

Hertfordshire ASA
Minutes of the Management Board Meeting
20th March 2014 – Welwyn Garden City

Present: Board members
Mrs Jean Cook (JC)
Mr Mark Horrod (MH)
Mr Ian Mackenzie (IM)
Mrs Sheila Mackenzie (SM) Association Secretary
Mr Bryan Thompson (BT) Swimming Manager

Apologies received: Mr Grant Chivers (GC) Finance Officer

14/16 Appointment of a chairman for the meeting

14/16.1 IM proposed Mrs Jean Cook as chairman for this meeting. This was agreed unanimously.

14/17 Apologies

14/17.1 Apologies were received as shown above.

14/18 Declaration of conflict of interest

14/18.1 JC reminded everyone of the need to declare any conflict of interest. None was declared at this point.

14/19 Appointment of a interim Chairman of the Management Board, through to the Annual Council Meeting

14/19.1 Following the resignation of Derek Milton (DM) as the Chairman, and in accordance with Rule 20.9, it was unanimously agreed that Mrs Jean Cook is appointed Chairman of the Management Board until the Annual Council Meeting in July.

14/19.2 JC will write to DM in recognition of his service to the county. **JC**

14/19.3 In his resignation letter, DM had advised that there were various articles which needed to be handed over. JC will contact DM to facilitate the handover. **JC**

14/20 Interim processes

14/20.1 Derek Milton has resigned from all his roles within Hertfordshire ASA, and decisions were required for interim processes to cover the vacancies which have resulted from the resignation.

14/20.2 Workforce Development Committee and the Workforce Development Manager :- It was agreed that MH would cover the role of Workforce Development Manager in the interim. The next meeting of the Workforce Development Committee is scheduled for 18th June.

14/20.3 Funding agreements:- The spreadsheets relating to funding need to be collected from DM. Funding is already monitored by the Finance Officer and the Management Board Advisory Group, but the up-to-date position regarding applications and agreements for funding needs to be established. **JC**

14/20.4 Hertfordshire representative to the Royal Life Saving Society (RLSS):- Contact details for the RLSS need to be obtained by JC from DM. **JC**

14/20.5 Hertfordshire representative to the ASA East Region Club Development Group:- The representative is Bob Horne, but DM was the substitute representative. SM will contact Bob Horne to ask that he informs the county if he is unable to attend a meeting. **SM**

14/21 Any other business

14/21.1 IM stressed the need to be pro-active in filling the vacancies for the Chairman of the Management Board and for the Workforce Development Manager, with advertisement on the website and interviews. All clubs need to be advised of these vacancies, as well as the vacancies on the Management Board. IM will invite the chairmen of all clubs, as well as the club secretaries, to the next club forum scheduled for 14th May. **IM**

Minutes subject to approval at the next MB meeting

14/21.2 JC suggested that fines, and the process for enforcing the payment of such, should be an agenda item for the next Management Board meeting.

14/22 Next meeting

14/22.1 The next meeting of the Hertfordshire ASA Management Board will take place on Monday, 14th April 2014, at Welwyn Civic Centre, at 8pm.