

Hertfordshire ASA
Minutes of the Management Board Meeting
2nd May 2012 – Welwyn Civic Centre

Present:	Mr Derek Milton	Chairman
	<u>Board members</u>	
	Mr Grant Chivers	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 Charles Dainton	President
	Mrs Jane Evans	
	Mr Craig Hunter	
	Mr Philip Jackson	

12/33 Welcome

12/33.1 DM welcomed everyone and said that, as the diving minutes and associated papers had only been received now, there would be an opportunity for members to read them before the agenda item.

12/34 Apologies

12/34.1 Apologies were received as shown above.

12/35 Declaration of conflict of interest

12/35.1 DM reminded everyone of the need to declare any conflict of interest. None was declared at this point.

12/36 Minutes of the meeting on 7th March 2012

12/36.1 The minutes were accepted as a true record of the meeting.

12/37 Matters arising from the minutes

12/37.1 Minute 12/21.3 Development plans are still awaited from the disciplines.

12/37.2 Minute 12/24.2 The bookings for water polo committees are being cancelled as and when necessary.

12/37.3 Minute 12/25.4 Alan Doyle has received his token of thanks, but contact has still to be established with Martin Taylor.

SM

12/37.4 Minute 12/29.1 DM advised that he had been given the instructions for in-putting to the website.

12/37.5 Minute 13/29.2 The swimming minutes are now on the website.

12/38 Ratification of items agreed, via e-mail, since the last board meeting

12/38.1 None

12/39 Correspondence

12/39.1 SM reported that clubs had been advised by ASA East Region of the Great East Swim event.

12/39.2 SM reported that she had placed an order with Vaughtons for county championship medals, as stock held was low.

- 12/39.3 SM had written a letter in support of Hemel Hempstead SC confirming their profile as club involved with county activities and, as a swim21 accredited club, their best practice with regard to their members and the governance of their club. This was in support of their application for a local award. The club has been short-listed for the award.

12/40 Finance Officer's report

- 12/40.1 The balance sheet for all accounts as at 24.4.12 was received.
- 12/40.2 GC advised that the incorrect swim21 payments still need to be reclaimed from the two clubs.
- 12/40.3 An error in the ring-fenced funding figures, and therefore in the working balance figure, was pointed out. GC will correct this and send a new report. **GC**
- 12/40.4 Subject to the amendments required in 12/40.3, the report was accepted.

12/41 Management Board Advisory Group

- 12/41** The Management Advisory Group has not met since the last board meeting.

12/42 Minutes of the Standing Committees

- 12/42.1 Swimming committee 6.3.12 Meeting cancelled
- 12/42.2 Workforce development committee 21.3.12 Minutes received and noted.
- DM said that it had not yet been possible to find a venue for the county conference.
- 12/42.3 Swimming committee 17.4.12 Minutes not yet available
- 12/42.4 Diving committee 24.4.12 Minutes received and noted.
- JC asked about the charge for the J-pads, and IM advised that the regional diving committee had agreed this. It was pointed out that a cost of £20 for hire was better financial sense than an outlay of around £9,000 to buy a full set of J-pads.
- 12/42.5 Diving: Also received were the diving conditions.
- IM had spoken to Roger Page, chairman of the diving committee, with regard to 233.4 and 233.5, and also 254.4 and 254.5. These will be deleted and the new 233.4 and 254.4 will now read as in 223.4.
- RP had also clarified that the synchronised diving age-groups followed those for the national events.
- IM highlighted that the age-groups in 265 were in line with those the board had required at the last board meeting, including the pre-masters for the age-group 19-25years.
- In view of the late arrival of these conditions, members were asked to read them carefully and contact DM with any issues of concern. Unless any further amendments are received, the conditions, with the amendments advised by IM above, are agreed by the board, and will be advised to the Annual Council Meeting. **DM**
- Once agreed, the diving conditions will be published on the website

12/43 Governance

- 12/43.1 Water polo: There was discussion about the discipline and the lack of a water polo manager. There have been no committee meetings for around two years now, and apart from the league, which is still being run, there appears to be no interest in developing water polo in the county.
- GC suggested that the league itself perhaps needed to be re-thought to provide what the clubs want.
- Although perhaps existing water polo clubs are satisfied with their own status quo, and maybe did not need new members, SM felt that, in order to retain older teenagers in aquatics, the county should be offering water polo development to this age-group particularly.

GC suggested that the county holds a meeting for anyone interested in water polo – a ‘forum’. GC will email all clubs about this.

GC

It was suggested that subsequently a weekend could be used for a forum, followed by a round-robin competition.

12/44 Annual Council Meeting

- 12/44.1 The Annual Council Meeting takes place on 3rd July. DM said that all the paperwork is due out by 19th June.
- 12/44.2 SM will require input from discipline managers etc for the annual report.
- 12/44.3 Also required are nominations for board members, and the Association Secretary, Welfare Officer, Trophies Officer, Water Polo Manager and Synchronised Swimming Manager. These should be received by 31st May 2012.
- 12/44.4 It was agreed that separate nominations for committee members should be sent out to clubs. Nominations for these posts should also be received by 31st May for consistency. The appointments will be made at the July board meeting.
- 12/44.5 Nominations are also required for the Roy Rogers Memorial Trophy. These are required from clubs, individuals and board members by 31st May 2012. A decision will be made via email.
- 12/44.6 SM will ask the discipline managers for nominations for the Wilkinson Sword, which are also due by 31st May 2012. A decision will be made via email.
- 12/44.7 A recipient for the President's Plate is also required.
- 12/44.8 The competition conditions, as agreed by the Management Board, will be advised to the Annual Council Meeting.
- 12/44.9 Amendments and changes to constitutional rules will be advised to the clubs prior to the Annual Council Meeting.

The following will be proposed:-

22.1.1 The Management Board shall meet as often as it deems necessary for the good governance of the Association, but not less than **four** times per year. The Chairman of the Management Board and the Association Secretary shall have the discretion to call further meetings of the board if they consider it to be in the interests of the Association.

16.5.7 the county welfare officer **for a term of three years**

16.5.8 the trophies officer **for a term of three years**

26 Education Committee **This committee has been re-named as the Workforce Development Committee.** *Ratification will be required.*

12/45 Website

- 12/45.1 DM reported that he has the user's manual. It was hoped that Alan Doyle would still continue to input to the website as well.
- 12/45.2 Twitter and Facebook is available on the website now. AD will monitor this area. BT suggested that this area would be useful to the discipline managers.

12/46 Report from the county's representative to ASA East Region

- 12/46.1 The ASA East Region Management Board has not met since the last Hertfordshire ASA Management Board meeting on 7th March.
- 12/46.2 SM reported that Adam Brown, Hatfield SC, had been selected for the GB Olympic team. The board noted this with pride.
- 12/46.3 IM, as regional chairman, advised the board that the regional swim21 panel has been replaced by a Club

Development Group. This group will continue the work of the old swim21 panel, but will have added responsibility for club development. This has resulted from the fact that the Aquatic Officers must now focus on facilities, rather than supporting the clubs.
Each county in the region is to nominate a representative to the Club Development Group. SM will write to all the clubs' swim21 co-ordinators.

SM

12/47 Any other business

- 12/47.1 DM said the county acknowledged with pride the achievements of Georgina Pryor, Hoddesdon SC. Georgina had been delighted to qualify for the British Championships at the Aquatic Centre, in March, but had then become the first female winner in the pool by winning the 100m Butterfly, this in a record time for her 13 year old age-group! Congratulations to Georgina from the county!
- 1247.2 IM reported that Hatfield SC were runners-up in The National Arena Swimming League Cup Final held on 22nd April. The county congratulates Hatfield SC on this great achievement.

12/48 Next meeting

- 12/48.1 The next meeting of the Hertfordshire ASA Management Board will take place on Wednesday 4th July 2012 at Welwyn Civic Centre at 8pm.