

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION

Minutes of the MANAGEMENT BOARD (MB) meeting held at the Welwyn Civic Centre on 12 January 2009 commencing at 8.00 p.m.

PRESENT: I J Watson (Chairman), A Bowell, Mrs J Cook Mrs J Evans, J C Hunter, A Lennard, I Mackenzie, Mrs S Mackenzie, D Milton, B Thompson and J Wardley.

Apologies for absence were received from G Chivers (Finance Officer), D Cook and P Jackson.

MINUTES OF PREVIOUS MEETING

MB09/01 The minutes of the Management Board meeting held on 10 November 2008 had been circulated and were approved.

MATTERS ARISING

MB09/02 re MB08/127 Mr Milton sought further clarification that the way he was operating the Association's policy on providing funding for teaching courses was in accordance with previously agreed guidelines. It was agreed that this was the case and Mr Milton was satisfied with this clarification.

RELEVANT CORRESPONDENCE

MB09/03 There was no relevant correspondence.

COMMUNICATION WITH CLUBS

MB09/04 In order to progress the proposed staging of a Clubs Forum it was agreed that this will be held on either 3rd or 4th March 2009 at the Welwyn Civic Centre, subject to the availability of the venue and Carl Cooper (RDO). Mrs Cook agreed to prepare the programme in conjunction with Mr Hunter and to inform all affiliated clubs of the details.

MB09/05 It was agreed to review the idea of members of the MB visiting clubs to talk to their committees following the outcome of the Club Forum.

FINANCIAL ITEMS

MB09/06 The Finance Officer had sent a report showing the following information as at 4 January 2009.

Total Assets	£56,218.03
<u>Less</u>	
Reserve funds and known commitments	<u>£26,919.08</u>
Available funds	<u>£29,298.95</u>

MB09/07 The capitation fees for 2008 received via the ASA to date total £16,495.50.

MB09/08 The Board reviewed the Finance Officer's report of the Finance Sub-committee meeting held on 17 December 2008 without significant comment. However, Mr Mackenzie reported that although National Savings & Investments (NS&I) acknowledged that it had received the additional investment of £10,000. However, NS&I could not trace the whereabouts of the passbook and Mr Mackenzie is continuing to pursue this matter.

MEETING OF THE MANAGEMENT BOARD DURING 2008

MB09/09 The Chairman asked members for their views on how well meetings had run during 2008 and if there had been significant changes from the way in which previous Executive meetings had operated. It was generally agreed that the Board had considered a wider range of topics that were more in accordance with its intended strategic role. However, it was considered that some members were still concentrating too much on the minor details of the minutes, of both Board and committee meetings, and other items that were of only limited significance or which were not within the Board's remit.

ASA EAST REGION LONG SERVICE AWARDS

MB09/10 Mr Mackenzie reported that the East Region wished to recognise those members of the sport who had given at least 25 years service and were still active in our sport. It would also like to learn of people who had given special service to the sport of swimming – see also the report from our representative to East Region Management Board (at MB09/15).

MINUTES OF COMMITTEES

- MB09/11 Diving – The minutes of 18 November 2008 and the associated Development Plan update had been circulated and were considered without significant comment.
- MB09/12 Swimming - The minutes of 26 November 2008 including a supplement showing claims for 11 new County Records were considered without significant comment.
- MB09/13 Water Polo - The minutes of 9 December 2008 and the associated Development Plan update were considered without significant comment.

PRESIDENT AND PRESIDENT ELECT 2009-10

- MB09/14 The Chairman drew attention to Rule 15.4, which states that at the ACM “Nominations for the President and the President Elect shall be made by the Management Board.” It was agreed that Mrs Cook will consult with potential candidates to ascertain their willingness to be considered.

ASA EAST REGION REPORT

- MB09/15 Mrs Mackenzie gave a report on the Regional Management Board held on 12 January 2009, including the following items:
- There was a training day on 10 January for all Board members. Part of that day had focussed on a swim21 presentation by the Regional Development Officers, which had outlined the streamlining, and simplification of the process required for a club to obtain swim21 accreditation. A support package is being worked on to make the accreditation process more user-friendly and to reduce the duplication of required documentation, possibly by using cross-referencing.
 - Another speaker, Gill Robinson, Manager of the Suffolk Volunteering Federation, gave a very useful insight to the role of the volunteer centres in all the counties, providing a list of the centres in Hertfordshire, and suggesting the use of the centres to fill volunteering jobs currently vacant in clubs, or indeed the County Association itself, e.g. Association Secretary, stewards at Championships, IT support at competitions, etc.
 - Long Term Athlete Development booklets have been distributed to most of the clubs; more will be available at the County Swimming Championships.
 - Only seven clubs have still to receive their copy of the ASA East Region handbook and these will be posted if necessary.
 - The swim21 tracker, produced by the Regional Development Officers, has been sent to members and the RDOs are working hard both to promote swim21 to clubs and to assist verbally and practically with the process of accreditation.
 - The HASA Management Board should consider possible nominees from Hertfordshire for the award of the ASA East Region silver pin. The criteria for the awardees will be e-mailed to members of the MB and Sheila Mackenzie should be advised of any nominees.
 - The region now has a Synchronised Swimming Manager, Hayley Columbine from Clacton SC. She is the parent of a young synchronised swimmer and is taking her teaching qualification. She has already attended a national committee meeting and is keen to get the discipline back on track
 - A new club has applied for affiliation to ASA East Region. It is Dacorum Synchronised Swimming Club and it is based at Hemel Hempstead. Ian Mackenzie will advise HASA with regard to the granting of affiliation.

DEVELOPMENT PLAN 2009-2012

- MB09/16 Mr Milton asked that all Discipline Managers update their sections of the Development Plan and submit them to him as soon as possible to enable the consolidated document to be submitted to the East Region by 22 February 2009.

PAPERS FOR ACM AND JULY MB MEETING

MB09/17 Mr Watson informed the Board that he will be on holiday in France from 2 June to 14 July 2009 and so will not be able to be responsible for the preparation and despatch of the papers for our ACM on 1 July and our MB meeting on 15 July. He expressed his willingness to give all the help he can in connection with preparation work but requested that somebody be appointed to ensure the necessary final preparation and despatch work was completed at the appropriate times. Mr & Mrs Mackenzie, with help from Mrs Cook, agreed to be responsible.

There was no further business and so, after confirming the date of the next meeting as Tuesday 10 March 2009, the Chairman declared the meeting closed.

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Approved by the Hertfordshire ASA Management Board

Date