

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION

Minutes of the MANAGEMENT BOARD (MB) meeting held at the Welwyn Civic Centre on 20th May 2008 at 8.00 p.m.

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

By invitation: P Lown (East-RDO)

Apologies for absence were received from: D Cook, J C Hunter, Mrs S Mackenzie and Mrs T Lander (Swimming Manager).

MINUTES OF PREVIOUS MEETING

MB08/61 The minutes of the Management Board meeting held on 18th March 2008 had been circulated and were approved.

MATTERS ARISING

MB08/62 There were no matters arising from the minutes of the Management Board meeting held on 18th March 2008.

MINUTES OF THE 2007 ACM

MB08/63 The minutes of the 2007 ACM had been circulated prior to the meeting and they were considered to be an accurate record of the proceedings.

MB08/64 It was unanimously agreed these minutes be published on the County website, but with a suitable caveat that they were subject to the approval of the next Annual Council Meeting.

PHIL LOWN (EAST REGION RDO)

MB08/65 Phil Lown was introduced to the MB in his capacity as the new East Region RDO. In the past the Region had one RDO and one SDO. Phil Lown is now the second RDO.

MB08/66 His role is to focus on club support, linking with clubs and other organisations to facilitate Swim21, along with courses for volunteers, teachers and coaches. A further part of his role is to act as a conduit with the Hertfordshire Sports Partnership.

MB08/67 Phil will be invited to the next Education Committee meeting on 19 June 2008.

RELEVANT CORRESPONDENCE

MB08/68 Nominations for the Aquaforce & Volunteer awards have been requested; Hertfordshire clubs and the MB have been contacted.

FINANCIAL ITEMS

MB08/69 The Finance Officer reported the following information as at 18th March 2008.

Total Assets	£65,431.86
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Less

Reserve funds and known commitments	<u>£17,397.49</u>
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Available funds	<u>£48,034.37</u>
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MB08/70 The capitation fees for 2008 received to date total £13,746. There are small amounts to come.

MB08/71 Clubs need to be reminded of the funds available for courses.

MB08/72 At some stage East Region will want to receive up to £2,000 from Hertfordshire ASA as a contribution to the costs of the new RDO.

FINANCE SUB-COMMITTEE REPORT - 22ND APRIL 2008

MB08/73 The recommendations concerning encouraging MB members to claim their relevant expenses and the automatic provision of two reams of printing paper to MB members to compensate them for the additional costs of having to print the meeting papers, etc. that are now circulated electronically, were agreed.

- MB08/74 The recommendation concerning payment and authorisation procedures of expenses to the Executive Officers, MB members, Discipline Managers and expenses concerning the specific discipline was agreed.
- MB08/75 The recommendations concerning providing financial support to clubs accredited or actively pursuing Swim21 were approved in principle and it was noted that a detailed recommendation should be received in time for consideration at the next MB meeting.
- MB08/76 The recommendation regarding granting discretionary authority to the Discipline Managers “to authorise unexpected but reasonable expenses” was accepted in principle but referred back to the Finance Sub-committee for it to clarify the wording.

MINUTES OF COMMITTEES

- MB08/77 **Diving** - Notes of 29th April 2008 had been circulated and were considered without significant comment. It was highlighted that the resignation of the Diving Manager should have been reported in the notes. The two diving clubs should be written to requesting suggestions for a new Diving Manager in time for the MB meeting.
- MB08/78 **Education** - The minutes of 3rd April 2008 had been circulated and were considered without significant comment.
- a. ED08/38 – John Wardley reported the he had held discussions with the East and London Regions regarding Diving Judges courses. London Region would be happy to fund 50% of the course.
- b. ED08/44 – should read “Hertfordshire” and not “Hatfield” Sports Village.
- MB08/79 **Swimming** - The minutes of 11th March and 15th April 2008 meetings had been circulated and were considered without significant comment. It was noted that the numbering was not sequential and that the Records and other attachments were missing.
- MB08/80 **Synchronised Swimming** – There is no committee at the present time.
- MB08/81 **Water Polo** - The minutes of 25th March 2008 had been circulated and were considered without significant comment.

THE ASSOCIATION’S ROLE IN PROVIDING SUPPORT TO ITS CLUBS IN FURTHERING THE SPORT IN HERTFORDSHIRE

- MB08/82 Time constraints meant this topic could not be covered. It will be included on the agenda of the next MB meeting, but earlier in the Agenda.

ASA EAST REGION

- MB08/83 Mr Mackenzie circulated a report covering both the Regional Management Board and the County Liaison meetings held on 18 May 2008, which was duly noted,
- There was no further business and so the Chairman declared the meeting closed.

Signed

Date

Approved by the Hertfordshire ASA Management Board