

Hertfordshire ASA
Minutes of the Management Board Meeting
13th October 2010 – Welwyn Civic Centre

Present:	Mr Derek Milton Mrs Sheila Mackenzie Mr Grant Chivers	Chairman Association Secretary Finance Officer
Board members	Mrs Jean Cook Mr Philip Jackson Mr Mark Horrod Mr Ian Mackenzie Mr Bryan Thompson	Swimming Manager
Apologies received:	Mrs Jane Evans Ms Alex Belson Craig Hunter	Diving Manager Chef de Mission Commonwealth Games
Also present:	Mr George Kent	President

10/86 Tribute to Doug Ince

10/86.1 DM read a citation to Doug Ince, Life Vice President of Hertfordshire ASA, who died on 16th September, 2010, aged 92.

Doug, a member of Ware SC, joined the Executive of Hertfordshire ASA in 1948, and was President in 1960. After being an active competitor, he became a county judge, timekeeper and water polo referee. During the late 1970s and for most of the 1980s, he kept water polo going in the county, at times almost single-handed. Doug was a member of the Southern Counties ASA Water Polo Committee for 26 years, either as our representative, or in his own right. In view of this outstanding contribution to the work of Hertfordshire ASA, he was elected a Life Vice-President of the Association at the Annual Council Meeting in 1997.

10/86.2 A minute's silence was observed in memory of Doug Ince.

10/87 Apologies for absence

10/87.1 Apologies were received as shown above.

10/88 Declaration of conflict of interest

10/88.1 DM reminded everyone of the need to declare any conflict of interest. None was declared at this point.

10/89 Minutes of the meeting on 8th September, 2010

10/89.1 The minutes were accepted as a true record of the meeting.

10/90 Matters arising from the minutes

10/90.1 Minute 10/79.3 It was felt that the response of the water polo manager regarding the question of costs to the county for the events outlined in Minute WP10/52, was inadequate, as it was not cost specific. SM will write to ask for clarification of the exact costs. **SM**

10/91 Correspondence

10/91.1 In response to a letter to all the past presidents regarding the death of Doug Ince, SM had received letters from Fred Strong and Stan Freeman. Both sent greetings to the Association.

10/91.2 Letters were received from John Toll, ASA East Region President, and also from Brenda Squires, expressing thanks for the invitation to the 75th Anniversary dinner. Both had enjoyed the occasion.

10/91.3 SM had written to Mr Harris in confirmation of the receipt of the cheque towards the cost of replacing the trophy lost in the post (Minute 10/77.3).

10/91.4 SM had written to Joan Keevill, Chairman of Hemel Hempstead SC, in response to the club's questions and concerns over issues relating to the County Swimming Championships in March 2010.

10/92 Finance Officer's report

10/92.1 The balance sheet for all the accounts, shown as a five-quarter comparison, was received.

10/92.2 GC said that all income had been banked, except for one diving event, which was being held over until the next event. GC will try to discourage this established practice in future. **GC**

- 10/92.3 Liabilities are quite high because of payments for the dinner, and the coach hire and hotel costs for the forth-coming Inter-County event in Sheffield.
- 10/92.4 The donors of the open water trophies had been invoiced, and all but one had paid so far.
- 10/92.5 The development fund is available to clubs for projects supported by a development plan. Of the original £25,000, £300 has been agreed and paid out for a completed project, and £822.50 is awaiting several clubs' project's completion. £1,500 of requested funding has been refused.

10/93 Notes from the Management Board Advisory Group

- 10/93.1 Two recommendations were received:-
1. That an investigation into the best way of refreshing the website is undertaken, leading to report to the Management Board which recommends the way forward, including timescales, costs and on-going maintenance costs.
 2. That the following guidelines should be adopted:-
 - a. Minutes of meetings continue to be published on the web site
 - b. Where meetings are not quorate, then "Notes" of the meeting should be published on the web site
 - c. Minutes / notes should be published in the following timescale:
 - i. Meeting takes place and minutes / notes are written up
 - ii. Minutes / notes are circulated to attendees for review
 - iii. When feedback has been received and acted on, the committee chair of the relevant discipline (or the Chairman of the Management Board for Management Board meetings) formally authorises the minutes / notes, and circulates them as appropriate
 - iv. Minutes / notes are published to web site
 - 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".

- 10/93.2 Both the recommendations above were agreed

10/94 Minutes of the Standing Committees

- 10/94.1 Education 9.9.10 – minutes received and noted

DM commented on Minute 10/58 regarding quorum and voting rights. IM said that it was correct as it stands.

- 10/94.2 Swimming 13.9.10 – minutes received and noted

Minute S10/155 DM questioned whether the provision of Event Support Team shirts had been agreed, and IM said that it was agreed in a previous set of swimming minutes. BT showed the meeting a sample of the polo shirt. JC asked if the Events Support Teams from the other disciplines could be provided with polo shirts as well, and this was agreed. PJ asked about the washing of the handed back shirts and BT said that Caroline Holt was responsible for this.

Minute S10/159 BT reported no mention of a set-up cost for the branded Counties 2011 clothing being produced by Tilley's. The goods would be available on-line. The colour is grey. JC asked why this colour had been chosen as opposed to the county colour of blue. It was pointed out that this was not county clothing, which would be worn by athletes representing Hertfordshire, but it was a participant's souvenir.

The Development Meet conditions had been revised after consultations between the swimming committee and the coaches. The Development Meet conditions, as attached to these minutes, were agreed.

Andrew Hunter's record for the 400m Freestyle was ratified.

- 10/94.3 Water polo 28.9.10 – Minutes received

It was noted that Neil Cook had been appointed to fill the vacancy created by the death of Doug Ince.

10/95 Disability Swimming

- 10/95.1 IM reported that, following the attendance of Sandra Hagley-King and Janet Warrington at a regional Disability Swimming meeting, a very positive meeting had taken place in the county with the view to developing Disability Swimming in Hertfordshire. Minutes of the meeting had been received. The group will work in partnership with St Elizabeth's School, St. Elizabeth's College (Bishops Stortford), Amwell View School and Herts.Sports Partnership (HSP). HSP will provide 50% funding. Carl Cooper, the national 'Playground to Podium' officer will be part of the group, although not able to attend this initial meeting.

Minutes subject to approval at the next MB meeting on 22nd November 2010

10/95.2	There will be a county Disability day in February 2011, a budget is being produced. This will be brought to the Management Board as soon as it is finalised.	
10/96	Website	
10/96.1	It was decided that, following the agreement to the first recommendation in Minute 10/93.1 above, the Management Board Advisory Group (MBAG) would investigate the best ways to refresh the website, and report back to the Management Board. IM said that using a local secondary school or Hertfordshire University had been suggested to him, and that the webmaster for the region could also be asked.	MBAG
10/97	75th Anniversary Dinner	
10/97.1	JC reported that the dinner had been very successful, with 62 attending, including the ASA East Region President, John Toll, and the Essex County ASA President, Paul Hayes. The food was greatly appreciated, and the hotel staff had been superb. Letters from attendees have expressed their appreciation. The event had just about broken even.	
10/97.2	IM said that JC must be congratulated on persisting with the arrangements, despite the lack of support from the county membership.	
10/97.3	It was felt that although the reinstatement of an Annual Dinner would be ideal, in view of the lack of interest from the county membership, it would be best to continue with the informal dinners, to which there could be an open invitation.	
10/98	Report of the representative to the ASA East Region Board	
10/98.1	SM reported that DM and PJ had attended the ASA East Region Annual Council Meeting on 11 th September on behalf of Hertfordshire ASA, but, disappointingly, there were no delegates from any club in Hertfordshire present.	
10/98.2	There was an ASA East Region Board meeting on 26 th September.	
10/98.3	Hertfordshire athletes had taken part in two regional events – Masters Swimming in Newmarket on 2 nd October, and Diving at Corby, 2nd October, and Luton, 9th October.	
10/98.4	SM reported that the 50m pool at Basildon is scheduled to open in Spring/Summer 2011. Work has started on the ground for the 50m pool in Luton. The new pool at Southend will open later this month, providing a fantastic diving facility. The new 25m pool at Harlow, a good facility with spectator space for 400 and good parking, plus electronic recording and ample poolside space, was used for a gala for the first time on Saturday.	
10/98.5	The regional office will move to Kentford, near Newmarket, on 1 st November. There will be a transitional period of for the move to be completed, during which the old site at Little Bealings will still be partially operational.	
10/98.6	Interviews for the Aquatic Officers, who replace the County Swimming Co-ordinators, are taking place tomorrow at Loughborough.	
10/98.7	DM commented on SM's speech as outgoing ASA East Region President at the Annual Council Meeting. He also expressed disappointment that the question he had raised regarding the date for the meeting had not been minuted. IM said that the question had been put at the close of the meeting.	
10/99	Any other business	
10/99.1	JC asked who had received the region's Jeff Cook Salver this year. SM replied that the awardee was Chris Galer.	
10/99.2	IM reminded everyone that there would be a coaches' forum tomorrow at 7.30pm.	
10/100	Next meeting	
10/100.1	The next meeting of the Hertfordshire Management Board will take place on 22 nd November at the Welwyn Civic Centre at 8pm.	