

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION

Minutes of the MANAGEMENT BOARD (MB) meeting held at the Welwyn Civic Centre on 13 May 2009 commencing at 8.00 p.m.

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

Apologies for absence were received from D Cook and Mrs J Evans.

MINUTES OF PREVIOUS MEETING

MB09/36 The minutes of the Management Board meeting held on 10 March 2009 had been circulated and were approved.

MATTERS ARISING

MB09/37 Re. MB09/33 Mr Mackenzie reported that no County Swimming Coordinator (CSC) had been appointed for Hertfordshire after the first round of interviews. The post has been readvertised with the closing date for applications being 20 May 2009. No appointment was made to the post of Senior County Swimming Coordinator for the East Region.

MB09/38 Re. MB09/35 Mrs Cook reported that she has made arrangements to hold the proposed informal dinner at the Hatfield Oak Hotel, Roehyde Way, Hatfield AL10 9AF on Friday 15 May 2009. A total of 18 people have indicated that they will be attending.

RELEVANT CORRESPONDENCE

MB09/39 The Chairman had received an email from Mr D Cook stating that he wished to resign his position on the Management Board with immediate effect. It was pointed out that Mr Cook had been our President in 1981 and would have been on the Executive Committee for several years before that and so had a very long-standing involvement with the management of the Association. It was unanimously agreed that the Association will write to Mr Cook expressing its appreciation of his work on our behalf.

MB09/40 It was further agreed that the vacancy should be filled in the first instance by any one of the elected nominees at the forthcoming ACM on 1 July 2009, with the successful candidate serving until the agreed end of Mr Cook's term of office, i.e. until the 2011 ACM.

FINANCIAL ITEMS

MB09/41 A report from the Finance Officer was circulated which showed the following information as at 30 April 2009.

Total Assets	£78,047.01
<u>Less</u>	
Reserve funds and known commitments	<u>£20,937.26</u>
Available funds	<u>£57,109.75</u>

MB09/42 The capitation fees for 2009 received to date via the ASA total £12,393.00.

MB09/43 It was noted that the accounts as at the 31 March tend to overstate our financial reserves because the income for the swimming Championships, Age Groups and BAGCATS events is now received in one financial year whilst the majority of the expenditure does not leave our accounts until the next one.

MB09/44 The calculation of the agreed reimbursement of capitation fees to accredited swim21 clubs (as paid at 31 March 2009) is underway – payments will be made in the near future.

MB09/45 Payment to clubs is now being made by the BACS system where the club has provided the necessary details.

CLUB FORUM – 10 JUNE 2009

MB09/46 It was noted that the next Club Forum will be held on 10 June 2009 in the Main Hall at the Welwyn Civic Centre commencing at 7.00 p.m. Arrangements are in hand with a planning meeting due to be held on Monday 18 May 2009.

PROPOSED RULE CHANGES TO BE PUT TO THE ACM

- MB09/47 It was agreed to put the following proposals to change the rules of the Association to the Annual Council Meeting (ACM) to be held on 1 July 2009:
- a. Rule 20.9 - Management Board vacancies
Delete all of the present wording and substitute "Any casual vacancy occurring by resignation or otherwise may be filled by the Management Board but any member so chosen shall retire at the next Annual Council Meeting and shall be eligible for election at that Meeting. Any person so elected at an Annual Council Meeting shall take office immediately for the remainder of the term of office on the same basis as the original appointment."
 - b. Rule 24.4 – Absence from Standing Committees
Insert a new clause "Any elected member of a Standing Committee who is absent from three consecutive meetings between two consecutive Annual Council Meetings, without having received leave of absence or giving an explanation accepted as valid by the Management Board, shall be deemed to have vacated his seat."
 - c. Rule 27.1 – Attendance of President and President Elect at Standing Committees
Insert a new clause "The President and the President Elect shall be invited to attend meetings of all Standing Committees, with neither the obligation to attend nor the power to vote."
 - d. Rule 27.5 –Quorum at Standing Committee meetings
Insert the words shown underlined "One half of those entitled to attend and vote, excluding the Executive Officers, shall form a quorum at any meeting."

MINUTES OF COMMITTEES

- MB09/48 Diving – The minutes of 28 April 2009 and the associated Development Plan update had been circulated and were considered without significant comment.
- MB09/49 Education – The minutes of 2 April 2009 and the associated Development Plan update had been circulated and, subject to the following items, were considered without significant comment.
- MB09/50 The Chairman explained that the information referred to in ED09/21 had been obtained and it showed that the normal range of prices for a club hiring a room for a Swimming Officials course was £40 to £50 for two hours. The Finance Sub-committee had considered this and recommended the following policy "The Association will reimburse a club that hires a room in which to stage an authorised Officials Training course up to a maximum of £50.00 for each session." The MB unanimously approved this recommendation.
- MB09/51 The MB considered the question highlighted in ED09/26 regarding the provision of funding for clubs where the pool operator required the provision of lifeguards holding the RLSS National Pool Lifeguard Qualification (NPLQ). The advice received from the East Region on this subject was also considered. It was unanimously agreed that where a club provides documentary evidence of the pool hire conditions and details of how many qualified people are required to cover the pool hiring then the Association will consider funding up to 25% of the cost of the necessary NPLQ course for each individual. Payment will only be made direct to the club in accordance with our current procedures.
- MB09/52 Swimming - The minutes of 17 March and 14 April 2009 were considered without significant comment.
- MB09/53 Water Polo - The notes of a meeting, which was not quorate, held 24 March 2009 and the associated Development Plan update were considered without significant comment.

SYNCHRONISED SWIMMING

- MB09/54 Mr Mackenzie briefly reviewed the report of the meeting of Hertfordshire synchronised swimming clubs that took place on 23 March 2009.
- MB09/55 He then reported on the development of synchronised swimming in the East Region.
- MB09/56 To increase the profile of synchronised swimming the group decided to organise taster days, one at each venue. Aqualina thought that Stevenage would be receptive to the

idea, and with the support of the County it was decided that the first taster day would be at Stevenage, but with the support of the two other clubs.

ASA EAST REGION REPORT

- MB09/57 Mrs Mackenzie circulated a report on the Regional Management Board held on 13 May 2009 which was noted. The Region's ACM will be held on Sunday 13 September 2009 at Chippenham Village Hall and so we will need to consider appointing our two delegates to this event at our MB meeting on 15 July 2009.

OPEN WATER EVENT

- MB09/58 Mr Thompson reported that arrangements were in hand to take a party of swimmers to an open water event in Datchet on 28-29 June 2009 at a likely cost of approximately £1,000. It was agreed that the excess of income resulting from the recent the swimming Championships, Age Groups and BAGCATS events could be used to cover this expenditure.

There was no further business and so, after confirming the date of the next meeting as Wednesday 15 July 2009, the Chairman declared the meeting closed.

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Approved by the Hertfordshire ASA Management Board

Date