HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION

Minutes of the MANAGEMENT BOARD (MB) meeting held at the Welwyn Civic Centre on 18th March 2008 at 8.00 p.m.

PRESENT: I J Watson (Chairman), A Bowell, G Chivers (Finance Officer), D Cook, Mrs J Cook, Mrs J Evans, C Hunter, P Jackson, A Lennard, I Mackenzie, Mrs S Mackenzie, D Milton, S Turner (Association Secretary) and J Wardley.

By invitation: Mrs T Lander (Swimming Manager)

Apologies for absence were received from: Mrs E Aston (Diving Manager) and B Thompson.

MINUTES OF PREVIOUS MEETING

MB08/31 The minutes of the Management Board meeting held on 15th January 2008 had been circulated. The following amendments were noted:

- MB08 20 "ASA Board meeting" should read "British Swimming Board meeting".
- MB08 27 The reference to the role of new RDO should show that it is to support clubs' Swim21 applications and renewals.

Subject to these amendments, and minor typographical corrections, and the minutes were agreed and signed as a true record

MATTERS ARISING

MB08/32 MB08 17 – In response to a question, the Association Secretary reported that he hoped to have the minutes of the 2007 ACM available in time for the next MB meeting.

MB08/33 MB08 20 – Mr Hunter reported that he had discussed the issue of grass roots development of synchronised swimming with the Director of English Programmes. Little is being done at this level at present although there should be more focus in the near future.
Mr Mackenzie reported that there is to be a Regional Development Day for Synchronised Swimming on 11th May 2008, supported by Karen Thorpe from QEII School, Barnet.

RELEVANT CORRESPONDENCE

MB08/34 There are three clubs in the County in the process of applying to the Region for affiliation. Whilst it is the Region that grants affiliation to clubs, the County does have the opportunity of commenting on applications. The meeting agreed there were no objections.

FINANCIAL ITEMS

MB08/35 The Finance Officer reported the following information as at 18th March 2008.

Total Assets	£50,385.84
Less	
Reserve funds and known commitments	£17,965.75
Available funds	£32,420.09

MB08/36 The capitation fees for 2008 received to date total £345.

MB08/37 The above figures do include monies from the swimming championships. There are difficulties in reconciling participants with the monies received, which needs to be dealt with through the Swimming Committee.

MINUTES OF COMMITTEES

MB08/38 **Diving** - Minutes of 5th February 2008 had been circulated and were considered without significant comment. It was noted that attached amendments had already been included in the 2008 Handbook.

MB08/39 **Education -** The minutes of 7th February 2008 had been circulated and were considered without significant comment.

a. ED08 16 – Derek Milton asked if there was any further information on funding arrangements; Sheila Mackenzie confirmed there was none.
b. ED08 21 – Mrs Cook asked if details about such events as the talk for Welfare Officers could receive wider circulation in future.

MB08/40 **Swimming -** The minutes of 29th January 2008 had been circulated and were considered without significant comment.

MB08/41 **Synchronised Swimming –** There is no committee at the present time.

MB08/42 **Water Polo -** The minutes of 22nd January 2008 had been circulated and were considered without significant comment.

ATTENDANCE OF THE PRESIDENT AT STANDING COMMITTEES

MB08/43 The decision of the Emergency Committee that the President be invited to attend Standing Committee meetings, without obligation to attend or voting rights, was approved.

PUBLICATION OF MINUTES ON THE COUNTY WEBSITE

MB08/44 Following on from the discussion at the last meeting (MB08/16) Mr Watson had prepared a Discussion Document outlining the points in favour and against the publication of minutes on our website. After discussion it was agreed by nine votes in favour to two against that we should publish the minutes of all meetings on our website for a trial period. During this trial period the MB and the relevant Standing Committee shall have agreed all minutes prior to publication.

MB08/45 To help ensure consistency, guidance notes will be issued to those members of the MB and Standing Committees who are responsible for the preparation of minutes.

RE-ELECTION OF MB AND STANDING COMMITTEES

MB08/46 Mr Watson and Mrs Cook reviewed the papers they had submitted concerning the transitional arrangements necessary to implement Rule 20.6, which requires approximately one third of the members of the MB to retire each year. After discussion it was agreed (by 12 votes in favour to one against) that the 'drawing of lots' method would be used to determine the initial period of office for each member of the MB. The draw was carried out during the meeting and the result is shown in Appendix 'A'.

MB08/47 It was unanimously agreed that the Managers of the Standing Committees would hold office for the full three years, until the ACM in July 2011.

MB08/48 It was unanimously agreed that the elected members of Standing Committee would hold office initially until the first meeting of the MB after the ACM in July 2009. It was agreed to discuss the logistics of seeking nominations for Standing Committees at a later meeting.

MB08/49 It was noted that the filling of any 'casual' vacancy created by the resignation of a MB member or a Manager of a Standing Committee within the term of office for which they had been elected was provided for in Rule 20.9. Whilst this Rule could equally be applied to the resignation of an elected member of a Standing Committee, it was agreed to consider the possibility of proposing a change of Rule to Council.

MB08/50 Attention was drawn to the fact that whilst there is a 'non-attendance rule' for members of the MB (Rule 20.8) there is no similar Rule for elected members of Standing Committees. It was agreed to consider the possibility of proposing a change of Rule to Council.

MB08/51 It was pointed out that theoretically a club could have up to twelve members on the MB. It was agreed to consider the possibility of proposing a change of Rule to Council.

ASA EAST REGION

MB08/52 Mrs Mackenzie reviewed her report sent out with papers for the meeting.

MB08/53 The RDO had circulated around the clubs present at the recently held swimming championships to gain an idea on how he can support those clubs. A report is to be issued.

MB08/54 Harpenden SC has recently gained its Swim21 Skill Development level accreditation; the County now has 10 clubs accredited. There is pressure from Region and the ASA for all clubs to achieve Swim21 accreditation.

MB08/55 The Region's next meeting will be held on 18 May 2008 when Sheila Mackenzie can raise anything to Region, on behalf of the County, which can then in turn be passed onto the ASA. Steve Turner will also attend this meeting.

MB08/56 It was stressed that our representatives, who are appointed by our Standing Committees, should attend Regional Committee meetings.

OTHER RELEVANT BUSINESS

MB08/57 It was suggested an agenda item be included for each MB meeting to discuss how the County can proactively move our sport forward. This could be along the lines of each Board member indicating what could be done and how it can be carried out. The new RDO should be invited to attend the next meeting on 20 May 2008.

MB08/58 It was highlighted that Championship results are no longer published in the County Handbook. It was explained that in order to keep the Handbook to a manageable size, the results were removed and it is up to the relevant committee to maintain the results on the County website (in accordance with Rule 27.10).

MB08/59 Mr Milton asked if funding subsidies paid by the County for courses should include the examination fee. Some courses include the examination fee as part of the course fee whilst others have it as a separate item. It was agreed that for future claims the subsidy should be calculated <u>including</u> the examination fees.

MB08/60 The ASA East Region President (Mr Mike Rayner) had attended the Association's recently held swimming championships.

There was no further business and so the Chairman declared the meeting closed.

Appendix 'A'

Periods of service of members of the Management Board

To take effect from Council 2007 and to remain in office until Council 2009

Steve Turner (Association Secretary), Jane Evans, Derek Milton, Craig Hunter (PP) and Ian Mackenzie (PP).

To take effect from Council 2007 and to remain in office until Council 2010

Ian Watson (Chairman), Philip Jackson, Bryan Thompson, Jean Cook (PP) and Sheila Mackenzie (PP).

To take effect from Council 2007 and to remain in office until Council 2011

Grant Chivers (Finance Officer), Andy Lennard, John Wardley, Alan Bowell (PP) and Dave Cook (PP).

Signed .... Date ....

Approved by the Hertfordshire ASA Management Board