

Hertfordshire ASA
Minutes of the Management Board Meeting
11th July 2013 – Welwyn Civic Centre

Present:	Mr Derek Milton	Chairman
	<u>Board members</u>	
	Mr Grant Chivers	Finance Officer
	Mr Ian Mackenzie	
	Mrs Sheila Mackenzie	Association Secretary
Apologies received:	Mrs Jean Cook	
	Mr Mark Horrod	
	Mr Chris Sage	President
	Mr Bryan Thompson	
Not present:	<u>Managers</u>	
	Miss Alex Belson	Diving
	Mr Steve Cook	Water Polo

13/34 Welcome

- 13/34.1 DM welcomed everyone, and clarified that, as the Board membership is the three executive officers and four elected members, and the quorum is 50% of the members, then the quorum for Management Board meetings is four.

13/35 Apologies

- 13/35.1 Apologies were received as shown above.

13/36 Declaration of conflict of interest

- 13/36.1 DM reminded everyone of the need to declare any conflict of interest. None was declared at this point.

13/37 Minutes of the meeting on 15th April

- 13/37.1 The minutes were accepted as a true record of the meeting.

13/38 Matters arising from the minutes

- 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**
- 13/38.2 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**
- 13/38.3 Minute 13/20.7 (Minute13/11.1) President Elect: A response is still awaited from the possible nominee. **JC**
- 13/38.4 Minute 13/24.3 The Workforce Development committee to consider 'big ideas' for the spending of significant amounts of the development fund monies on projects: DM stated that the one response to an email to the committee members had been forwarded to the Swimming committee, as the suggested project was more appropriate to their remit. **W/force Dev cttee**
- 13/38.5 Minute13/25.1 (D13/8) Proposals to change to match National Age Groups (8-13 and 14+) Proposal received on 14.5.13 and here accepted by the Management Board.
- 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. Alan Doyle, the webmaster, is trying to sort this out. They will be distributed as soon as possible. **IM**

13/39 Ratification of items agreed, via email, since the last board meeting

- 13/39.1 This year's recipients of the Roy Rogers Memorial Trophy and Wilkinson Sword were ratified.
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Minutes subject to approval at the next MB meeting on 7th October 2013

13/39.2	The open water conditions for 2013 were ratified.	
13/40	Correspondence	
13/40.1	No items which require notification to the Board	
13/41	Finance Officer's report	
13/41.1	The balance sheet for all accounts as at 10th July 2013 was received.	
13/41.2	GC said that some minor expenses were outstanding and most of the income had been banked.	
13/41.3	The Hemel Hempstead claim still has to be addressed.	GC
13/41.4	No pool invoice had been received for the Masters event.	
13/42	Management Board Advisory Group	
13/42.1	The Management Board Advisory Group met on July 3rd.	
13/42.2	In the budget, a substantial loss would be incurred as a result of development. The Management Board Advisory Group proposed that £10,000 be transferred to the Workforce Development committee in respect of development.	
	The following proposal was agreed by the Management Board: That £10,000 is ring-fenced for the funding of Level 1, 2 and 3 coaching courses for swim21 accredited clubs and those clubs working towards swim21 accreditation	W/force Dev cttee
13/43	Minutes of the Standing Committees	
13/43.1	Diving committee 9.4.13 Minutes received and noted.	
	Minute D13/20 The amendment made to the conditions for the Hertfordshire Synchronised Diving competitions was agreed as in Minute 13/38.5 above. It is noted that that the addition of other events has been deferred.	SM
	Minute D13/26 The award of county colours was discussed.	SM
13/43.2	Swimming committee 11.6.13 Minutes not available	
13/43.3	Workforce Development committee 19.6.13 The meeting did not take place, as only the discipline manager attended.	
13/43.4	Disability Swimming committee 19.6.13 Minutes received and noted.	
13/43.5	Synchronised Swimming IM said that the Synchronised Swimming manager, Amy Bryant, proposes to organise a county competition, possibly in May 2014. The regional Synchronised Swimming committee has been active in organising competitions and development days, and AB, as the regional manager, would like to encourage competitions within the counties too. Norfolk County ASA has only one club, and AB feels that Hertfordshire and Norfolk could run their county competitions at the same event. The Management Board supported the proposal for the Hertfordshire county competition.	
13/44	Annual Council Meeting	
13/44.1	There was quorum at the Annual Council Meeting on 8th July. It was confirmed that this quorum was twelve members, as stated in 13.4 of the constitution. Members are listed in section 13.3.	
13/44.2	DM said that Philip Jackson had decided not to stand for re-election as a member of the Management Board, and DM expressed thanks to Philip for the service he had given to the county as a Board member.	
13/44.3	DM said there was an urgent need to address the filling of the vacancies on the Management Board.	
13/45	Ratification of Appointment	
13/45.1	The following appointments were confirmed:- Custodians: Ian Mackenzie and Ian Watson Emergency committee: Grant Chivers, Ian Mackenzie, Sheila Mackenzie and Derek Milton	

President Elect: Yet to be nominated

Representatives to the ASA East Region

Management Board :	Sheila Mackenzie
Disability Swimming committee:	Sandra Hagley-King and Janet Warrington
Diving committee:	Roger Page
Masters Swimming committee:	Derek Hughes
Open Water committee:	Su Tysoe
Swimming committee:	Mark Horrod
Swimming Officials committee:	Marilyn Hughes
Synchronised Swimming committee:	Amy Bryant
Water Polo committee:	Steve Cook

Representative to the RLSS(Herts. branch) : Derek Milton

Management Board Advisory Group: Grant Chivers, Ian Mackenzie, Sheila Mackenzie and Derek Milton

Representatives to the ASA East Region Annual Council Meeting 2013: Mark Horrod, Sheila Mackenzie and Derek Milton

13/45.2 The following appointments to the committees are confirmed:-

Disability Swimming: Janet Warrington (Manager), Jackie Harvey, Sandra Hagley-King and Ian Mackenzie (Two vacancies)

Diving: Alex Belson (Manager), Derek Beaumont, Roger Page, Ben Roberts, Chris Sage and Chris White

Swimming: Bryan Thompson (Manager), Caroline Holt, Mark Horrod, Karen Huckle, Derek Hughes, Marilyn Hughes, Ian Mackenzie, Barbara Scorer and Su Tysoe (Two vacancies)

Synchronised Swimming: Amy Bryant (Manager) No committee

Water Polo Stephen Cook (Manager) Committee being recruited

Workforce Development committee: Derek Milton (Manager), Bob Horne, Mark Horrod, Karen Huckle, Philip Jackson and Barbara Scorer(Welfare Officer) (One vacancy)

13/46 Report from the county's representative to ASA East Region

13/46.1 The ASA East Region Board meeting took place on 19th May. Melissa Handford, ASA Head of Club Development, addressed the Board, during the meeting, regarding clubs, and took questions from Board members.

13/46.2 At the regional, Youth Championships at Inspire, Luton in May, and the BAGCAT Competition at Norwich in June, swimmers from Hertfordshire produced fine swims. Hertfordshire swimmers were finalists and medal winners, as well as regional champions.

13/46.3 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 Governing Board and the Sports Governing Board.

13/46.4 The regional Inter-county Team Swimming Championship took place on 7th July at Inspire: Luton Sports Village. Hertfordshire came fourth.

13/47 Any other business

13/47.1 It was confirmed that a minimum of four Management Board meetings would be booked for 2014. It was not possible to book these with Welwyn Parish Council until September.

13/48 Next meeting

13/48.1 The next meeting of the Hertfordshire ASA Management Board will take place on 7th October at Welwyn Civic Centre at 8pm.