

Hertfordshire ASA
Minutes of the Management Board Meeting
16th November 2011 – Welwyn Civic Centre

Present:	Mr Derek Milton	Chairman
	<u>Board members</u>	
	Mrs Jean Cook	
	Mr Philip Jackson	
	Mr Ian Mackenzie	
	Mr Bryan Thompson	Swimming Manager
Apologies received:	Ms Alex Belson	Diving Manager
	Mr Grant Chivers	Finance Officer
	Mr Charles Dainton	President
	Mrs Jane Evans	Board member
	Mr Mark Horrod	Board member
	Mr Craig Hunter	Board member
	Mrs Sheila Mackenzie	Association Secretary

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- 11/86. **Welcome**
- 11/86.1. DM welcomed everyone.
- 11/87. **Apologies for absence**
- 11/87.1. Apologies were received as shown above.
- 11/88. **Declaration of conflict of interest**
- 11/88.1. DM reminded everyone of the need to declare any conflict of interest. None was declared at this point.
- 11/89. **Minutes of the meeting on 10th October, 2011**
- 11/89.1. The minutes were accepted as a true record of the meeting.
- 11/90. **Matters arising from the minutes**
- 11/90.1. Minute 11/56.1(Minute 11/40.1, Minute 11/23.1, Minute 11/05.3 and Minute 10/112.6) SM still has to receive written consent from one club secretary – Borehamwood. A new contact has been made but the form has yet to be returned. **SM**
- 11/90.2. Minute 11/56.4 (Minute 11/40.4 and Minute 11/31.1) The list of the long service awards recipients was submitted to the MB. The silver awardees are:
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| Mrs Karen Huckle | Mr Steve Chambers | Mr Chris Sage |
| Mrs Deborah Huggett | Mrs Marilyn Hughes | Mr Derek Hughes |
| Mr Mark Lander | Mrs Ann Quinn | Mr Bryan Thompson |
| Mr Gary Wright | | |
- The gold awardees are;
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| Mr Geoff Govier | Mr Steve Roch | Mr Richard Sumner |
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- 11/90.3. Minute 11/56.11 (Minute 11/49.7) IM reported that the theory part of the Judge 1 course was complete and the Team Managers course will be next Monday. Subsequently we will be able to claim a further £500 from the ASA. **IM**
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11/91.	Ratification of items agreed, via e-mail, since the last board meeting	
11/91.1.	None.	
11/92.	Correspondence	
11/92.1.	The ASAER Membership Officer, Chris Galer has written advising the county that he has received an application from Watford Water Polo Club to create a club separate from the Swimming Club. IM reported that he has spoken with the Chairman of WSC and the club supports the move. The MB unanimously supported the new club. SM to convey MB's view to the Region.	SM
11/92.2.	SM - A large amount of correspondence has been exchanged with the Manager and Chairman of the Diving Committee. It was decided to defer all discussion about diving until discipline minutes were discussed.	
11/92.3.	SM – Water Polo – Invitation to attend tonight had been extended to Steve Chambers – WP Manager. Also a request has been made for details of the committee membership, still not received. A request for detail of WP to be added to Website, still not actioned. WP meeting cancelled – SM has reminded SC that Governance requires meetings to take place.	
11/93.	Finance Officer's report	
11/93.1.	The balance sheet for all accounts as at 12.11.11 was received.	
11/93.2.	IM pointed out that, at a previous board meeting, £12,500 had been ear-marked for the development of young athletes. GC would be asked to show this as a separate amount in the ring-fenced funding item in the next report.	GC
11/93.3.	The report was accepted.	
11/94.	Notes from the Management Board Advisory Group meeting	
11/94.1.	A meeting took place last week but the notes are not yet available.	
11/94.2.	There is currently no process for filling positions on Committees. It was therefore decided that; a. Nomination forms are to be sent to all clubs prior to the ACM so that all nominations can be received for any vacancies on all of the committees. b. Nominee needs to be a member of the ASA and that must be confirmed by the club secretary. c. The Management Board to action all nominations at the first meeting after the ACM. d. Referred back to the MBAG for wording to go into County Rules and Regulations.	MBAG
11/94.3.	The MBAG proposed that the MB arrange a draw for standing committee managers so that their end dates of their three year term of office are staggered. This was defeated.	
11/94.4.	It was approved that a 3 year term of office should be implemented for County Welfare Officer and Trophies Officer. a. Elections at ACM as per existing procedure. b. Officers eligible for re-election. c. Referred back to the MBAG for wording to go into County Rules and Regulations.	MBAG
11/94.5.	MBAG recommended and it was agreed that ; a. there should be a change of name of the Education Committee to Workforce Development Committee, making the name more appropriate to the function it currently performs. b. That it would undertake a review of the forum outputs and take or recommend appropriate actions.	DM SM
11/94.6.	Officials, Competitors and Event Support Team shirts are required and will be put out to tender so that we get the best deal.	IM
11/94.7.	Website – The MBAG wish to recognise the work that ; a. Martin Taylor has put in over the years. It was agreed that he should be nominated for a Regional Silver Pin and also given £50 of vouchers as a token of appreciation. b. Alan Doyle has put in to create the new website and he should be given £50 of vouchers as a token of appreciation.	SM GC GC
11/94.8.	Funding of Courses; - The meeting agreed that we should continue the funding of courses that only the County contributes to, in addition to those that we joint fund with the Region, Levels 1,2 and 3.	
11/95.	Minutes of the Standing Committees	
11/95.1.	Diving committee 4.10.11 – minutes received and noted. The committee decided that they would come to a future MB meeting to put their case about late entries and medals. 15.11.11 – minutes not yet available.	
11/95.2.	Education committee 9.11.11 – meeting cancelled.	
11/95.3.	Swimming committee 24.10.11 – minutes received and noted. a. The committee's proposal for a Hertfordshire Challenge was approved and Bryan Thompson	

agreed to take the lead for a working party to progress the options for swimming discipline events in 2012.

- b. It was suggested that an event could possibly be linked with Big Splash or the arrival of the Olympic Torch in Hertfordshire.

11/95.4. Water polo committee 08.11.11 - meeting cancelled.

11/95.5. Disability group - no meeting.

11/96. **Coaches Forum feedback**

11/96.1. IM reported that the feedback from the forum was comprehensive and that it would be inappropriate for the MB to spend time discussing. He suggested that the paper be passed to the Workforce Development Manager for consideration on how best to take it forward. **DM**

11/97. **Chairmans Forum**

11/97.1. IM reported verbally about the forum held two days previously. He suggested that resulting actions should be passed to the Workforce Development Manager. **DM**

11/98. **ASA Conference**

11/98.1. The ASA Conference took place on 22nd October at the Crown Plaza, Nottingham. IM reported that it was an excellent conference with the Keynote speaker, David Sparkes OBE being in great form. Following David was the Youth Forum whose members were very motivational. The Youth Forum also had seminars and one of its members is an athlete from Hitchin, although no one from the MB were aware that we were represented on this forum.

11/98.2. IM proposes to set up a Youth Forum within Hertfordshire. The meeting supported this.

11/99. **Website – update on progress**

11/99.1. The site is now fully up and running.

11/99.2. Alan Doyle has confirmed that the user's manual will be available shortly for the up-loading of data.

11/100. **Report of the county's representative to the ASA East Region**

11/100.1. ASA Dinner – Lydia Backhaus was awarded the National Aquaforce Award - Young Volunteer U18.

11/100.2. 28th October – Learn to Swim Conference for Teachers at Culford School – excellent day with many from Hertfordshire present.

11/100.3. ASAER Board Meeting – the only significant item to report for County, is that Buntingford SC is going to continue with swim21.

11/100.4. ASAER Development Meeting with the Board, staff and Discipline Managers, was very fruitful looking at the 2012, and onwards, strategy.

11/100.5. There was a Membership Forum about registration, at Kentford on 14th November.

11/100.6. The members were reminded that they should take part in the ASA Strategy 2013/2017 survey on line.

11/101. **Any other business**

11/101.1. None.

11/102. **Next meeting**

11/102.1. The next meeting of the Hertfordshire Management Board will take place on Monday 30th January 2012 at Welwyn Civic Centre at 8pm.