

Hertfordshire ASA
Minutes of the Management Board Meeting
9th July 2015 – Welwyn Parish Centre

Present: Board members
Mr Grant Chivers (GC) Finance Officer
Mrs Jean Cook (JC) Chairman
Mrs Deborah Huggett (DH)
Mrs Graham Huggett (GH)
Mrs Karen Lawson (KL)
Mr Ian Mackenzie (IM)
Mrs Sheila Mackenzie (SM) Association Secretary
Mr Bryan Thompson (BT)

President
Mrs Janet Gardiner (JG)

Discipline manager
Mrs Jackie Harvey Disability manager

Apologies received: Mr Mark Horrod
Mrs Catherine Manthorpe

15/31 Welcome

15/31.1 The Chairman welcomed everyone, and introductions were made for the benefit of the new President, Janet Gardiner.

15/32 Apologies

15/32.1 Apologies were received as shown above.

15/33 Declaration of conflict of interest

15/33.1 JC reminded everyone of the need to declare any conflict of interest. None was declared at this point.

15/34 Minutes of the meeting on 22nd April 2015

15/34.1 The minutes were accepted as a true record.

15/35 Matters arising from the minutes

15/35.1 Actions from the previous minutes are complete, or as shown below.

15/35.2 Minute 15/18.2 (Minute 15/05.5 and Minute14/67.5) Communications – following CM's discussion paper, and the suggestion that a communications strategy was required to engage with the membership, GC made enquiries about the way forward to establish a strategy.

The advice given to GC from personnel in the communication industry is that firstly the county must identify what is it is aiming to achieve, Following this, a strategy can be formulated. It was also suggested that the website ought to be revamped.

GC suggested a small group from the Management Board, plus swimmer and club representatives, to contact clubs by email and via Twitter to identify what the clubs require from Hertfordshire ASA, and the preferred methods of communication.

JC suggested that Alan Doyle (AD), HASA web-master, Grant Chivers and Catherine Manthorpe formed an initial working party to conduct an exercise over six months.

15/35.3 Minute 15/18.3 (Minute 15/05.7 and Minute14/68.3) The Venue: *Following the difficulties in the resolution of the issues which had arisen at the County Swimming Championships, and the lack of co-operation of the staff at the facility, BT stated that the proposed partnership between the county and the facility was no longer viable. BT informed the Board that he is investigating other venues for the County Swimming Championships, but that this is proving difficult.*

**GC/CM/
AD**

BT

Minutes subject to approval at the next MB meeting

15/35.4	Minute 15/18.4 (Minute 15/05.10 and 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. <i>Ongoing</i>	CM
15/35.5	Minute 15/18.5 (Minute 15/10.4) Water polo - County colours – <i>the list is still to be advised, so that county colours can be awarded to the Hertfordshire girls in the regional water polo team.</i>	IM
15/35.6	Minute 15/27.1 President Elect <i>Consideration is still ongoing</i>	ALL
15/36	Ratification of items agreed, via email, since the last Board meeting	
15/36.1	None, but it was formally noted that Old Stortfordians had not renewed membership with the ASA.	
15/37	Correspondence	
15/37.1	None requiring the attention of the meeting	
15/38	Finance Officer's report	
15/38.1	The balance sheet for all accounts as at 8.7.15 was received.	
15/38.2	GC commented on the accounts. There were no questions.	
15/38.3	The county capitation fee for 2016 was agreed as:- Category 1 £3 Category 2 £3 Category 3 £0	
15/39	Management Board Advisory Group (MBAG)	
15/39.1	The Management Board Advisory Group has not met since April.	
15/40	Annual Council Meeting – matters arising	
15/40.1	There was discussion on what could be done to increase interest and attendance at the Annual Council Meeting. It was agreed that there would be an agenda item at the next Board meeting to discuss the format and presentation of the Annual Council Meeting.	ALL
15/41	Ratification of appointments	
15/41.1	The following appointments to committees were ratified. It was noted that Jean Cook, Sheila Mackenzie and Grant Chivers are ex-officio members of the county committees.	
15/41.2	Management Board Advisory Group Jean Cook (Chairman), Sheila Mackenzie (Association Secretary), Grant Chivers (Finance Officer) and Ian Mackenzie. (Life Vice-President)	
15/41.3	Disability committee Jackie Harvey (Disability Manager) Ian Mackenzie (Minute secretary), Carl Cooper (ASA England Talent), Janet Warrington (Disability and Special Olympics), Hayley Sage (Disability Diving), Ros Cramp (Disability Sport Officer for the Herts. Sports Partnership) and Leanne Brace (ASA East Region Club Development Officer)	
15/41.4	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, Mark Horrod and Ian Mackenzie(co-opted)	
15/41.5	Diving committee Alexandra Belson (Diving Manager) Derek Beaumont, Ben Roberts and Chris Sage	
15/41.6	Swimming committee: Bryan Thompson – Swimming Manager Caroline Holt, Mark Horrod, Karen Huckle, Graham Huggett, Deborah Huggett, Ian Mackenzie, Vicky McQuaid and Marcello Tontodonati It was noted that Barbara Scorer had not sort re-election as the County Welfare Officer. BT advised that BS wished to step down from the Swimming committee. JC will try to meet BS to establish the situation regarding the post of County Welfare Officer.	JC

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- 15/41.7 Synchronised Swimming committee
No committee in place. Thomas Brennan overseeing the discipline
- 15/41.8 Water Polo committee
No committee in place. Grant Chivers overseeing the discipline
- 15/41.9 Custodians
Ian Mackenzie
- 15/41.10 Emergency committee
Grant Chivers, Jean Cook, Ian Mackenzie and Sheila Mackenzie
- 15/41.11 President Elect
Not yet nominated
- 15/41.12 Representative to the RLSS(Herts. Branch)
No longer applicable
- 15/41.13 Representative to the ASA East Region Annual Council Meeting 2015
Sheila Mackenzie

15/42 Minutes of the Standing Committees

- 15/42.1 Disability committee 26.1.15 Minutes received and noted
- 15/42.2 Diving committee - Meeting scheduled for 14.7.15
- 15/42.3 Swimming committee 11.3.15 Minutes received and noted
BT advised that the Development Meet will not take place this year, and that it is planned to revamp the competition for 2016.
For the Bob Daplyn Trophy gala, consideration has been given to having a visiting club trophy which would be purchased each year. Hertfordshire ASA medals would be awarded to Hertfordshire teams only.
- 15/42.4 Swimming committee 9.6.15 Minutes not yet available
BT reported on, the progress towards providing flags for county events. Responses from some clubs, confirming their club logo, are yet to be received.
- 15/42.5 Club Development Group 17.6.15 Notes from the non-quorate meeting were received and noted.

15/43 Shirts

- 15/43.1 IM said that it was necessary to order 250 competitors shirts and 200 hats to replenish stock. There is sufficient stock of officials shirts. **IM**

15/44 Report from the county's representative to ASA East Region

- 15/44.1 The ASA East Region Management Board met on 17th May 2015. There was nothing which required noting by the county.
- 15/44.2 The regional long course swimming championships, for the older age-groups, were held at Inspire: Luton Sports Village on 2nd, 3rd and 4th May 2015 with Hertfordshire athletes competing and becoming regional champions and medallists.
- 15/44.3 The regional long course swimming championships, for the younger age-groups, were held at UEA Norwich Sports Park on 23rd, 24th and 25th May 2015, with Hertfordshire athletes competing and becoming regional champions and medallists.
- 15/44.4 Amy Bryant (ASA East Region Club Support Officer) attended the regional swimming championships at Luton. Amy intends to develop a newsletter for the individual disciplines, with input from the disciplines. This will be distributed monthly or quarterly, as appropriate.
- 15/44.5 The Chairman of the ASA Group Board resigned at 31.5.15.

15/45 Any other business

- 15/45.1 County equipment and kit: This has always been stored all over the county, by individuals, resulting in the loss of their private house and garage space. IM recently made enquiries about storage of the county equipment and kit in a central unit. Access would have to be limited to a few individuals, and a system of checking in and out would have to be established. IM had sourced a secure storage unit in Stevenage which would be accessible 24/7, The size of the unit and the cost per month was discussed, as was the insurance requirements. Both the cost of racking for the unit, and the need, maybe, for a van to be hired for events to transport the equipment, was also discussed. It was agreed to go ahead with the storage facility, investigating what extra insurance might be required. **GC**
- 15/45.2 The electronic timing system for the county swimming championships has been operated by Chris Hisgrove for many years. BT advised the Board that Chris has developed and made a section of a modular scoreboard. BT proposed that, since the county would now not be investing in The Venue, that Chris was commissioned to build a scoreboard for the county. It was agreed that BT will contact Chris regarding the project. **BT**
- 15/45.3 It was noted that medals for Masters and for the Bob Daplyn Trophy gala must be ordered. **SM**
- 15/45.4 As the Trophies Officer, SM, cannot attend the Open Water Championships on 19th July, DH and GH agreed to deal with the medals and trophies for the competition. SM will pass all the paperwork and medals and trophies to DH and GH. **SM/DH/GH**

15/46 Next meeting

- 15/46.1 The next meeting of the Hertfordshire ASA Management Board will take place on Thursday 15th October 2015.