

Minutes subject to approval at the next MB meeting

Hertfordshire ASA
Notes of the Management Board Meeting
7th July 2016 – Welwyn Parish Centre

Present:

Board members

Mrs Karen Lawson (KL)
Mr Ian Mackenzie (IM)
Mrs Sheila Mackenzie (SM) Association Secretary
Mr Bryan Thompson (BT)

President
Mr Murray Devine (MD)

Apologies received: Mrs Jean Cook (JC) Chairman
Mrs Jackie Harvey (JH)
Mrs Deborah Huggett (DH)
Mr Graham Huggett (GH)

16/39 Welcome and introduction

- 16.39.1 Ian Mackenzie took the chair in the absence of the Chairman, who was in Sheffield for the Diving National Age-Groups. IM welcomed everyone, including Murray Devine, the Hertfordshire ASA President for 2016-17.
- 16/39.2 There was not a quorum, and so any decisions taken will have to be ratified at the next meeting.

16/40 Apologies

- 16/40.1 Apologies were received as shown above.

16/41 Declaration of conflict of interest

- 16/41.1 No conflict of interest was declared at this point.

16/42 Minutes of the meeting on 20th April 2016

- 16/42.1 The minutes were accepted as a true record.

16/43 Matters arising from the minutes

- 16/43.1 Actions from the previous minutes are complete, or as shown below.
- 16/43.2 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

BT stated that this was still ongoing, but the losses at the 2015 Championships had to be taken into account. **BT**

- 16/43.3 Minute 16/30.1 Diving committee – There is now a representative from Dacorum Diving Club on the committee, so both the county diving clubs have representation.
- 16/43.4 Minute 16/32.1 Synchronised Swimming - The planned synchronised swimming competition took place and Janet Gardiner, Hertfordshire ASA President 2015-16 presented the medals.
- 16/43.5 Minute 16/33.5 IM advised of a new CPD for teachers and coaches on teaching adults to swim. This could be offered at the Hertfordshire ASA Conference 2017.
- 16/43.6 Minute 16/35.5 Swimming committee minutes(S16/11) – IM advised that the county's AOE kit had been hired by three clubs for their club championship, and the harnesses have been hired by UEA Norwich for

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use at the regional championships.

16/43.7 Minute 16/36.4 Regional Licensing – BT stated that the new set up was working well.

16/44 Ratification of items agreed, via email, since the last Board meeting

16/44.1 None

16/45 Correspondence

16/45.1 None needing to be advised. SM did report difficulties however with responses from clubs with regard to changes of club secretary.

16/46 Finance

16/46.1 Draft Annual Accounts to 31.3.16 IM said that the document produced for the Annual Council Meeting needed some adjustments, as tangible assets had been included in the working balance figures. IM will speak to the independent financial examiner.

16/46.2 IM said that once the accounts have been inspected, and he has the books and laptop, he will work on the budgets for 2016-17.

16/46.3 IM reported that he had sent out invoices to clubs for the hire of the county's AOE equipment. Grant Chivers(GC), had paid in the petty cash which he had held. GC will have expenses to claim too. GC will continue, alongside IM until 31.7.16.

16/47 Management Board Advisory Group (MBAG)

16/47.1 The MBAG has not met since April.

16/48 Annual Council Meeting

16/48.1 The 2016 Annual Council Meeting took place on 6th July.

16/48.2 The Annual Report was accepted.

16/48.3 The meeting was advised that Grant Chivers had stepped down as Finance Officer, as he was not able to commit time to fulfilling the role, owing to increasing work commitments. Ian Mackenzie was accepted as an interim Finance Officer, until a permanent appointment can be made.

16/48.4 The Annual Accounts were not complete, and had not been inspected, so could not be adopted by the Annual Council Meeting. It was agreed that once the accounts were complete and had been inspected, the adoption would be deferred to the Management Board, and the adoption would be ratified at the 2017 Annual Council Meeting.

16/48.5 At this current meeting, SM advised the Management Board that a suggestion had been received from a past president regarding a possible Wilkinson's Sword nomination. There was discussion about tracking achievements of athletes, to try to avoid recognising the achievement of one athlete when there were others who deserved equal recognition. The awarding of county colours was also discussed.

16/49 Ratification of Appointments

16/49.1 The following appointments to committees were notified. Jean Cook, Sheila Mackenzie and the Finance Officer are ex-officio members of the county committees. In the absence of a quorum, the appointments could not be ratified. The absent members of the Management Board will be emailed to approve the appointments and other representative posts, and ratification will take place at the October Management Board meeting.

SM

16/49.2 Disability committee
Jackie Harvey - Disability Manager
Ian Mackenzie (Minute secretary), Murray Devine, Carl Cooper (ASA Para England Talent), Janet Warrington (Disability and Special Olympics), Hayley Sage (Specialist), Ros Cramp (Disability Sport Officer for the Herts. Sports Partnership) and Leanne Brace (ASA East Region Club Development Officer)

16/49.3 Club Development Group
Karen Lawson - Club Development Group Manager
Karen Huckle (Chairman), Jonathan Pope (Swimming Officials Co-ordinator), Nicola Rix, Shirley Burns, Helena Pretious White and Ian Mackenzie

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- 16/49.4 Diving committee
Alexandra Belson - Diving Manager
Derek Beaumont, Katy McLaren, Ben Roberts and Chris Sage
- 16/49.5 Swimming committee:
Bryan Thompson – Swimming Manager
Caroline Holt, Mark Horrod, Karen Huckle, Graham Huggett, Deborah Huggett, Ian Mackenzie and Marcello Tontodonati
- 16/49.6 Synchronised Swimming committee
There is no Hertfordshire committee, but Hertfordshire and its clubs are represented on the ASA East Region synchronised swimming committee, and the synchronised swimming clubs throughout the region work together through this committee. Thomas Brennan is the synchronised swimming manager for Hertfordshire.
- 16/49.7 Water Polo committee
Jonathan Lowy – Water Polo Manager
Tina Cauty, Neil Cook (Training courses), Peter Mole(Fixtures), Edna Scott and Rose Younger(Girl's/Women's water polo)

16/50 Minutes of the standing committees

- 16/50.1 Disability committee 20.6.16 Notes of the non-quorate meeting received and noted.
- 16/50.2 Diving committee No meetings have been held this year.
- 16/50.3 Swimming committee 9.6.16 Notes of the non-quorate meeting received and noted.
- 16/50.4 Swimming committee – BT reported that there had been a meeting to discuss addressing the issue of the losses made at the 2016 Swimming Championships. Various options were suggested and noted for action.
- 16/50.5 Club Development Group 15.6.16 Meeting cancelled
- 16/50.6 Water polo committee 8.5.16 Notes of the non-quorate meeting were received and noted.

16/51 Report from the county's representative to ASA East Region

- 16/51.1 The ASA East Region Management Board met on 5th June, and SM joined the meeting by conference call from Austria. There were no specific matters to be reported to the county. Nick Caplin from the ASA attended the meeting and gave a presentation on participation.
- 16/51.2 The Regional Long-Course Swimming Championships took place over weekends at the beginning and at the end of May. Athletes from Hertfordshire took part and were among the finalists and medal winners.

16/52 Any other business

- 16/52.1 BT floated an idea of having the county championships for all disciplines in a week of Aquatic Championships. There was discussion.

16/53 Next meeting

- 16/53.1 The next meeting of the Hertfordshire ASA Management Board will take place on Thursday, 20th October 2016.