

Hertfordshire ASA
Minutes of the Management Board Meeting
23rd May 2011 – 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 Jean Cook Mrs Jane Evans Mr Philip Jackson Mr Mark Horrod Mr Ian Mackenzie Mr Bryan Thompson	Swimming Manager
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Apologies received:	Ms Alex Belson Mr Craig Hunter Mr John Wardley	Diving Manager
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Also present:	Mr George Kent	President
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11/19 Welcome

11/19.1 DM welcomed everyone.

11/20 Apologies for absence

11/20.1 Apologies were received as shown above.

11/21 Declaration of conflict of interest

11/21.1 DM reminded everyone of the need to declare any conflict of interest. None was declared at this point.

11/22 Minutes of the meeting on 28th February, 2011

11/22.1 The minutes were accepted as a true record of the meeting.

11/22.2 It was noted that the Management Board meeting scheduled for 6th April did not take place as there were insufficient members able to attend.

11/23 Matters arising from the minutes

11/23.1 Minute 11/05.3 (Minute 10/112.6) SM still has to receive written consent from some club secretaries and other relevant persons for the holding of data, and for contact e-mail addresses to be published on the website.

11/23.2 Minute 11/07.3 SM confirmed that following explanatory conversations with Charles Dainton, he was able to agree to remain as President Elect.

11/24 Ratification of items agreed, via e-mail, since the last board meeting

11/24.1 The decision to order medals for the Bob Daplyn competition and for Masters events was ratified.

11/25 Correspondence

11/25.1 None requiring consideration by the board

11/26 Finance Officer's report

11/26.1 The balance sheet for all accounts as at 12.5.11 was received. All income is banked and all expenses paid. There is one invoice outstanding – that for ASA East Region disability day support

11/26.2 The accounts for the year to 31st March are being inspected by the independent examiner.

11/26.3 A summary of applications for funding from the Hertfordshire ASA Development Fund was received.

11/26.4 The discipline budgets are still not complete, with swimming and diving still required. A budget will have to be formulated for synchronised swimming too.

SM

Minutes subject to approval at the next MB meeting on 11th July, 2011

11/27	Development plan and budget 2011-12	
11/27.1	The development plan and budget has budget totals for each discipline, and there should be consistency between this and the budgets received. The MBAG will review the situation.	MBAG
11/28	Notes from the Management Advisory Group meeting	
11/28.1	The notes of the meeting on 21.3.11 were received and noted.	
11/28.2	Item 7 - With regard to the underwriting of a Safeguarding and Protecting Children course, it was not clear whether the course took place and GC said that no funds had been requested.	
11/28.3	Item 8 - The recommendation - <i>'that Herts ASA continues with the current level of subsidy to courses covered by the ER/HASA funding scheme, the HASA contribution being nominally 25% of the course cost – which is available to swim21 clubs, or those accepted by ER as working towards swim21 accreditation'</i> - was agreed by the board.	
11/28.4	Item 10 – The air conditioning unit was purchased.	
11/28.5	The recommendation in item 11 <i>was agreed – that the MBAG has authority to buy ad-hoc items for up to £1000, with the understanding that such purchases are noted and thus reported to the Management Board.</i>	
11/29	Minutes of the Standing Committees	
11/29.1	Diving committee 1.3.11 – Minutes received and noted Minute D11/05 The new requirement that entries must be received seven days before the date of competition, was accepted. The decision of the Management Board regarding a fine for late entries is that, as late entries are not accepted by other disciplines, to make an exception for diving was not acceptable. Entries must be received by a closing date in order to be fair to all participants. SM will write to the Diving Manager. Minute D11/07 The change in conditions, as shown in this minute, was accepted by the Management Board. Minute D11/09 This was reconsidered at the next meeting. Minute D11/20	SM
11/29.2	Diving committee 26.4.11 – Minutes received and noted Minute D11/22 SM will write to the Diving Manager to ascertain when Hayley Sage and Natalie Philips sat the judge's examination. Clarification is also required regarding the process for taking an examination and then being assessed practically. The county list should only include fully qualified officials.	SM
11/29.3	Education committee 16.3.11 – Minutes received and noted Minute ED11/22 The Management Board confirmed the continuance of the joint ASA East Region / HASA funding scheme for the year to March 2012. Minute ED11/24 This was covered in minute 11/28.2 above. Minute ED 11/30 DM declared a conflict of interest. The Management Board agreed that the education committee can agree funding, under the ongoing HASA scheme, for courses relevant to club development which are not mandatory for swim21. Minute ED11/32 The Young Aquatic Organisers Award (YAOA) is the course now available instead of the Helpers course. IM said that each region had received funding for the Inspire programme There are 15 places available for young people in Hertfordshire, aged 14-25 years, to complete the YAOA and J1 or timekeeper course, in readiness for the Olympics in 2012. IM would be delivering the course.	
11/29.4	Swimming committee 14.3.11 – Minutes received and noted No development plan was available. The records were accepted.	
11/29.5	Swimming committee 20.4.11 – minutes received and noted Minute S11/52 GC questioned the figures shown here. BT said that it was correct at the time of the meeting. There was no development plan available.	
11/29.6	Water Polo committee 22.3.11 - Meeting cancelled	

11/29.7 Water Polo committee 10.5.11 – Meeting cancelled

11/29.8 Synchronised Swimming IM reported that Potters Bar Synchronised SC are holding an open meet on 16th July. Also there will be a Synchronised Swimming development day for the region on 4th September, and a subsequent novice competition is proposed for the region, which the counties can use for the county's own championships, as is the case for Open Water currently.

11/30 Annual Council Meeting

11/30.1 The deadlines for the sending out of the Annual Report and the paperwork for the ACM were discussed, as were the nominations required for the members of the board, discipline managers and post holders.

11/31 Awards

11/31.1 Nominations for awards will close on 31st May. The nominations for the Wilkinson Sword and the Roy Rogers Memorial Trophy will be discussed by the Officers – DM, GC and SM. GK will decide on the recipient of the President's Plate. IM will follow up on long service award candidates.

**DM,
GC,SM,
GK,IM**

11/32 Website

11/32.1 Alan Doyle, the website designer, has produced a draft website for inspection, with a view to going live in the near future. GC will provide the links so that the site can be viewed.

11/33 Report of the county's representative to the ASA East Region Board

11/33.1 SM reported that the ASA East Region Management Board had met on 19th April. There were no matters with direct relevance to the county. SM will continue to send any information relevant to the clubs directly to them, following the meetings.

11/33.2 Hertfordshire swimmers took part in the ASA East Region Youths Championships in May. GK had attended, as the county president.

11/33.3 Kelly Stannard has joined the paid regional staff at the regional office as from 1st April. She is the Financial Administrator.

11/33.4 The mileage rate is increased to 45p per mile as from 1st April. This is in line with the increase advised by the ASA from that date

11/34 Any other business

11/34.1 DM said that it had been pointed out that there was no process in place for the periods of service for some posts in the county. This needs to be addressed at a future meeting.

This did not apply to members of a committee however, as the constitution requires that, at the first meeting of the Management Board after the ACM, the discipline managers provide the names of committee members to serve on their committee, and these members are ratified by the Management Board.

11/34.2 IM said that there is a Club Forum on 7th June.

11/35 Next meeting

11/35.1 The ACM will take place on Tuesday, 5th July at Welwyn Civic Centre at 8pm.

The next meeting of the Hertfordshire Management Board will take place on Monday, 11th July 2011 at Welwyn Civic Centre at 8pm.