

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION

Minutes of the MANAGEMENT BOARD meeting held at the Welwyn Civic Centre on 15th January 2008 at 8.00 p.m.

PRESENT: I J Watson (Chairman), A Bowell, G Chivers (Finance Officer), D Cook, Mrs J Cook, Mrs J Evans, C Hunter, P Jackson, A Lennard, I Mackenzie, Mrs S Mackenzie, B Thompson, S Turner (Association Secretary) and J Wardley.

Apologies for absence were received from: D Milton.

MINUTES OF PREVIOUS MEETING

MB08/01 The minutes of the Executive meeting held on 31st October 2007 were agreed and signed as a true record.

MATTERS ARISING

MB08/02 None.

RELEVANT CORRESPONDENCE

MB08/03 None.

FINANCIAL ITEMS

MB08/04 The Finance Officer reported the following information as at 15th January 2008.

Total Assets	£46,186.22
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Less

Reserve funds & known commitments	<u>£18,501.75</u>
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Available funds	<u>£27,684.47</u>
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MB08/05 Capitation fees for 2008 received to date will be reported at next MB meeting.

MB08/06 It was felt that, with such large available funds, the Association needs to consider what more can be done for the furtherance of the sport within the County. This needs to be a future agenda item.

MB08/07 Funding the new additional Regional Development Officer will take some of these funds.

MINUTES OF 2007 COMMITTEES

MB08/08 It was felt previous minutes should have been read ahead of the meeting. In the future, Standing Committees should send a note of any recommendations/highlights that need particular consideration, via the Association Secretary.

MB08/09 **Diving** - Minutes of 13th November 2007 were presented and were approved. Mr Wardley brought to the attention of the meeting that the Diving amendments had not been presented. This will be issued at the next meeting.

MB08/10 **Education** - The minutes of 8th November 2007 were presented and were approved.

MB08/11 **Finance & GP** - The minutes of 21st November 2007 were presented and were approved.

MB08/12 **Swimming** - The minutes of 26th November 2007 were presented and were approved.

MB08/13 **Synchronised Swimming** - No meeting.

MB08/14 **Water Polo** - The report of 4th December 2007 was presented and approved.

MB08/15 A general question arose about the signing of committee minutes in the future and the general feeling was that they should not be.

MB08/16 Website publication of minutes was raised, and it was agreed to review this at the next MB meeting.

MB08/17 A request was made concerning the circulating to the MB the draft minutes of the 2007 ACM, rather than waiting until the next ACM in July 2009. The Association Secretary replied that he would try to do so.

VACANCIES EXISTING AFTER THE ACM

MB08/18 County Welfare Officer – Barbara Scorer was elected unanimously

MB08/19 Synchronised Swimming Manager – No nomination was forthcoming.

MB08/20 Andy Lennard gave an overview of the problem facing synchronised swimming at both National & Regional level. As a result of the governing body's attempts to compete better

at international level, clubs were re-classified without any consideration of the preliminary conditions. This has meant no Regional let alone County events. Craig Hunter agreed to check at the next ASA Board meeting what can be done to support the County clubs. Jean Cook agreed to check with London to see if anything can be done to work together. A meeting needs to be called between the two clubs in the County, to include Ian Watson, Ian Mackenzie, Andy Lennard and Steve Turner.

APPOINTMENT OF EMERGENCY COMMITTEE (RULE 12.1)

MB08/21 See Appendix A

APPOINTMENT OF FINANCE COMMITTEE (RULE 21.2.12)

MB08/22 See Appendix A

APPOINTMENT OF COMMITTEES IN ACCORDANCE WITH RULE 24.1.1

MB08/23 See Appendix A

APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

MB08/24 See Appendix B

MB LIAISON

MB08/25 After much discussion a proposal was made that Standing Committee Managers be invited to attend future MB meetings, but without the power to vote. The proposal was approved by a vote of 14 in favour and one against.

ASA EAST REGION

MB08/26 Mrs Mackenzie requested what is expected by way of an effective update. It was decided that for future MB meetings a summary report be submitted to the Association Secretary, to be sent out with the rest of the minutes.

MB08/27 Mrs Mackenzie reported that a new RDO is to be recruited:

- This is in addition to the existing post;
- Interviews will commence during February;
- The main role, on which two days a week will be spent, is club support for Swim21 accreditation & renewals;
- Kim Stevens (Admin. Officer) has now left this post to support Swim21, where she will spend three days a week on National and two days on Regional Swim21. A replacement will be found.

MB08/28 The ASA originally requested all club constitutions be brought inline with a certain standard by 31st December 2007; this has now been extended to June 2008. Almost all Hertfordshire club constitutions have been submitted thanks to the support of Ian Mackenzie. Follow-up is required to ascertain where the remaining clubs are in the process. East Region to award a certificate to the club upon completion.

OTHER RELEVANT BUSINESS

MB08/29 Mr Mackenzie requested all MB members be issued with the final version of the County's Constitution. Mr Watson agreed to arrange this.

MB08/30 The County Development Plan was submitted on time to the Region. Mr Mackenzie made hard copies available at the meeting.

There was no further business and so the Chairman declared the meeting closed.

Signed

Date

Approved by the Hertfordshire ASA Management Board

HERTFORDSHIRE AMATEUR SWIMMING ASSOCIATION

County Association of ASA East Region

COMMITTEES – Appendix A

The Executive Officers (the Chairman, Association Secretary and Finance Officer) are ex officio members of every committee.

- a. Emergency Committee - in accordance with Rule 12.1
- b. Finance Sub-committee - in accordance with Rule 21.1.12
- c. Standing Committees - in accordance with Rule 24.1.1 see *Appendix 'A'*

Emergency Committee - in accordance with Rule 12.1

Consisting of the Executive Officers and at least one other person.

1. Craig Hunter
2. Ian Mackenzie.....
3.

Finance Sub-Committee - in accordance with Rule 21.1.12

Consisting of the Executive Officers and an unspecified number of other Board members.

1. Ian Mackenzie.....
2.
3.

Standing Committees - in accordance with Rule 24.1.1

(a) **Diving Committee:** consisting of the Diving Manager and up to five other members.

1. Derek Beaumont
2. Roger Page
3. Ben Roberts
4. Chris Sage
5. John Wardley

(b) **Education Committee:** consisting of the Education Manager and up to five other members, together with the County Welfare Officer.

1. Karen Huckle
2. Andy Lennard.....
3. Sheila Mackenzie
4. Philip Jackson
5. Geoff Wood.....

(c) **Swimming Committee:** consisting of the Swimming Manager and up to ten other members.

1. Jim Duncan.....
2. Anne Edmonds
3. Jane Evans.....
4. Lynn Fernandes.....

5. Karen Huckle
6. Barbara Scorer
7. Peter Summers.....
8. Richard Sumner.....
9. Bryan Thompson
10.

(d) **Synchronised Swimming Committee:** consisting of the Synchronised Swimming Manager and up to five other members.

1.
2.
3.
4.
5.

(e) **Water Polo Committee:** consisting of the Water Polo Manager and up to five other members.

1. Steve Chambers.....
2. Dave Cook.....
3. Doug Ince
4. John Martin-Dye
5. Dave Webzell

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REPRESENTATIVES TO OTHER BODIES – Appendix B

ASA East Region

Representative to the Board: Sheila Mackenzie.....

Disability:

Diving: *recommended that this be delegated to the Diving Committee*

Masters: *recommended that this be delegated to the Swimming Committee*

Officials Examinations: *recommended that this be delegated to the Swimming Committee* .

Swimming: *recommended that this be delegated to the Swimming Committee*.....

Synchronised Swimming: *recommended that this be delegated to the Synchro. Committee*

Water Polo: *recommended that this be delegated to the Water Polo Committee*

Royal Life Saving Society (Herts. Branch): Derek Milton.....

If representatives are unable to attend a meeting they should ensure they find a substitute.

The posts are representatives of the County not individual appointments.