

Minutes subject to approval at the next MB meeting

Hertfordshire ASA
Minutes of the Management Board Meeting
7th October 2013 – 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	
Apologies received:	Mr Chris Sage	President
Not present: (Apologies received)	<u>Managers</u>	
	Miss Amy Bryant	Synchronised Swimming
	Mr Steve Cook	Water Polo

13/49	Welcome	
13/49.1	DM welcomed everyone.	
13/50	Apologies	
13/50.1	Apologies were received as shown above.	
13/51	Declaration of conflict of interest	
13/51.1	DM reminded everyone of the need to declare any conflict of interest. None was declared at this point.	
13/52	Minutes of the meeting on 11th July	
13/52.1	The minutes were accepted as a true record of the meeting.	
13/53	Matters arising from the minutes	
13/53.1	Minute 13/38.1 (Minute 13/20.2, Minute 13/05.5, Minute 12/81.6, Minute 12/75.3) The recognition of those people from the county who had been involved in the Olympics and Paralympics – One certificate still to be presented.	GC
13/53.2	Minute 13/38.2 (Minute 13/20.5, Minute 13/05.13, Minute 12/90.1) Poolside branding for county events: The standing banner is still to be purchased.	BT
13/53.3	Minute 13/38.3 (Minute 13/20.7, Minute13/11.1) President Elect: Further possible nominees need to be suggested to JC, in view of the negative responses received from those suggested so far.	ALL
13/53.4	Minute 13/38.6 (Minute 13/28.1) There are still problems with the presentation slides used at the county conference. Those provided by the presenters are not downloadable. Efforts are still being made to resolve this. They will be distributed as soon as possible.	IM
13/53.5	Minute 13/ 41.3 The Hemel Hempstead claim still has to be addressed.	GC
13/53.6	Minute 13/43.1(Minute D13/26) It was agreed that the nominated recipient will receive county colours as already advised to the diving committee.	
	There was concern about the criteria used for the award of county colours. It was felt that this should be reviewed. The discipline managers will be asked for their input for the criteria to be used in future.	SM
13/54	Ratification of items agreed, via email, since the last Board meeting	
13/54.1	Paddocks Piranhas (Bishops Stortford) Water Polo Club was ratified as a new club in Hertfordshire.	

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13/55 Correspondence

- 13/5.1 Miscellaneous correspondence had been received, which had also been received by the clubs. There were no items which require notification to the Board.

13/56 Finance Officer's report

- 13/56.1 The balance sheet for all accounts as at 1st October 2013 was received.
- 13/56.2 GC had no significant comments, and there were no questions.

13/57 Management Board Advisory Group

- 13/57.1 The Management Board Advisory Group met on 3rd July. The notes from that meeting were not available for the 11th July Management Board meeting, but the recommendations were dealt with at that Board meeting.
- 13/57.2 The Management Board Advisory Group also met on 2nd October.
1. There was a recommendation to the Board for the county capitation fees for 2014 to be as follows:-
- Category one £3 Category two £3 Category three £0
- This was approved.
2. The suggested agenda items for the Management Board meetings were noted.

13/58 Minutes of the Standing Committees

- 13/58.1 Disability committee 7.10.13 Minutes are not yet available.
- 13/58.2 Diving committee 16.7.13 Minutes received and noted. No development plan was received.
- 13/58.3 Swimming committee 11.6.13 Minutes received and noted. No development plan was received. The suggestion that the county could consider providing water bottles to officials was discussed.
- 13/58.4 Swimming committee 5.9.13 Minutes received and noted. No development plan was received.
- 13/58.5 Water Polo committee 15.7.13 Minutes of the conference call were received and noted. There is no development plan at present.
- An update from SC was received, via SM. SC to be advised that executive officers should be invited to the meetings. **SM**
- 13/58.6 Workforce Development committee 11.9.13 Minutes received and noted. No development plan was received as this is being updated.
- 13/58.7 The late receipt of minutes from the discipline meetings was discussed. All discipline managers will be reminded of the following requirements:-
- The minutes from the meetings are required within two weeks of the meeting and should be published on the website, headed - 'subject to approval at the next meeting'.
 - All county competition results must be shown on the website.
 - The name of the members attending/apologising for non-attendance must be shown at the top of the minutes, with initials following, if these are used in the text.
 - The development plan must be attached to the minutes.
 - Any recommendations to the Management Board should be shown towards the end of the minutes as well as in the text. These recommendations should be shown as – 'Recommendations to the Management Board'.

13/59 Report from the county's representative to ASA East Region

- 13/59.1 The ASA Special Council Meeting took place on 6th July, and there was unanimous agreement to the proposal to split the ASA Board into two boards – the Group Board and the Sport Governing Board.
- 13/59.2 The ASA East Region Annual Council Meeting took place on 14th September. There was a very disappointing attendance by delegates from Hertfordshire clubs, with only a few apologies.

Ian Mackenzie (Hoddesdon SC) retired, as required, after two consecutive terms of four years, as Chairman of ASA East Region. He was presented with a token of appreciation by the incoming chairman.

Four of the six regional Aquaforce Awards were presented to Hertfordshire nominees.

These were:-

Outstanding contribution at county/regional level: Amy Bryant (Aqualina, Stevenage, Synchronised SC)

Outstanding contribution by a young volunteer: Amy Thompson (Harpenden SC)

Club volunteer of the year: Bryan Thompson (Harpenden SC)

Volunteer coach of the year: Peter Jewell (Dacorum DC)

These regional winners will go forward for consideration for the national Aquaforce Awards, and will be invited to the ASA Annual Dinner in Daventry on 19th October.

Craig Hunter (Hatfield SC) and Sheila Mackenzie (Hoddesdon SC) were awarded East Region Silver Pins.

Ian Mackenzie (Hoddesdon SC) was installed as ASA East Region President for 2013-2014.

- 13/59.3 The ASA East Region Management Board met on 14th September.
There is still a vacancy for an Independent Member of the Management Board. This is to be advertised.
A regional coaches forum is to be held on 24th October.
- 13/59.4 Hertfordshire diving clubs were successful at the ASA East Region Diving Club Championships at Luton on 29th September, and at Southend on 5th October. Dacorum DC finished second in the inter-club regional competition - second only to Southend DC, a Beacon programme club.
- 13/59.5 The ASA East Region Masters and Senior Age-Groups Championships took place at Newmarket Leisure Centre on 5th October.
Annette Thatcher (Hemel Hempstead SC) broke four East Region records in the Women's 60/64 age-group; she lowered the records for the 50m and 100m breaststroke and for the 50m and 100m freestyle. In the 400m freestyle Elizabeth Bellinger (Bishops Stortford SC) broke the Women's 35/39 age-group record. Two relay records both went to the Hoddesdon team in the 4x50m medley and the 4x50m freestyle events for the Men's 120+ age-group. Both teams were comprised of the same four swimmers; Andy O'Sullivan, Martin Godsave, Ian Wimpenny and Sam Hill.
- 13/60 Any other business**
- 13/60.1 The dates for county meetings for 2014 will be advised to the Board and the discipline managers as soon as they are available.
- 13/61 Next meeting**
- 13/61.1 The next meeting of the Hertfordshire ASA Management Board will take place in January, on a date to be advised, at Welwyn Civic Centre, at 8pm.