

Hertfordshire ASA
Minutes of the Management Board Meeting
15th July 2014 – Welwyn Parish Centre

Present: Mrs Jean Cook (JC) Chairman

Board members
Mr Grant Chivers (GC) Finance Officer
Mrs Deborah Huggett (DH)
Mr Graham Huggett (GH)
Mrs Karen Lawson (KL)
Mrs Catherine Manthorpe (CM)
Mr Ian Mackenzie (IM)
Mrs Sheila Mackenzie (SM) Association Secretary
Mr Bryan Thompson (BT)

President
Mrs Ann Quinn (AQ)

Apologies received: Mr Mark Horrod (MH)

14/42 Welcome

14/42.1 JC welcomed everyone, especially the newly appointed members. Introductions were made.

14/43 Apologies

14/43.1 Apologies were received as shown above.

14/44 Declaration of conflict of interest

14/44.1 JC reminded everyone of the need to declare any conflict of interest. None was declared at this point.

14/45 Minutes of the meeting on 14th April 2014

14/45.1 The minutes were accepted as a true record of the meeting.

14/46 Matters arising from the minutes

14/46.1 Minute 14/35 County swimming championships. *Trophies and medals for the events under protest have been distributed, with the exception of one age-group medal* **SM**

14/46.2 Minute 14/37.6. The vacancies on the Management Board were discussed, and it was decided to formulate a proposal to the Annual Council Meeting to involve the county's club members in the filling of those vacancies
No proposal was formulated for the Annual Council Meeting
The matter was discussed and a process identified for contacting the clubs and the membership, with an invitation to apply to become a Management Board member. SM will write to the club secretaries, the website and social media will be used, and the invitation will be disseminated at all county events and forums. **SM**
Application, from ASA members, would be initially to the Association Secretary. Applicants would not be a representative of their club, but working on behalf of the county. Applicants would complete a minimal application form and would serve for one year until the next Annual Council Meeting.

14/46.3 Minute 14/38.2 Diving – county colours *Chris Sage, the immediate past president, had been given the county colours to present to Phoenix Page.*

14/46.4 Minute 14/38.3
Diving committee 8.4.14
Minute 14/21 County..... JC checked with the committee regarding the submission of costings for the proposed open synchro competition to be held at Luton pool.... AB confirmed that... the costings for this event had been sent to Grant Chivers. *It was felt that the minutes should show the costings which were discussed by the committee, and specifically the hire cost of Luton pool, as this was of concern to the Management Board. GC will investigate. No decision can be made until the pool cost is agreed by the Management Board.* **SM/GC**

- 14/46.5 Minute 14/38.6
Workforce Development committee 221.14 IM will write to the two recent applicants regarding the funding that was available to them up to 31.3.14. *IM wrote, and in response the applicants said they had been advised that funding was available to them until 30.9.14.*
- 14/46.6 Minute 14/40.1 ASA Club Conference *IM advised that the club conference for our area took place at Histon, Cambridgeshire on 5th July, with 35 attendees.*
- 14/47 Ratification of items agreed, via email, since the last Board meeting**
- 14/47.1 The email agreement for the award of the Roy Rogers Memorial Trophy to Stephen Chambers was ratified. SM said that the collection of the trophy was still to be arranged. **SM**
- 14/47.2 Recommendations to Management Board from the Management Board Advisory Group
Recommendation 1: Grant towards Tablet:
HASA will make available to each swim21 club a grant of up to £320 towards the purchase of an iPad (or similar tablet) – for the avoidance of doubt, this grant may not be used to purchase non portable IT equipment. Clubs may purchase more expensive equipment if they wish by topping up the HASA grant. Clubs must apply for the grant indicating what they wish to purchase – an e-mail to the Finance Officer is sufficient. Both the application and purchase must occur within the FY2014-2015 (i.e. prior to 31st March 2015). The club is responsible for the purchase and use of the equipment, which must be used in accordance with ASA child protection policies.
Note: the current cost of an entry level iPad at John Lewis, including 3 year guarantee, is £319.
The email agreement was ratified.
- 14/47.3 Recommendation 2: Establishment of a fund for coaching training
HASA will create a fund of £5,000 to be used to support coaches travelling abroad to develop their skills at conferences and the like. Each club can claim at most £1,000 on a first come first served basis. In the event of simultaneous claims which exceed the remaining funds, the MBAG will determine the most meritorious claims, or extend the fund. As a condition of receiving the funding, clubs must undertake to cascade the knowledge gained during the overseas trip – for example, to present at a coaches' forum the knowledge learned. All claims must be agreed prior to the trip, indicating who is travelling, where and what the desired outcome is, and a proposal for cascading the learning. An e-mail to the Finance Officer is sufficient. Clubs may not combine claims against this fund with claims against the general Herts ASA Development fund. For the avoidance of doubt, abroad/overseas means outside the United Kingdom.
The email agreement was ratified.
- 14/47.4 Recommendation 3: Capitation Fees
That the HASA Capitation fee is unchanged.
Category one £3 Category two £3 Category three £0 **SM**
The email agreement was ratified. SM will notify ASA East Region.
- 14/48 Correspondence**
- 14/48.1 SM had received an email enquiry regarding a Tug of War medal awarded to W J Cutcliffe by The City of London Athletics and Swimming Association. The enquirer wanted to know if the medallist was connected with Herts. ASA, and whether any family would be interested in having the medal. Alternatively the enquirer wished to know if Herts. ASA would like the medal. W J Cutcliffe was President in 1950 and Treasurer from 1935- 1951. it was decided that SM would write to the enquirer declining the offer of the medal, and informing them that no-one of that name was known to be involved in Hertfordshire ASA now, **SM**
- 14/48.2 Correspondence had also been received from the Royal Life-Saving Society (RLSS) with regard to a new Hertfordshire. ASA representative to the society, following the resignation of Derek Milton. The role requires attendance at the management meeting of the society. It was felt that Hertfordshire ASA no longer needed to be involved in this way with the RLSS. SM will write. **SM**

14/49 Finance Officer's report

- 14/49.1 The balance sheet for all accounts as at 13th July 2014 was received.
- 14/49.2 GC explained the report and the various funds, expanding on various items for the benefit of new members of the Board.
- 14/49.3 CM questioned the large balance on the accounts, and identified the county swimming championships as a possible channel to use some funds, by reductions in entry costs, for example. The response was that the cost of running the championships was huge, and, in order not to run at a loss, only a minimal discount would be possible. Development monies and funding were already in place, and had been widely advised to the clubs, but the take-up of the monies offered to the clubs was minimal. It was not good governance just to give out the money, rather the clubs need to provide money alongside that offered by the county towards projects, courses and development. Clarification was provided about the restrictions in place regarding the funding of courses, and what the development fund monies could be used for. Also clarified were the financial controls in place in the county to ensure good governance.

14/50 Management Board Advisory Group

- 14/50.1 The Management Board Advisory Group met on 19th May 2014.
- 14/50.2 The following was noted:-
Item 5 Other Funding Arrangements. The accounts show a growing surplus, which we seek to use. The following were agreed:
a) We could purchase equipment needed to video forums and similar events for publishing to the wider HASA community beyond those present at the meetings.
IM to investigate
- 14/50.3 The three recommendations to the Management Board are dealt with in Minute 14/47 above

IM

14/51 Annual Council Meeting

- 14/51.1 Nomination forms need updating, to enable self nomination, and make the whole process more applicant-friendly. A proposal for a rule change will have to go to the next year's Annual Council Meeting.
- 14/51.2 SM suggested that the Workforce Development Committee would be better as a Club Development Group, following the practice of the ASA East Region. Initially, as the Education Committee, the committee had responsibility for courses and the funding of those courses, but now courses for the training of teachers and coaches, as well as those courses required for swim 21 accreditation are facilitated mainly through the Regional Club Development Officer. The county still provides courses for officials training. Funding is also now monitored regularly by the Management Board Advisory Group. The Group would also continue the responsibility for the overall organisation of the annual county conference
- 14/51.3 SM will update the constitution with the rule changes agreed at the Annual Council Meeting, and also make changes in presentation, including any required re-numbering.

SM

14/52 Ratification of appointments to committees

- 14/52.1 Disability committee
Janet Warrington (Disability manager)
Leanne Brace (Specialist), Carl Cooper (Specialist), Ros Cramp, Sandra Hagley-King, Jackie Harvey, Ian Mackenzie and Hayley Sage No vacancies
- 14/52.2 Diving committee
Alex Belson (Diving manager)
Derek Beaumont, Roger Page, Ben Roberts, Chris Sage and Chris White. No vacancies
- 14/52.3 Swimming committee
Bryan Thompson (Swimming manager)
Caroline Holt, Deborah Huggett, Graham Huggett and Ian Mackenzie. Responses are awaited from Mark Horrod, Karen Huckle and Barbara Scorer. Three potential vacancies also.
- 14/52.4 Water polo committee
Steve Cook (Water polo manager)
Committee members to be confirmed.

Minutes subject to approval at the next MB meeting

- 14/52.5 Workforce development committee
Under review

14/53 Minutes of the Standing Committees

- 14/53.1 Disability committee 23.6.14 Minutes received and noted
- IM reported that arrangements for the Hertfordshire Conference 2015 were being made, and Billy Pye had agreed to present again, although which of the two weekends he would be available still needs to be confirmed.
- 14/53.2 Diving committee – no meetings since April, and tonight's meeting is cancelled
- The Board noted that, at the National Age-Groups, Matthew Riley of Dacorum DC won two gold medals and Lewis Irons of Beaumont DA also won a gold medal.
- Noted also was that Derek Beaumont received the Malcom Taylor quaich in recognition of his service to diving.
- 14/53.3 Swimming committee 10.6.14 Notes from the non-quorate meeting were received and noted
- The records, shown on a list supplied by Mike Boyce, were ratified.
- 14/53.4 Water polo committee 23.6.14 The notes from the conference call are, as yet, not available.
- 14/53.5 Workforce development committee 18.6.14 The meeting was cancelled.

14/54 Medals and shirts

- 14/54.1 IM stated that stocks of county polo shirts for officials and for competitors were low, and the initial urgent order for competitors shirts, had been followed with an order for both officials and competitors shirts.

14/55 Report from the county's representative to ASA East Region

- 14/55.1 The ASA East Region Management Board met on 18th May 2014.
The Divisional Business Manager, Mark Burgess, and Leanne Brace, the Regional Club Development Officer, were present.
Courses and the Institute of Swimming, and Beacon programmes were discussed.
The region will trade under the name East Swimming.
Regional fees were agreed as £5 for Category 1 & 2 members, and £35 per club
- 14/55.2 There was a conference call meeting of the Management Board on 7th July. No items need to be reported from this meeting.
- 14/55.3 At the ASA East Region BAGCATs Championships on the first two weekends of June, swimmers from the following Hertfordshire clubs took part – Berkhamsted, Bishops Stortford, Cheshunt, City of St Albans, Harpenden, Hatfield, Hemel Hempstead, Hitchin, Hoddesdon, Potters Bar and Watford. Hertfordshire swimmers swum in many of the finals, and were also medallists and overall winners. Nathan Hughes was awarded the Don Neate Memorial trophy as the best age-group swimmer.
Hertfordshire was second in the medal table.
- 14/55.4 The ASA East Region Youth Championships took place at Inspire: Luton on 3rd/4th May. Hertfordshire swimmers took part, and were in evidence as medallists and trophy winners. Hatfield SC was the top club.
- 14/55.5 The ASA East Region Disability Championships took place at Newmarket Leisure Centre on 25th May. The following swimmers from Hertfordshire competed – Emma Lees (City of St Albans), Mark Evens (Hitchin), Grace Harvey and Lottie Mills (Hoddesdon), and Louis Hines (Watford).
- 14/55.6 The Inter-Regional Water Polo Competition took place on 12th/13th July at Ponds Forge, Sheffield. Players from Watford WPC took part.

14/56 Any other business

Minutes subject to approval at the next MB meeting

- 14/56.1 A Hertfordshire Synchronised Swimming Age-Group Competition was successfully run, alongside the Potters Bar Open Competition on 28th June. The Board acknowledged gratefully the superb work done by Amy Bryant, the county synchronised swimming manager, in organising a county competition, after so many years without one. County conditions for the event had been provided, using the conditions for the Potters Bar Competition

14/57 Next meeting

- 14/57.1 The next meeting of the Hertfordshire ASA Management Board will take place at 8pm on Monday, 6th October, 2014.