

Minutes subject to approval at the next MB meeting

Hertfordshire ASA
Minutes of the Management Board Meeting
15th October 2015 – Welwyn Parish Centre

Present: Board members
Mr Grant Chivers (GC) Finance Officer
Mrs Jean Cook (JC) Chairman
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 (JH) Disability manager

Apologies received: Mr Mark Horrod (MH)
Mrs Deborah Huggett (DH)
Mrs Graham Huggett (GH)

15/47 Welcome

15/47.1 The Chairman welcomed everyone.

15/48 Apologies

15/48.1 Apologies were received as shown above.

15/49 Declaration of conflict of interest

15/49.1 JC reminded everyone of the need to declare any conflict of interest. None was declared at this point.

15/50 Minutes of the meeting on 9th July

15/50.1 The minutes were accepted as a true record.

15/51 Matters arising from the minutes

15/51.1 Actions from the previous minutes are complete, or as shown below.

15/51.2 Minute 15/35.2 (Minute 15/18.2, Minute 15/05.5 and Minute 14/67.5) Communications – following Catherine Manthorpe'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 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.

GC will progress this

GC

15/51.3 Minute 15/35.3 (Minute 15/18.3, Minute 15/05.7 and Minute 14/68.3) The Venue BT informed the Board that he is investigating other venues for the County Swimming Championships, but that this is proving difficult. The Venue will be used for the 2016 County Swimming Championships as other venues could not accommodate the county and provide the necessary water time.

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15/51.4	Minute 35.5 (Minute 15/18.5 and 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. GC will provide a list.</i>	IM/GC
15/51.5	Minute 15/35.6 (Minute 15/27.1) President Elect <i>Consideration is still ongoing IM will provide suggestions to JC.</i>	ALL
15/51.6	Minute 15/41.6 County Welfare Officer <i>JC had been unable to contact Barbara Scorer. It was decided that all clubs would be advised of the vacancy, and an advertisement would be placed on the website.</i>	SM
15/51.7	Minute 15/45.2 Modular scoreboard <i>BT has contacted Chris Hisgrove, who had given costings for the project. BT provided information on the dimensions of the scoreboard, and there was consideration of the cost of employing a rigger to set the scoreboard up at a competition. Increased insurance would be needed at the storage facility. The need to hire a van for transport of the scoreboard was considered, and the need for training on the use of the equipment, especially as clubs would be able to hire the scoreboard for their events. More details of the specification required, along with detailed costings, would be provided to Management Board members, by email, so that, if the project was agreed fairly soon, then work on the manufacture of the scoreboard could begin as soon as possible.</i>	BT
	IM suggested that consideration should be given to the purchase of electronic timing pads for use at county events and for hire by clubs. IM will make enquiries as to the cost of purchase of the pads and ancillary equipment.	IM
	The use of uTube was raised by BT. GC commented that this would form part of a communication considerations.	
15/52	Ratification of items agreed, via email, since the last Board meeting	
15/52.1	None requiring the attention of the meeting. It was noted that Catherine Manthorpe had resigned for the Management Board in July. IM suggested that Jackie Harvey, who attended the Board meetings already in her capacity as Disability Manager, should be co-opted as a member of the Management Board, This was unanimously agreed.	
15/53	Correspondence	
15/53.1	None requiring the attention of the meeting	
15/54	Finance Officer's report	
15/54.1	The balance sheet for all accounts as at 10,10.15 was received.	
15/54.2	GC commented on the accounts:- There were still some refunds for the County Swimming Championships outstanding. The ASA East Region Inter-County competition is still to be invoiced. The storage facilities are in place and the insurance set up. GC suggested that the water polo funding agreed to the end of 2015, was rolled on to the end of the financial year, with some of the money earmarked for the discipline development being used.	
15/54.3	There had been a request from a water polo club for funding to purchase balls. It was felt that this could not be agreed, as it was not development as such, and would potentially give rise to similar requests from other discipline clubs if this was agreed.	
15/55	Management Board Advisory Group (MBAG)	
15/55.1	The Management Board Advisory Group has not met since April.	
15/56	Annual Council Meeting	
15/56.1	There was discussion on what could be done to increase interest and attendance at the Annual Council Meeting. There was a suggestion of having a motivational speaker. Another suggestion was to have presentations on the disciplines. GC will tweet the clubs and ask what would be of interest to the clubs, and result in better attendance at the Annual Council Meeting.	GC

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15/57 Minutes of the Standing Committees

15/57.1 Disability committee 15.10.15 Minutes not available – the meeting was tonight.

15/57.2 Diving committee 14.7.15 Minutes and development plan received and noted .

Minute D15/21 GC has been contacted recently regarding possible funding for new diving boards. Initially GC will require notification of potential cost, before any consideration could be given. IM confirmed that Level 1 and Level 2 coaches courses can receive funding. **IM**

AOB minute: It was noted that the county colours are still to be dealt with.

15/57.3 Swimming committee 9.6.15 Minutes received and noted

15/57.4 Swimming Committee 10.9.15 Minutes not yet available

15/57.5 Club Development Group 30.9.15 The committee attended the Club Forum instead of having a formal committee meeting

15/58 Report from the county's representative to ASA East Region

15/58.1 The ASA East Region Annual Council Meeting took place on 12th September. No Hertfordshire clubs sent representatives, but two Hertfordshire clubs were the only two clubs in the region to send apologies. The regional awards were presented as part of the meeting, Janet Warrington (Hoddesdon SC) received the Jeff Cook Salver for her outstanding work for disability swimming in the region, and Derek Beaumont (Beaumont Diving Academy) won the Coach of the Year award.

15/58.2 The ASA East Region Management Board met on 12th September 2015, following the Annual Council Meeting.

The regional fees for 2016 were agreed as:-

Category one £5 Category two £5 Category three £0 £35 per club

At the Board meeting, two appointments were made to fill vacancies outstanding after the Annual Council Meeting Tom Baster was appointed as Swimming Manager – Bryan Thompson had resigned with effect from the Annual Council Meeting - and Amy Davis appointed as Synchronised Swimming Manager, both appointments being subject to ratification at the Annual Council Meeting 2016.

15/59 Any other business

15/59.1 IM reminded all present that the County Conference will take place on 20th/21st February 2016 at Hertfordshire Sports Village, in conjunction with the Herts. Sports Partnership Coaches Week.

15/59.2 SM asked for a substitute to attend the ASA East Region Management Board, as the Hertfordshire representative. The meeting is scheduled for 22nd November.

15/60 Next meeting

15/60.1 The next meeting of the Hertfordshire ASA Management Board will take place in January 2016. Bookings for 2016 are not yet being taken by Welwyn Parish Council.