

Minutes subject to approval at the next MB meeting on 5th January, 2011

Hertfordshire ASA
Minutes of the Management Board Meeting
22nd November 2010 – Welwyn Civic Centre

Present:	Mr Derek Milton Mrs Sheila Mackenzie Mr Grant Chivers	Chairman Association Secretary Finance Officer
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<u>Board members</u> Mrs Jane Evans Mr Philip Jackson Mr Mark Horrod Mr Ian Mackenzie Mr Bryan Thompson Mr John Wardley	Swimming Manager
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Apologies received:	Ms Alex Belson Mr Craig Hunter	Diving Manager
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Also present:	Mr George Kent	President
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10/101 Welcome

10/101.1 DM welcomed everyone and asked that if anyone had had insufficient time to read the paperwork which had been unavailable for distribution earlier, they should indicate this at the appropriate agenda item.

10/102 Apologies for absence

10/102.1 Apologies were received as shown above.

10/103 Declaration of conflict of interest

10/103.1 DM reminded everyone of the need to declare any conflict of interest. None was declared at this point.

10/104 Minutes of the meeting on 13th October, 2010

10/104.1 The minutes were accepted as a true record of the meeting.

10/105 Matters arising from the minutes

10/105.1 Minute 10/90.1 (Minute 10/79.3) The response of the water polo manager, that there are no cost implications to Hertfordshire ASA for the events listed in WP10/52, was accepted.

10/105.2 Minute 91.4 The letter, sent by post, was not received by Hemel Hempstead SC, and has been re-sent , and confirmed received, by e-mail.

10/106 Correspondence

10/106.1 A letter has been received from the family of Doug Ince, in which they indicate that they wish to provide a water polo trophy in memory of Doug. The water polo committee is dealing with this matter.

10/106.2 The county has been informed by the ASA Office of Judicial Administration that the suspension of Martin Unwin has been removed.

10/106.3 The received invitation to the county to have a stand/table at the Welwyn Civic Centre's Open Day on Saturday, 11th December will be declined.

SM

10/107 Finance Officer's report

10/107.1 The balance sheet for all the accounts, as at 18th November 2010, was received.

10/107.2 GC said that all income from the Development Meet had been received, as had the money for the donated open water trophies.

10/107.3	The clubs will be reminded of the development funds available.	IM
10/107.4	GC said that the discipline managers had been sent a template to help them to formulate the budgets for next year.	
10/108	Notes from the Management Board Advisory Group on 8th November	
10/108.1	The recommendations shown in item 2 of Minute 93.1 of the Management Board meeting on 13 th October should be amended, following discussions on the wording. The amendments are shown below in bold.	
	2. That the following guidelines should be adopted:- a. Minutes of meetings will continue to be published on the website. b. Where meetings are not quorate, then “notes” of the meeting should be published on the website. c. Minutes / notes should be published in the following timescale: i. The meeting takes place and minutes / notes are written up ii. Minutes / notes are circulated to the chairman for review iii. When feedback has been received and acted on, the minutes are ready to be published on the website iv. Minutes / notes are published to website d. Minutes / notes should have the following caveat appended at the top of them: i. “These minutes / notes are subject to being agreed at the next [discipline] committee meeting and being considered by the Management Board”.	
10/108.2	These amendments to the recommendations were agreed.	
10/108.3	Item 4 – GC will establish an up-to-date asset list through contact with the discipline managers and Management Board members.	GC
10/109	Minutes of the Standing Committees	
10/109.1	Diving 16.11.10 Minutes not available	
10/109.2	Education 11.11.10 Minutes received and noted	
10/109.3	Swimming 21.10.10 Minutes received and noted	
	JE suggested that Minute S10/179 should be amended to – ‘There was no Masters update’- removing personal information.	BT
	Minute S10/184 BT reported positive interest, at the Development Meet, in the merchandise.	
10/109.4	Water Polo 9.11.10 The report of the meeting on 9 th November was received and noted.	
10/109.5	Synchronised Swimming IM reported that a regional meeting was scheduled for 4th December, 2010, when it is hoped that Amy Bryant (Aqualina Stevenage SSC) will become the ASA East Region Synchronised Swimming Manager. IM commented that the discipline is unlikely to have a county committee at present as there was a lack of interest from clubs.	
10/110	Disability Swimming	
10/110.1	Minutes from the meeting of the Hertfordshire County Development Team on 9 th November, 2010 were received. Janet Warrington and Sandra Hagley-King (Hoddesdon) have established the group which includes many partner organisations and individuals involved in Disability Swimming. The meeting was to agree the detail for the Disability Swimming County Development Day to be held on 19 th February, 2011.	
10/110.2	IM said that a county assessment day for Disability Swimming was scheduled to take place two weeks	

before the Development Day.

- 10/110.3 IM gave some indications of the sources of funding which will be available from outside partners before recommending a budget of £3,200 should be accepted by the Hertfordshire Management Board in support of this event. A budget of £3,200 was agreed.

10/111 Website

- 10/111.1 The Management Board Advisory Group have considered the setting up of a new website, and received an initial Bluewave document from Alan Doyle (Coach at Hemel Hempstead SC), the website developer, with his proposals. Alan has already developed websites for three of the clubs in the county.

- 10/111.2 DM has spoken to Martin Taylor who has for many years assisted the county with the website. He is willing to be part of a group with responsibility for the setting up of the new site. The group would be Grant Chivers, Alan Doyle and Martin Taylor.

- 10/111.3 The following recommendations to the board were unanimously accepted

1. That the draft proposal from Bluewave is accepted.
2. That Bluewave produce the next level of proposal, and that the working group see the work through to the production and go-live of the new web site.

GC

- 10/111.4 IM said that he had spoken to Barbara Barrett, the ASA Child Protection Officer, and her advice was that, as an organisation, the county should not be involved with Facebook, Twitter or any other social networking site. There has also been a recent update of advice in the Wavepower document.

10/112 County handbook

- 10/112.1 SM reported that there were difficulties in producing the county handbook because of data protection issues. Currently the handbook publishes the addresses and telephone numbers of past presidents, county officials, management board members etc and this is not compliant with the requirements of the Data Protection Act of 1988, as consent to publish that information has not been sought.

- 10/112.2 Discussion led to the conclusion that it would be preferable to publish much of the information presently in the handbook, on the website. However it will be necessary to limit the personal information to an individual's name, and seek to obtain the consent of the individual for a contact e-mail address to be published too.

- 10/112.3 It was felt that hard copy should be available from the Association Secretary for those who could not access the website.

- 10/112.4 IM proposed that no hard copy of the county handbook should be published, and the website should be used in its place, with the proviso that consent to publish had been obtained from individuals whose contact details appeared thereon. This was agreed by those present, with one abstention.

- 10/112.5 A further proposal that the Association Secretary would provide, as hard copy, requested extracts of the 'county handbook' information published on the website to those who had no access to the website. This was agreed by those present, with one abstention.

- 10/112.6 SM will contact club secretaries and other relevant persons to seek their written consent to their details being held by the Association Secretary, and also their consent to a contact e-mail address being published on the website.

SM

10/113 County calendar

- 10/113.1 IM distributed copies of a county calendar in booklet form. The calendar had been requested at the Coaches' Forum, and shows club, county, regional and national events, as well as meetings and forums. IM asked that input for the calendar should be sent to him, and said that once the new website was up and running, the calendar would be published there, and would then be easy to update.

- 10/113.2 IM was thanked for his work in setting up this new database.

10/114 Report of the representative to the ASA East Region Management Board

- 10/114.1 There had been a board meeting on 21st November.
- 10/114.2 Hertfordshire had won the ASA National Masters and Seniors Inter-County Competition 2010 held at Newmarket on 21st November. Great team spirit had been shown, and there were fine swims throughout the gala. It had been a closely contested competition with Essex leading and Hertfordshire in second place, until the exciting last few events, when Hertfordshire went ahead and won the competition.
- 10/114.3 The final stage of the move of the regional office to Kentford, near Newmarket will take place on 26th November, when the Woodbridge office will close.
- 10/114.4 The Aquatic Officers are now in post, with Leanne Brace as the Aquatic Officer for Hertfordshire.
- 10/114.5 Commissioning is now in place. Commissioning is the new working relationship between the ASA and the regions which will provide the route to achieving the Key Performance Indicator targets required by Sport England against their provision of funding to the ASA.
- 10/114.6 Kim Stevens will cease to be the ASA East Region swim21 co-ordinator as from 26th November, as she has decided not to move to the new office location. She will continue as the national co-ordinator for swim21 however. The regional swim21 co-ordinator role will be part of the work of Leanne Brace, the Aquatic Officer for Hertfordshire.

10/115 Any other business

- 10/115.1 IM reported that he had met with Leanne Brace, the Aquatic Officer for Hertfordshire, and discussed swim21 clubs in Hertfordshire, and also the possibility of setting up the Swimming Action Group (SAG) again. The SAG had previously been run in conjunction with the Herts,Sports Partnership (HSP), but had been disbanded following county dissatisfaction. Leanne will endeavour to set up a SAG meeting.

10/116 Next meeting

- 10/116.1 The next meeting of the Hertfordshire Management Board will take place on Wednesday 5th January, 2011 at Welwyn Civic Centre at 8pm.