

Hertfordshire ASA
Minutes of the Management Board Meeting
10th July 2017 – Welwyn Civic Centre

Present:

Board members

Mrs Jean Cook (JC)	Chairman
Mr Murray Devine (MD)	
Mr Simon Lever (SL)	Finance Officer
Mrs Jackie Harvey (JH)	
Mrs Deborah Huggett (DH)	
Mr Graham Huggett (GH)	
Mrs Karen Lawson (KL)	
Mr Ian Mackenzie (IM)	
Mrs Sheila Mackenzie (SM)	Association Secretary
Mr Bryan Thompson (BT)	
Mr Marcello Tontodonati (MT)	

President
Mr Ian Bays (IB)

17/32 Welcome and introduction

17/32.1 The Chairman, Jean Cook, welcomed everyone, especially the new President, Mr Ian Bays, and the two new Board members, Murray Devine and Marcello Tontodonati.

17/33 Apologies

17/33.1 None to be recorded, as all Board members were present.

17/34 Declaration of conflict of interest

17/34.1 No conflict of interest was declared at this point.

17/35 Minutes of the meeting on 27th April 2017

17/35.1 The minutes were accepted as a true record.

17/36 Matters arising from the minutes

17/36.1 Actions from the previous meeting's minutes are complete, or on going.

17/36.2 Minute 17/23.2 Draft Annual Accounts to 31st March 2017 SL reported that, rather than the small deficit which was anticipated, there is a small surplus.

17/36.3 Minute 17/26.2 Roy Rogers Memorial Trophy nominations SM confirmed that there had been no response from clubs for nominations for this award. There was discussion on more effective communication using social media.

17/36.4 Minute 17/26.3 JC reported that Janet Warrington had agreed to be the President Elect for 2017-2018.

17/37 Ratification of items agreed, via email, since the last Board meeting

17/37.1 There had been an application to ASA East Region for the formation of a new club in Hertfordshire - Borough of Broxbourne Swim Squad. No objections had been raised by any Board members by email response. The agreement of Hertfordshire ASA for the formation of the new club was therefore here ratified.

17/38 Correspondence

17/38.1 SM had received a request for an advertisement for residential swim camps to be passed on to Hertfordshire clubs. It was not appropriate for the county to do so.

17/38.2 A letter had been received from Ben Roberts, Chairman of Beaumont Diving Academy. The Board were

	advised of its contents. There was discussion on the way forward with the present situation, and SM will write to Ben Roberts stating, yet again, that county diving championships and competitions cannot be organised within Hertfordshire until the county diving committee is composed of representatives from both clubs in the county. As previously advised to Alex Belson, the diving manager, the county diving committee is suspended until there are representatives from both clubs on the committee, but county champions could be identified from regional competitions while the current situation continues. JC will meet members of both clubs in another effort to resolve the issues.	JC/SM
17/38.3	SM had received an email from Kevin Pickard , the newly appointed ASA East Region Swimming Talent Officer, Kevin introduced himself, and the his role in the Region.	
17/39	Finance	
17/39.1	A report was received, giving a summary of bank balances as at 30 th June 2017. There were no questions.	
17/39.2	Capitation fees for 2018 were agreed as Category one £3 Category two £3 Category three £0	
17/39.3	SL is continuing to establish budgets and development in consultation with discipline managers.	SL
17/39.4	SL gave an update on the recovery of an unauthorised payment.	
17/39.5	The accounts will be passed to the independent financial examiner for inspection.	SL
17/40	Management Board Advisory Group (MBAG)	
17/41.1	The minutes of the meeting of the MBAG on 29 th June were received and noted.	
17/41.2	Signatories for the National Savings Account were obtained by SL.	
17/41	Annual Council Meeting	
17/41.1	The disappointing numbers attending the Annual Council Meeting were discussed. Only one club had sent a representative. Next year, social media will be used to try to effect better attendance.	
17/41.2	The lack of nominations for the Roy Rogers Memorial Trophy award and the Wilkinson Sword award was discussed.	
17/41.3	MD reported that he had presented the President's Plate to Louise Hughes on the day after the Annual Council Meeting, as she had not been able to attend the meeting because of coaching commitments.	
17/41.4	Social media will be used next year to try to prompt nominations, and a reminder will also be sent out a week before the close date for nominations.	
17/41.5	The identification of an awardee for the Wilkinson Sword was discussed.	
	The need was recognised to be more proactive in identifying and recognising athletes from Hertfordshire who had achieved at the highest level. There was also a need to keep a record of suitable achievements throughout the year, so that an awardee could be identified.	
	It was agreed that, as the Wilkinson Sword itself was no longer presented to the recipient, a suitable 'replicas' should be purchased. BT agreed to make enquiries.	BT
17/42	Ratification of appointments	
17/42.1	Custodian – Grant Chivers, Ian Mackenzie and Bryan Thompson	
17/42.2	Emergency committee Jean Cook (Chairman), Sheila Mackenzie (Association Secretary), Simon Lever (Finance Officer) and Ian Mackenzie (Life Vice-President)	
17/42.3	Representative to the ASA East Region Annual Council Meeting 2017 Sheila Mackenzie	
17/42.4	Representatives to the ASA East Region committees Club Development Group TBA Disability Ian Mackenzie	

Minutes subject to approval at the next MB meeting

Diving	Alexandra Belson
Management Board	Sheila Mackenzie
Masters	Graham Huggett
Officials	Jonathan Pope
Open water	Marcello Tontodonati
Swimming	Marcello Tontodonati
Synchronised swimming	Thomas Brennan
Water polo	Jonathan Lowy

17/43 Committee membership

- 17/43.1 Disability committee
Jackie Harvey - Disability Manager
Ian Mackenzie (Minute secretary), Murray Devine, Carl Cooper (ASA Para Swimming Talent Officer), Janet Warrington (Special Olympics) and Ros Cramp (Disability Sport Officer for the Herts. Sports Partnership)
- 17/43.2 Club Development Group
Vacant - Club Development Group Manager
Karen Huckle (Chairman), Jonathan Pope (Swimming Officials Co-ordinator), Nicola Rix, Shirley Burns, Helena Pretious White and Ian Mackenzie
- 17/43.3 Diving committee - currently suspended
Alexandra Belson - Diving Manager
- 17/43.4 Swimming committee:
Bryan Thompson – Swimming Manager
Anna Baker, Karen Huckle, Graham Huggett, Deborah Huggett, Susan Ledger, Ian Mackenzie, Marcello Tontodonati and Dee Ward
- 17/43.5 Synchronised Swimming committee
There is no Hertfordshire committee, but Hertfordshire and its clubs are represented on the ASA East Region synchronised swimming committee, and the synchronised swimming clubs throughout the region work together through this committee. Thomas Brennan is the synchronised swimming manager for Hertfordshire.
- 17/43.6 Water Polo committee
Jonathan Lowy – Water Polo Manager
Neil Cook (Training courses), Peter Mole(Fixtures) and Edna Scott

17/44 Minutes of the standing committees

- 17/44.1 Disability committee 5.4.17 Meeting cancelled
- 17/44.2 Disability committee 28.6.17 Minutes received and noted

JH reported that Louise Fiddes achieved a World record in 200m butterfly at the recent 2017 World Para Swimming World Series event in Berlin, and Grace Harvey broke two British records at the same competition.
- 17/44.3 Diving committee No meetings
- 17/44.4 Swimming committee 22.6.17 Minutes not yet available
- 17/44.5 Club Development Group 3.5.17 Meeting cancelled
- 17/44.6 Water polo committee 26.4.17 Notes of the meeting were received.

17/45 County colours and pins

- 17/45.1 MD had written to all the discipline managers and had a response from swimming and disability. Other disciplines have yet to respond. There had been a suggestion of having half colours and full colours. MD hopes to have a response from the other disciplines so that he can make a full report to the next Board meeting.

MD

17/46 Roy Rogers Memorial Trophy and Wilkinson Sword awards

- 17/46.1 See Minute 17/41 above

17/47 Report from the county's representative to ASA East Region

- 17/47.1 The ASA East Region Management Board met on 11th June 2017. SM attended by telephone from holiday. Dennis Freeman-Wright, Swim England Facilities Team Lead, attended the meeting to update the Board about facilities. There were discussions on re-branding, following the ASA's change to Swim England.
- 17/47.2 The East Swimming Long Course Swimming Championships took place on the two bank holiday weekends in May. One competition was held at Inspire: Luton Sports Village and the other at UEA Norwich. Hertfordshire athletes took part, reaching finals and winning medals.
- 17/47.3 The ASA East Region Management Board met on 17th July 2017, by conference call.
- 17/47.4 Jo Stalley has been appointed as the ASA East Region Finance Administrator.
- 17/47.5 The second day of the ASA East Region's open water talent camp was held on 11th June at Stanborough lakes.
- 17/47.6 Kevin Pickard has been appointed as the ASA East Region Swimming Talent Officer. Kevin joined the regional staff on 3rd July 2017.
- 17/47.7 ASA East Region held a synchronised swimming development day, for athletes aged 12yrs/under, in St Albans on 2nd July 2017.
- 17/47.8 Athletes from various clubs formed the Hertfordshire team which entered the East Swimming Inter-County gala at Inspire: Luton Sports Village on 2nd July 2017.
- 17/47.9 The Hertfordshire ASA Open Water Swimming Championships took place on 16th July 2017, as part of the regional open water championships at Whitlingham Country Park, Norwich.
- 17/47.10 The incorporation of the ASA – SM provided an update for the Board.

17/48 Any other business

- 17/48.1 IM reported that the pool being considered for the Grange Paddocks site will not be suitable as a gala venue because of the lack of sufficient spectator space. This despite input from IM and others in the design negotiations. IM also reported that proposed pool closures at Fanshawe and Leventhorpe were continuing to be an issue.

17/49 Next meeting

- 17/49.1 The next meeting of the Hertfordshire ASA Management Board will take place on 12th October 2017 at the Welwyn Parish Centre.