HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION

Minutes of the MANAGEMENT BOARD (MB) meeting held at the Welwyn Civic Centre on 10 November 2008 commencing at 8.00 p.m.

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

Apologies for absence were received from: A Bowell, D Cook, and J C Hunter.

Carl Cooper was introduced to the MB in his capacity as the new, additional East Region RDO to work alongside Phil Lown. Carl's role is to cover the counties of Essex and Hertfordshire, focussing on facilitating clubs to achieve Swim21status and building networks between clubs and other organisations. He has already visited some of our clubs and recognises that Swim21 is a problem that will require a lot of his time to support our clubs.

MINUTES OF PREVIOUS MEETING

MB08/125 The minutes of the Management Board meeting held on 22 September 2008 had been circulated and were approved.

MATTERS ARISING

MB08/126 re MB08/115 Mr Mackenzie had recently provided information to the Chairman about the status of Hertfordshire clubs' involvement in the Swim21 accreditation processes. The Chairman apologised for not having found the time to circulate this to all MB members. Mr Mackenzie reported that the information was due for updating in the near future and this will be circulated to members when available.

MB08/127 re MB08/116 Mr Mackenzie stated that at the last meeting he had incorrectly stated that the Association had in the past required clubs to be either Swim21 accredited or progressing towards it. He explained that what had previously been agreed by the F&GP Committee was that we would not contribute to the cost of courses leading to a 'swimming teaching' qualification because it was considered that a qualified person could in the future use it to gain financial reward from holding it so why should we use funds generated from our clubs to subsidise such courses. He also pointed out that it was the Region that made the stipulation that a club wishing to claim a grant from its funds had to be Swim21 accredited or working towards it.

MB08/128 re MB08/123-4 The Chairman stated that he had made confirmed bookings at the Welwyn Civic Centre on the following dates during 2009 for Management Board meetings and the ACM:

Monday 12 January	Tuesday 10 March	Wednesday 13 May
Wednesday 15 July	Wednesday 23 September	Monday 9 November

Annual Council Meeting Wednesday 1 July

RELEVANT CORRESPONDENCE

MB08/129 The Finance Officer reported that he had received an invitation to renew our insurance cover of property (up to a value of £3,000) and computers, etc. (up to a value of £2,000) at a premium of £212.24. The Finance Officer was authorised to pay the premium.

DEVELOPMENT IDEAS - COMMUNICATION

MB08/130 The Chairman had circulated a document showing the ideas submitted by some members of the Board concerning the Association's role in providing support to its clubs in furthering the sport in the County. A common theme of several of these ideas was the need to improve communication about what the Association can offer its clubs and what the clubs want from the Association. After considerable discussion it was agreed that the following ideas be pursued.

MB08/131 The Association would convene a seminar with the Chairman and one other person from each affiliated club to discuss this topic in full. The meeting would open with a presentation by Carl Cooper (RDO) about the benefits of and the need for Swim21 accreditation and how it could best be achieved, emphasising the advantages of clubs building 'networks' with each other. The remainder of the meeting would be devoted to finding out what the clubs really wanted from the Association.

Mr Chivers volunteered to draft a proposal, detailing costings and a suitable date and venue for such a seminar in time for the next Board meeting.

MB08/132 It was also agreed that two members selected from the Board should visit the committee of each club to explain the benefits the Association can offer. A standard 'script' to assist the Board members with such work will need to be prepared.

FINANCIAL ITEMS

MB08/133 The Finance Officer reported the following information as at 9 November 2008.

Total Assets	£59,944.71
Less	
Reserve funds and known commitments	£27,229.73
Available funds	£32,714.98

MB08/134 The capitation fees for 2008, received via the ASA, total £15,000.00 to date, with a further £735.00 notified but not yet received.

MB08/135 The Board reviewed the Finance Officer's report of the Finance Sub-committee meeting held on 16 October 2008 without significant comment.

FILLING OF VACANCIES

MB08/136 The Chairman reported the following developments in connection with current vacancies:

- Association Secretary – no developments. Mr Watson is continuing to cover the administrative role of the post.
- Diving Manager – Mr Wardley is continuing to cover the administrative role of the post.

MINUTES OF COMMITTEES

MB08/137 Diving – The minutes of 23 September 2008 and the associated Development Plan update had been circulated and were considered without significant comment.

MB08/138 Education - The meeting scheduled to be held on 6 November 2008 been cancelled.

MB08/139 Swimming - The minutes of 16 September 2008 including a supplement showing claims for eight new County Records were considered without significant comment.

MB08/140 The minutes of 21 October 2008 and the associated Development Plan update were considered without significant comment.

MB08/141 Water Polo - No meeting.

COUNTY COLOURS

MB08/142 The Swimming Committee had submitted a list of seven people (Adam Brown, Richard Charlesworth, Jonathon Quinn, Rachael George, Katie Ambridge, Bobby Cave and Natasha Brown) who had qualified for County Colours during 2008 in accordance with Byelaw BL2.1. A nomination had also been made, under the provisions of Byelaw BL2.2, on behalf of John Sargant who was a finalist at the Olympic Trials. It was unanimously agreed that he should be awarded County Colours for 2008 to recognise this performance.

MB08/143 It was also agreed that Mr Mackenzie will prepare that awards in the same format used in recent years and that he will liaise with the Swimming Manager (or his representative) to ensure that the awards are presented in an appropriate manner early in 2009.

ASA EAST REGION REPORTS

MB08/144 Mrs Mackenzie gave a report on the Regional Management Board held on 9 November 2008, including the following items:

- Swim21 clubs in Hertfordshire – tracker now available – 11 accredited, 14 audited and 5 signed up. However, some of the detail is rather old and should not be relied on as being accurate.
- Sheila Mackenzie is currently distributing copies of the Long Term Athlete Development (LTAD) booklet to HASA clubs.
- Copies of the ASA East Region handbook 2008 are being distributed to HASA clubs and are available to HASA Management Board members as well.
- There is likely to be additional funding available to synchronised swimming, diving and water polo disciplines in the next financial year.

- It is hoped that next year's ASA East Region ACM on Sunday, 13th September 2009 will be based on a format successfully tried by ASA London and ASA South East Regions. This involves having a conference linked with the ACM, providing workshops in the morning, followed by the ACM in the afternoon and then further workshops. This is to be tried in order to encourage attendance at the ACM.

END OF YEAR REPORT AND HANDBOOK SUPPLEMENT

MB08/145 The Chairman explained that because of the change to the Association's operational year he would be requesting each discipline to prepare a report of its activities during the 2008 calendar year, which can be updated in time for the Board's report to the ACM in July 2009. He also felt that it would be helpful to issue a supplement in January 2009 to show the important change to the 2008 Handbook as the next edition will not be issued until approximately September 2009. Both these items were agreed and the Chairman will request the Managers to provide the necessary information.

There was no further business and so, after confirming the date of the next meeting as Monday 12 January 2009, the Chairman declared the meeting closed.

.... Date ....
Approved by the Hertfordshire ASA Management Board