

Hertfordshire ASA
Minutes of the Management Board Meeting
7th September 2011 – Welwyn Civic Centre

Present:	Mr Derek Milton Mrs Sheila Mackenzie Mr Grant Chivers	Chairman Association Secretary Finance Officer
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Board members

Mrs Jean Cook Mrs Jane Evans Mr Philip Jackson Mr Ian Mackenzie Mr Bryan Thompson	Swimming Manager
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Also present	Mr Charles Dainton	President
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Apologies received:	Mr Craig Hunter Mr Mark Horrod
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11/52 Welcome

11/52.1 DM welcomed everyone, and especially Charles Dainton, President of Hertfordshire ASA.

11/53 Apologies for absence

11/53.1 Apologies were received as shown above.

11/54 Declaration of conflict of interest

11/54.1 DM reminded everyone of the need to declare any conflict of interest. None was declared at this point.

11/ 55 Minutes of the meeting on 11th July, 2011

11/55.1 The minutes were accepted as a true record of the meeting.

11/56 Matters arising from the minutes

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 ten club secretaries **SM**

11/56.2 Minute 11/40.2 (Minute 11/29.1) Diving committee minute D11/05 – The decision of the management board that late entries will not be accepted at the county competitions was communicated to the diving manager. It was not a matter for discussion, however it was discussed at the diving committee, but not minuted. It was an agenda item so should have been minuted. The decision to defer the discussion until the next meeting was also not minuted. DM, CD and GC had been present at the meeting. SM will write to the diving manager again to state that late entries are not to be accepted for county competitions and to enquire why the above points were not minuted. **Diving cttee**

11/56 .3 Minute 11/40.3 (Minute 11/29.2.2) Diving committee minute D11/22 – a regional paper is awaited to clarify the process for the theory examination and practical assessment for officials. SM will write to the diving manager to state that the Association Secretary must be informed of new officials to be shown in the handbook section of the website. **SM**

11/56.4 Minute 11/40.4 (Minute 11/31.1) The list of the long service awards recipients is not yet ready to give to CD for presentation.. **IM**

11/56.5 Minute 11/43 There is a numbering error in the minute which must be corrected. **SM**

11/56.6 Minute 11/46.1 ACM Minutes published on the website.

11/56.7 Minute 11/46.2 CH confirmed with DM that the quorum for the current board is five, including one executive officer.

11/56.8 Minute 11/46.3 SM has been informed by Ian Watson that it should be Hatfield, not Harlow in the water

	polo report for the annual report. The correction has been made.	
11/56.9	Minute 11/47.4 JC advised that the identification of a nominee for President Elect was being addressed.	
11/56.10	Minute 11/47.13 SM had asked Steve Chambers to discuss with the water polo committee the need to appoint a manager. Steve Chambers subsequently offered to take on the role. The board accepted this offer, and Steve Chambers was appointed as the water polo manager, subject to confirmation at next year's ACM.	
11/56.11	Minute 11/49.7 IM reported a disappointing response to the advertising of the Inspire programme, £500 is available for the programme, but this funding requires 15 participants. Interest has been expressed, but there are only two applicants so far. IM will re-advertise. DM asked if the age had been clarified. IM said that the paperwork now showed the age as 15 years. Clubs have been advised if this.	IM
11/57	Ratification of items agreed, via e-mail, since the last board meeting	
11/57.1	No items	
11/58	Correspondence	
11/58.1	SM had complained to the ASA about the invitation to the National Inter-County Team Championships. This was received in August. Responding information was required within a week. SM had said that this was unreasonable, especially at that time of year. There were no issues however since the letter had also been sent to BT who had responded in the required time.	
11/58.2	Information advertising the ASA Conference has also been received, and has been sent on to clubs.	
11/58.3	ASA East Region's Coaches/Learning Day on 7 th /8 th January 2012 has been advertised to clubs and coaches.	
11/59	Finance Officer's report	
11/59.1	The balance sheet for all accounts as at 6.9.11 was received.	
11/59.2	A summary of applications for funding from the Hertfordshire ASA Development Fund was received.	
11/59.3	The finance officer had no comments to make, and there were no questions. The report was accepted.	
11/60	Notes from the Management Board Advisory Group meeting	
11/60.1	The meeting on 1 st September was postponed, and no new meeting date had been fixed as yet	
11/61	Minutes of the Standing Committees	
11/61.1	Diving committee 12.7.11 – Minutes received and noted	
	Minute 11/28 Alan Doyle has asked that the diving committee be reminded again to send information on the discipline for display on the website.	SM
	Minute D11/34 The hire of the ASA East Region J-pads will incur a charge of £50. IM said that the region had purchased a second half-set of pads and the regional diving committee had decided to charge for the hire of the pads. GC asked that the committee be reminded about sending their budget plans.	SM
11/61.2	Education – no meeting	
11/61.3	Swimming committee 13.7.11 – meeting cancelled	
11/61.4	Water polo committee 26.7.11 - meeting postponed	
11/61.5	Disability Group – no meeting	
11/61.6	Synchronised Swimming IM reported that Amy Bryant (Aqualina Stevenage SSC), the ASA East Region Synchronised Swimming Manager, had run a very successful development day in the region, with 44 athletes and some coaches.	
	John Luckitt (Potters Bar SSC) had received, from Surrey, an invitation to Hertfordshire to an inter-county synchronised swimming competition in early October. AB and JL wish to enter a team, and IM has asked AB to identify numbers involved and cost etc. IM asked for the board's support for this initiative. The board agreed in principle, and the matter was passed to the management board advisory group.	MBAG

IM said that there are plans for a regional competition in March 2012.

11/62 Vacancies on the board and the committees, and the vacancy for the water polo manager

- 11/62.1 There had been a vacancy for the water polo manager, but this had been resolved – see minute 11/55.10 above. SM will write to Steve Chambers confirming his appointment by the board, and requesting confirmation of the water polo committee members. **SM**
- 11/62.2 There are five vacancies on the Management Board and DM suggested that consideration is needed as to how these vacancies can be filled. IM said that it was an agenda item for next Monday's club forum. There was discussion about various approaches- face to face, club visits etc, and whether club representation was an option, either in rotation, or as a whole. There were also vacancies on the discipline committees which were responsible for the development of those disciplines. IM will bring the vacancies question to the club forum initially, and await the outcome.
- 11/62.3 Diving committee: Diving manager - Alex Belson
The members of the diving committee are confirmed as follows:-
Roger Page, Derek Beaumont, Ben Roberts, Chris Sage and Chris White. There are no vacancies.
- 11/62.4 Swimming committee: Swimming manager – Bryan Thompson
The members of the swimming committee were ratified at the July board, following the Annual Council Meeting. There is currently one vacancy, and there will be another in December when Richard Sumner steps down.
- 11/62.5 Water polo committee: Water polo manager – Steve Chambers
Members to be confirmed – see minute 11/55.10 above. Vacancies currently unidentified.
- 11/62.6 Education committee: Education manager – Derek Milton
The members of the education committee were ratified at the July board, following the Annual Council Meeting. There are three vacancies. There will be a review of the remit of this committee and a possible change of name to reflect its role in the county. This will be addressed initially at the next education committee meeting. **DM**
- 11/62.7 Synchronised swimming committee: There is currently no committee, but the discipline is progressing regionally, and, with Amy Bryant, Aqualina Stevenage SSC, as regional manager, the needs of Hertfordshire athletes are being addressed.
- 11/62.8 Disability group: This is not a formally constituted committee, but this could be addressed at the next Annual Council Meeting. The group is managed by Janet Warrington. It is a very active group and there are currently no vacancies.
- 11/62.9 CD asked whether clubs from the disciplines of diving, synchronised swimming and water polo are involved in club forums. IM said that representatives from water polo and synchronised swimming clubs are sometimes present, but ideally, all clubs should be there – all are invited.

11/63 ASA East Region Annual Council Meeting

- 11/63.1 DM will attend as a delegate from Hertfordshire ASA. MH will be asked if he is still available to attend as the second delegate. **SM**

11/64 ASA Conference

- 11/64.1 The ASA Conference will take place on 22nd October at the Crown Plaza, Nottingham.
- 11/64.2 IM advised that, in addition to keynote speakers, there will be various workshops available throughout the day, and also a market-place for many of the ASA departments.

11/65 Hertfordshire ASA Dinner

- 11/65.1 The informal dinner is booked for 7th October. JC said that numbers were not limited to the thirty attendees aimed for, and many more could be accommodated. The cost would be £25. The invitation will be sent to all clubs. **JC**

11/66 Website

- 11/66.1 The website went live on 30th August.
- 11/66.2 Alan Doyle will produce a user's guide, explaining how to add news items, downloads etc
- 11/66.3 Contact to get information published on the website should be made via GC, for now, unless Alan Doyle has asked directly for information.
- 11/66.4 The management advisory group will consider and suggest appropriate recognition of assistance with the previous website. **MBAG**
- 11/67 Report of the county's representative to the ASA East Region**
- 11/67.1 SM reported that the ASA East Region board had not met since the county's previous management board meeting.
- 11/67.2 The county's open water championships had been held in conjunction with the ASA East Region open water championships on 17th July. This had been a very successful event and there were over forty competitors from the county.
- 11/68 Any other business**
- 11/68.1 JC asked about Ian Watson's health and SM up-dated the board. A card will be sent to him. **SM**
- 11/69 Next meeting**
- 11/69.1 The next meeting of the Hertfordshire Management Board will take place on Monday 10th October 2011 at Welwyn Civic Centre at 8pm.