

Hertfordshire ASA
Minutes of the Management Board Meeting
15th April 2013 – Welwyn Civic Centre

Present:	Mr Derek Milton	Chairman
	<u>Board members</u>	
	Mrs Jean Cook	
	Mr Ian Mackenzie	
	Mrs Sheila Mackenzie	Association Secretary
	Mr Bryan Thompson	Swimming Manager
Also present:	Mr Stephen Cook	Water Polo Manager
Apologies received:	Mr Grant Chivers Mr Mark Horrod Mr Philip Jackson	President and Finance Officer

13/16 Welcome

13/16.1 DM welcomed everyone, and clarified the paperwork which had been sent out. DM specially welcomed Steve Cook, the Water Polo Manager

13/17 Apologies

13/17.1 Apologies were received as shown above.

13/18 Declaration of conflict of interest

13/18.1 DM reminded everyone of the need to declare any conflict of interest. None was declared at this point.

13/19 Minutes of the meeting on 16th January

13/19.1 The minutes were accepted as a true record of the meeting.

13/20 Matters arising from the minutes

13/20.1	Minute 13/05.2 (Minute 12/81.2, Minute 12/68.2, Minute 12/56.5) GC will prepare a budget for the county. On-going	GC
13/20.2	Minute 13/05.5 (Minute 12/81.6, Minute 12/75.3) The recognition of those people from the county who had been involved in the Olympics and Paralympics - One certificate still to be presented.	GC
13/20.3	Minute 13/05.6 (Minute 12/84.4) The Development funding to Harpenden SC, shown as outstanding, still has to be checked.	GC/BT
13/20.4	Minute 13/05.12 (Minute 12/88.2) Past President's badge – IM showed those present the new ceremonial badge and the new pin badge, for daily use. Both were well received. Previous Past Presidents will be given a pin badge	IM
13/20.5	Minute 13/05.13 (Minute 12/90.1) Poolside branding for county events: BT displayed the four banners purchased, and these were well received. The standing banner is still to be purchased. The banners will be held by the Association Secretary for use by all disciplines at county events,	BT
13/20.6	Minute 13/10 SM commented that the discipline minutes on the website were not up to date. It was agreed that, once the minutes were received by SM, having been approved by the chairman of the committee, then SM would arrange for them to be posted on the website, if this had not already been done by the discipline manager.	SM
13/20.7	Minute 13/11.1 President Elect: JC advised that Chris Sage had agreed to be nominated. The nomination from the Management Board to the Annual Council Meeting for President for 2013-2014 was therefore agreed to be Chris Sage. JC further reported that she was waiting for a response from a possible nominee for President for 2014-2015.	JC

13/21 Ratification of items agreed, via e-mail, since the last board meeting

1321.1	None	
13/22	Correspondence	
13/22.1	SM reported that various pieces of information, from Herts. Sports Partnership, ASA East Region and the ASA, have been sent to the clubs, regarding coaching courses, workshops, events and funding.	
13/22.2	Whitemeads SC is no longer in existence.	
13/22.3	The post of ASA East Region Chairman has been advertised.	
13/22.4	DM has been appointed as substitute representative on the ASA East Region Club Development Group.	
13/22.5	An ASA training day for Welfare Officers will take place on 28 th September 2013.	
13/22.6	The ASA East Region Inter-County Team Championships will take place on 7 th July 2013 at Inspire Luton, and the ASA East Region Open Water Championships will be on 14 th July at Whittlingham.	
13/22.7	Nominations have been requested for ASA Friends.	
13/22.8	SM has completed the annual insurance return required by the ASA.	
13/22.9	Notices of suspension for two members of county clubs have been received.	
13/22.10	Craig Hunter has written to thank the county for the certificate presented to him.	
13/22.11	SM informed the Board, with sadness, of the deaths of Maurice Short and Janet Holdstock, both of whom served our sport for many years in Southern Counties ASA and subsequently through the regions. The Board also noted with sadness the death of Dave Webzell – long-time member of the water polo fraternity in Hertfordshire.	
13/23	Finance Officer's report	
13/23.1	The balance sheet for all accounts as at 10th April 2013 was received.	
13/23.2	In GC's absence, DM reported that the Finance Officer's report had been considered at the Management Board Advisory Group meeting, and that there were no items needing to be raised.	
13/23.3	IM commented that capitation fees received in the past three years had been around £16,000, and that already this financial year, £14,900 had been received.	
13/24	Management Board Advisory Group	
13/24.1	The Management Board Advisory Group met on 10th April, and notes of the meeting were provided.	
13/24.2	IM said that some budgets are still not submitted, and GC wishes to complete the county budget by the end of April. SM will write to discipline managers to ask for submission by 28th April. The Management Board Advisory Group will then consider the overall budget to approve it in principle.	GC/SM
13/24.3	The Workforce Development Committee is to consider 'big ideas' for the spending of significant amounts of the development fund monies on projects.	W/force Dev cttee
13/25	Minutes of the Standing Committees	
13/25.1	Diving committee 29.1.13 Minutes received	
	Minute 13/04 Masters conditions - IM had drawn up conditions in the format used by county, following submissions by the diving committee. The conditions were accepted by the Board.	
	Minute 13/08 Synchro – Proposal to change to match National Age Groups (8-13 and 14+). Proposal to be sent to MB. The diving committee is to be asked if these proposals have been formulated.	SM
13/25.2	Diving committee 9.4.13 Minutes not yet available	
13/25.3	Workforce Development committee 23.1.13 Minutes received and noted	
13/25.4	Workforce Development committee 20.3.13 Minutes received	
	Minute WD13/45 DM highlighted the Master-class to be held on 19 th May 2013.	
	Minute WD13/61 IM confirmed that, if the cost of team managers courses were shown in an approved	

budget, then expenses such as room hire were covered.

13/25.5 Swimming committee 10.1.13 Notes from the meeting, which was not quorate, were received and noted.

13/25.6 Swimming committee 6.3.13 Minutes received and noted

13/25.7 Disability group 9.1.13 Minutes received and noted

13/25.8 Disability group 20.3.13 Minutes received and noted

IM commented that ASA East Region would match-fund up to £750 for a county conference. The regional Finance Manager required an invoice to be submitted. Total expenditure on the 2013 conference was not fully known at present, but a claim would be made for the current known expenditure, and a further claim could be made, if necessary, at a later date.

GC/IM

13/26 Water Polo

13/26.1 The water polo manager, Steve Cook, reported the progress being made in the discipline of water polo.

13/26.2 There is no committee at the moment, but progress is being made in establishing one. Any proposals and actions will be brought to the Management Board for review and approval, to ensure governance in the interim period.

13/26.3 The sad news was received, that Dave Webzell, a Hertfordshire water polo stalwart, passed away in March 2013.

13/26.4 The status and condition of the two current water polo trophies was advised to the Board, as was the need to find a trophy for the Junior competition.

13/26.5 Various competitions had taken place – The Hertfordshire & District Water Polo League, the Junior Boys' tournament, the over 40s/50s competitions, and the Senior Men's competition.

13/26.6 A review is being undertaken of the water polo rules.

13/26.7 There is to be a League evening on 28th September, with three matches being played. A table officials' course has also been organised in conjunction with this event.

13/26.8 Water polo updates are now being made to the website, and the above points are covered in the latest update being posted.

SC

13/27 President Elect

13/27.1 See minute 13/20.7 above

13/28 County conference

13/28.1 The presentation slides have still not been provided from the presenters, but will be sent to the participants as soon as received.

SM

13/28.2 Another Master-class is to be held on 19th May 2013.

13/28.3 The next county conference will be in February 2014. Organisation and administration on the day will take into account experience at this year's conference

13/29 Annual Council Meeting

13/29.1 SM will place an item on the website advising of the Annual Council Meeting, and nomination forms for Management Board vacancies and committee vacancies will be downloadable there too. SM will contact members of the Management Board and any officers, whose term of office finishes at this Council, and also request nomination forms from discipline managers, as appropriate. Past Presidents will also be contacted to advise them of the date of the Annual Council Meeting, and the vacancies that exist on the Management Board. Nominations close on 31st May 2013.

SM

13/29.2 Reports are required for the Annual Report. SM will request these.

SM

13/29.3	Any agreed changes made to conditions for the county competitions in Diving, Swimming, Open Water and Synchronised Swimming are required to be advised to Council. SM will check with the discipline managers.	SM
13/30	Awards	
13/30.1	Nominations for the Roger Rogers award have been requested from clubs etc. There is a notice on the website and nomination forms can be downloaded there too.	
13/30.2	SM will request nominations for the Wilkinson Sword award from the discipline managers, and also request nominations for county colours.	
13/30.3	There was a proposal for a nomination for the national Harold Fern/Alfred Turner award. This will be advised to ASA East Region.	IM
13/31	Report from the county's representative to ASA East Region	
13/31.1	The Management Board meeting on 24 th February focussed mainly on budgets and governance. Two decisions which affect the county are:- The contribution from a county which is holding their county event within the regional event, is increased from £25 to £100. Any funding commitments to swim21 clubs not used by 31st March 2013 will be withdrawn at 1st April 2013.	
13/31.2	Leanne Brace, the regional Club Development Officer, attended the Workforce Development committee meeting on 23rd January to identify the potential for support of the clubs in the county.	
13/31.3	The ASA East Region Senior Men's Inter-County Water Polo competition took place at Inspire, Luton on 10th February 2013.	
13/31.4	The ASA East Region Synchronised Swimming competition took place at Stevenage on 16th March 2013.	
13/31.5	There is to be an ASA Special Council Meeting on 6th July 2013 to decide on the proposed splitting of the ASA Board.	
13/31.6	Craig Hunter has been reappointed as an independent member of the British Swimming Board.	
13/32	Any other business	
13/32.1	None	
13/33	Next meeting	
13/33.1	The next meeting of the Hertfordshire ASA Management Board will take place on 11th July 2013 at Welwyn Civic Centre at 8pm.	