

Hertfordshire ASA
Minutes of the Management Board Meeting
10th September 2012 – Welwyn Civic Centre

Present:	Mr Derek Milton	Chairman
	<u>Board members</u>	
	Mr Grant Chivers	President and Finance Officer
	Mrs Jean Cook	
	Mr Mark Horrod	
	Mr Ian Mackenzie	
	Mrs Sheila Mackenzie	Association Secretary
	Mr Bryan Thompson	Swimming Manager

Apologies received:	Ms Alex Belson	Diving Manager
	Mr Philip Jackson	

12/64 Welcome

12/64.1 DM welcomed everyone, Since some of the paperwork for today's meeting had been received very late, members who had not had time to read the paperwork for a particular agenda item were asked to advise DM at the appropriate time.

12/65 Apologies

12/65.1 Apologies were received as shown above.

12/66 Declaration of conflict of interest

12/66.1 DM reminded everyone of the need to declare any conflict of interest. None was declared at this point.

12/67 Minutes of the meeting on 4th July 2012

12/67.1 The minutes were accepted as a true record of the meeting.

12/68 Matters arising from the minutes

12/68.1	Minute 12/56.3 GC will write to clubs regarding re-application for funding, and also remind all clubs that this funding is available.	GC
12/68.2	Minute 12/56.5 GC will prepare a budget for the county, and BT will provide a budget for swimming.	GC/BT
12/68.3	Minute 12/58.5 SM will write to the disciplines to suggest that the committees should aim to produce minutes ideally within two weeks of the meeting, but definitely for the next Management Board meeting after that two week period.	SM
12/68.4	Minute 12/59.3 The lack of nominations for the Management Board and committee vacancies, and the poor response for nominations for the awards, was discussed. Initially the club forums will be used to highlight the problems to the clubs.	IM
12/68.5	Minute 12/59.4 IM had sought quotes from three suppliers for the past president's pin. The supplier of the gold and silver service badges quoted £50 per badge. A pin badge supplier did not feel able to supply, and suggested Vaughtons. IM had already received a quote from Vaughtons, the supplier of the county medals, and this was expensive, but IM said that, as regalia suppliers, they would produce a professional badge. JC asked that Toye, Kenning, Spencer were also asked for a quote. IM will ask Toye, Kenning, Spencer for a quote and compare this with the quote from Vaughtons. A pin badge will also be sourced for day-to-day wear, in addition to the more formal badge.	IM

12/68.6	Minute 12/60.3 There is still no president elect, and JC asked that members provided suggestions. MH asked what criteria were used in choosing a suitable president, and it was stated that, in the past, presidents had been long-serving members of the Standing Committees or the Executive (Management Board), but more recently, presidents had also been chosen from individuals who had served the county for many years in other roles.	JC
12/68.7	Minute 12/60.4 Water polo manager: GC said that Steve Cook was willing to act as water polo manager on the strategy side only initially, with Steve Chambers continuing to organise the fixtures.	
12/69	Ratification of items agreed, via e-mail, since the last board meeting	
12/69.1	The county fees for 2013 had been agreed by email, and were ratified as follows:- Category One £3 Category Two £3 Category Three £0	
12/70	Correspondence	
12/70.1	Clubs have been advised by the regional office of the availability of various items, including a Level 1 coaching course, Sport England's Improvement Fund, the Hertfordshire 'Service to Sport' awards, the National Young Coaches Academy, and the Young Aquatic Leader certificate and Club Captain training.	
12/70.2	Broxbourne Council produce a directory of local organisations and Hertfordshire ASA has been asked if details of the Association can be included in a book and on a website. This was agreed, and SM will respond.	SM
12/71	Finance Officer's report	
12/71.1	The balance sheet for all accounts as at 5 th September 2012 was received.	
12/71.2	GC said there was nothing of significance to report.	
12/71.3	BT advised that the Development funding to Harpenden SC, shown as outstanding, has been paid.	
12/72	Management Board Advisory Group	
12/72.1	The notes from the Management Advisory Group Board meeting on 6 th September were not yet available.	
12/72.2	DM advised that affiliation fees had been discussed.	
12/72.3	Also discussed was the continued funding of officials' courses and swim21 CPDs. It was confirmed that funding for other courses remained suspended. IM reported that pilots for online courses were taking place, and this initiative would be launched at ASA Conference in October.	
12/72.4	The schedule of meetings, and the items to be considered at those meetings, was agreed.	
12/73	Minutes of the Standing Committees	
12/73.1	Swimming committee 13.6.12 Minutes received and noted. Minute 12/50 Laptop and projector for officials' courses: The Management Board Advisory Group's recommendation of a budget of £1,000 for the purchase of this equipment, for use by Marilyn Hughes, Swimming Officials' Co-ordinator, was discussed and accepted. IM and GC will source the equipment.	IM/GC
12/73.2	Disability group 4.7.12 Minutes received and noted	
12/73.3	Swimming committee 9.7.12 Notes only received, as the meeting was not quorate Item 3.1 Open Water: BT highlighted the need to ensure that the clubs receive the information about events and training. Item 6 Festival of Swimming: BT explained that the initiative was to try to engage with non-ASA members whose interest in swimming had been stimulated by the Olympics and Paralympics. It will take place on 7 th October at The Venue, Borehamwood. The event will target the 8-11 yrs age range, and is only for children who are not already members of a swimming club. Clubs will be invited to have a 'stall' at the event to market their club.	
12/73.4	Diving committee 10.7.12 Minutes received and noted	

12/73.5 Diving committee 4.9.12 Meeting cancelled

12/74 Report from the county's representative to ASA East Region

12/74.1 The ASA East Region Management Board met on 8th July. There is nothing of significance to report to this meeting.

12/74.2 The regional Open Water Championships, which included the Hertfordshire Open Water Championships, were held at Whitlingham, Norwich in July. No information has been received from the Open Water manager, so the numbers of Hertfordshire swimmers who competed is unknown.

12/74.3 The ASA East Region Annual Council Meeting took place on 8th September, with DM and MH attending as county delegates, and SM attending as the county representative on the regional Management Board. In the evening, many members from the region attended the final day of the 2012 Paralympics swimming events at the Aquatic Centre in the Olympic Park in London.

12/75 Any other business

12/75.1 Arrangements for a county dinner have yet to be made. JC will try to identify a date.

JC

12/75.2 The Annual Council Minutes will be put on the website.

DM

12/75.3 IM reported that he had received photographs from the Paralympics of three of the county's young people who had completed the Young Aquatic Organiser's Award, and had worked on the poolside at the Paralympics as Young Games Makers. They were Luke Ames (Hitchin SC), Lauren Geddes (Bishops Stortford SC) and Jessica Waters (Hoddesdon SC).

There was discussion about how the county should recognise those people from the county who had been involved in the Olympics and Paralympics. It was decided that a letter and certificate would be sent to:-

Craig Hunter (Hatfield SC) - Chef de Mission, Paralympics

Tina Lander (Hitchin SC) – Diving Team Manager

Richard Crisp (Potters Bar SSC) – Synchronised Swimming Official

Chris Sage (Beaumont Diving Academy) – Diving Official

IM/GC

Adam Brown would receive a letter and a memento from the county, to recognise that he had been a Team GB athlete, and had competed in the Olympic Games, representing Great Britain.

12/76 Next meeting

12/76.1 The next meeting of the Hertfordshire ASA Management Board will take place on Wednesday 5th December 2012 at Welwyn Civic Centre at 8pm.