was declared at this point.

**15/17 Minutes of the meeting on 19<sup>th</sup> January 2015**

15/17.1 The minutes were accepted as a true record, subject to the addition of Jackie Harvey as being present at the meeting. **SM**

**15/18 Matters arising from the minutes**

15/18.1 Actions from the previous minutes are complete, or as shown below.

15/18.2 Minute 15/05.5 (Minute14/67.5) 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 has spoken to AD. IM said that AD was already fulfilling the role and was happy to continue. CM felt that the matters raised in the document had not been addressed. Following a discussion, and a suggestion that there was a need for a communications strategy to engage with the membership, GC will make enquiries about the use of a facilitator to assist the Board in establishing such a strategy.* **GC**

15/18.3 Minute 15/05.7 (Minute14/68.3) 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 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. *Ongoing – but, following the difficulties experienced at the County Swimming Championships in March, there was concern about the suitability of The Venue for county events. Other venues are to be considered following feedback at the championships and the subsequent coaches' forum.* **GC/BT**

15/18.4 Minute 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. *Ongoing* **CM**

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15/18.5 Minute 15/10.4 Water polo - County colours – *the list is still to be advised, so that county colours can be awarded to the Hertfordshire girls in the regional water polo team.*

IM

**15/19 Ratification of items agreed, via email, since the last Board meeting**

15/19.1 None

**15/20 Correspondence**

15/20.1 The county has been copied in to regular newsletters and information sent to the clubs.

15/20.2 The ASA Insurance document for the county has been received.

15/20.3 Steve Cook, the water polo manager had informed SM after the last Board meeting that he would be standing down as the water polo manager, but would continue for the present. Various pieces of correspondence have since been received Steve Cook regarding the competitions and the training programmes for water polo.

15/20.4 The current list of Hertfordshire clubs which are swim21 accredited has been received.

15/20.5 There was a discussion about issues in diving, and its effect on county diving championships and competitions. The county events will continue at present.

15/20.6 SM informed the Board that Fitolits and Haberdashers' Aske's have not renewed membership with the ASA as clubs within Hertfordshire.

**15/21 Finance Officer's report**

15/21.1 The balance sheet for all accounts as at 14.4.15 was received.

15/21.2 GC commented on the accounts. There were no questions.

15/21.3 GC presented the draft annual accounts, clarifying various points. The draft annual accounts were accepted and will be sent to the Financial Examiner for inspection.

15/21.4 GC presented the budgets for the county, the club development group, and for the disciplines of disability, diving, swimming and water polo. The budgets were approved.

**15/22 Water polo**

15/22.1 The county water polo conditions have been amended and revised by Steve Cook in consultation with the active volunteers involved in the discipline, and the clubs have been asked for feedback on the document. The document was provided to the Management Board members, and the Board approved the conditions unanimously. The new conditions will be advised to the Annual Council Meeting.

**15/23 Management Board Advisory Group (MBAG)**

15/23.1 The Management Board Advisory Group met on 15<sup>th</sup> April 2015.

15/23.2 The following suggestions were made, to be considered at the appropriate committee meetings:-

1. Clubs to be asked if there is anything they would find helpful for running their clubs, in the same way as iPads were previously funded;
2. Coach passes for the County Swimming Championships 2016 to be free to swim21 clubs;
3. The refund for swim21 clubs at the County Swimming Championships 2016 to be increased from the 10% given this year.

SM/BT

**15/24 Minutes of the Standing Committees**

15/24.1 Disability committee 26.1.15 Minutes not yet available

15/24.2 Disability committee 16.3.15 Meeting cancelled

15/24.3 Diving committee 27.1.15 Minutes and development plan received and noted

The withdrawal of one club from county events, leaves the county competitions as a one-club event, with potentially judges from that one club only. There was discussion about the future of county competition in view of this situation. It was decided that, as the competition was still open to all the county athletes, it could be held as a county competition. There was however concern expressed over the use of unqualified judges.

The diving manager will be advised that if the county competitions are held, they must be correctly staffed

with qualified officials.

JC/SM

15/24.4 Diving committee 7.4.15 Meeting cancelled

15/24.5 Swimming committee 11.3.15 Minutes not yet available

15/24.6 Water polo committee No quorate meetings Steve Cook had provided a written update on activities and competitions for the water polo discipline.

15/24.7 Club Development Group 21.1.15 Minutes received and noted

Club Development Group 18.3.15 Minutes and development plan received and noted

**15/25 Conference**

15/25.1 The 2015 County Conference took place on 21<sup>st</sup>/<sup>nd</sup> February. IM said that numbers attending had been disappointing. There were 180 attendees in all. The conference was a success despite the small numbers attending. The conference was sponsored by the Herts. Sports Partnership, with free room hire and free water time. A grant of £500 was received from ASA East Region. The use of half term week was suggested as a possible reason for the small numbers of attendees, but the Herts. Sports Partnership link the conference into their coaches' week, which runs during the half term week, and this is the reason for these dates being used.

**15/26 Annual Council Meeting**

15/26.1 SM said that the clubs will be advised, at the beginning of May, of the date of the Annual Council Meeting. This will be via the club secretaries and the website. Clubs will also be asked to submit nominations for the Roy Rogers Memorial Trophy and nominations for the Management Board vacancies.

15/26.2 IM is the Management Board member due for election this year, and there are also five vacancies. The Association Secretary, the Trophies Officer and the Welfare Officer are all due for election.

15/24.3 Reports for inclusion in the Annual Report have been requested by 1<sup>st</sup> May.

**15/25 President Elect**

15/25.1 JC reminded all members of the Board that a President Elect for 2015-2016 needs to be identified.

ALL

**15/26 Report from the county's representative to ASA East Region**

15/261 The ASA East Region Management Board met on 1<sup>st</sup> February 2015. Budgets were discussed and agreed. No specific matters need to be identified to the Hertfordshire ASA Management Board.

15/26.2 Amy Bryant has been appointed to the new role of Regional Development Support Officer. Amy will work with the Regional Club Development Officer, Leanne Brace, and will have responsibility for development and courses.

15/26.3 Dean Walker has been appointed as the ASA Club Development Officer in ASA East Region

**15/27 Any other business**

15/27.1 IM reported that Ian Wright, head coach at Hatfield SC, was interviewed on local radio regarding the Hatfield swimmers at the British Championships.

**15/28 Next meeting**

15/28.1 The next meeting of the Hertfordshire ASA Management Board will take place on Thursday 9<sup>th</sup> July 2015.