



## Minutes of a Meeting held on Monday 12<sup>th</sup> June 2023 at 44 Fulling Mill Lane, Welwyn AL6 9NP (also online over Zoom)

### Present:

Mike Newlove (MN) – Chair / Open Tournament Coordinator  
 Nick Goode (NG) – Vice-Chair  
 Kevin Maughan (KM) - Secretary  
 Barbara Lewczynska (BL) - Welfare Officer / Closed Tournament Coordinator  
 Zoltan Tatrai (ZT) –Treasurer  
 Joseph Eluekunnel (JE) – Fixtures Secretary  
 Dave Bartlett (DB) – HBA Rep  
 Dominic Savage (DS) - Convenor of the Squads Working Group

	Item	Action
1.	<p><b>Apologies</b></p> <p>Ian Robinson (IR) – Schools Rep                      Ben Vranjkovic (BV) – Clubs Rep                      Jackie Ward (YL) – Publicity Officer</p>	
2.	<p><b>Minutes of previous committee meeting</b></p> <p>The minutes of the last committee meeting (17/04/2023) were accepted unanimously.</p>	
3.	<p><b>Actions from previous meeting not covered by an agenda item</b></p> <p><b>Bill Goode's Bequest</b></p> <p>NG reported that despite all the problems in getting commitment from other counties, this year's tournament was very successful with 10 teams participating, including 2 from Herts, and Herts 1 winning. NG is intending to email the participating counties to thank them and to generate interest in next year's tournament. Ideally, from a scheduling and financial view we would have 12 teams. Previous years tournaments have roughly broke even, but this season, despite fees having been increased, the tournament suffered a slight loss.</p> <p><b>Suspended Coach/Member Communication Process</b></p> <p>This relates to the ongoing question on the issue of coaches/members that have been suspended by BE, and how that is communicated to clubs/county.</p> <p>BL had checked with BE, and members who have been through the BE safeguarding disciplinary process are referred to DBS and they decide what sanctions to apply outside badminton. No confirmation has been received as to whether that is linked to the BE membership system – DB is following up with BE.</p> <p><b>Premier Club Registration</b></p> <p>This is still ongoing; the application requires a risk assessment for HSV, and the template that BE has provided is not relevant. ZT noted that HSV requires a risk assessment to be submitted for every block booking. He will provide BL with copies of his answers.</p>	<p>NG</p> <p>DB</p> <p>ZT</p>
4.	<p><b>Coaches' Agreements</b></p> <p>a. <b>HMRC Requirements</b></p> <p>There is still uncertainty over what we need to do to avoid being liable for employment costs. Nick Rimmer (Operations Director at BE) has confirmed that he is still investigating using the HMRC Check Employment Status for Tax (CEST) tool to establish how to structure the coaches' agreement to ensure that they are confirmed as self-employed. He has also confirmed that a draft coaches' contract has been prepared and is currently with their lawyers for checking. KM to follow up.</p>	<p>KM</p>



	<p><b>b. Rate Review</b></p> <p>NG confirmed that all payments will be to the agreed scale next season</p>	
<p><b>5. Financial Matters</b></p>	<p><b>a. Change to move financial end of year to end of season / Constitution Change</b></p> <p>It was agreed that the proposal to move the financial year end from 30th Apr to the end of the season should be put to the AGM. The initial suggestion had been to move to 28<sup>th</sup> May, but it was agreed that 31<sup>st</sup> May would be more sensible.</p> <p><b>b. Fees for Next Season</b></p> <p>ZT had circulated a draft budget showing a slight profit on the year. Overall, squad sessions roughly broke even, matches and closed tournaments ran at a slight loss and open tournaments ran at a slight profit. However, it was noted that open tournament profit was reduced on previous seasons and this needs to be monitored closely as these tournaments have historically provided funds for providing additional junior badminton funding. In particular, it is important that BE tournaments within the county are spread so that age groups do not clash. MN has been in contact with BE to discuss scheduling problems for next season but has not had very positive responses. To be revisited next season.</p> <p>After much debate, considering the inflation rate and the projected income for next season, fees for next season were agreed as follows:</p> <p style="padding-left: 40px;">U10 squad fees – increased from £160 to £180 (recognising that the U10 squad is receiving more than the one-hour coaching that was originally budgeted)</p> <p style="padding-left: 40px;">U12 – U18 squad fees – increased from £320 to £330</p> <p style="padding-left: 40px;">SL match fees – retained at £10/match</p> <p style="padding-left: 40px;">ICT – increased from £330 to £350, given the losses from this season (see 5.e)</p> <p>Membership letters to be updated to include the new rates.</p> <p><b>c. Account Audit</b></p> <p>The new auditor (Raj Madah) should have the audit ready this week.</p> <p><b>d. Projects/New Activities that require funding in 2023/24</b></p> <p>Oaklands college are offering courses which combine study and sport for the 16-19 age group and are keen to work with us. It has been agreed that we will advertise this; they have been asked to supply a flyer with details, but nothing has been received yet. Flyer to be chased.</p> <p>NG needs to try out the hall to check its suitability, but he thinks it might have potential to set up a second county session. The concept would be to restrict the session to players who are in participating in tournaments. It was agreed that this should be investigated further.</p> <p>BE had supplied some information on Strength &amp; Conditioning coaching that they are developing for the national squads. NG felt that we are not interested in this at the moment. DB to inform BE.</p> <p><b>e. Review of 2023 ICT costs</b></p> <p>This season we made a loss of about £1k, with £2950 income and expenses of around £4k. A contributory factor in this loss was only taking 9 players, reducing income by £330. It was noted that this was a 'one-off' and that future teams would consist of 10 players.</p> <p><b>f. Medium/Long Term Spending Review</b></p> <p>HJBA need to examine our objectives so that we can plan our spending appropriately. Discussions were deferred until next season.</p>	<p><b>KM</b></p> <p><b>MN</b></p> <p><b>KM</b></p> <p><b>DB</b></p> <p><b>NG/ZT</b></p> <p><b>DB</b></p> <p><b>KM</b></p>



<p><b>6. AGM Arrangements</b></p>	<p>KM reported that all the current committee members had confirmed their willingness to stand again, apart from the previously notified standing down of BL as Closed Tournament Organiser; Ronnie Goode has volunteered to stand in her place.</p> <p>KM also reported that notification of the AGM had been sent out using the new bulk email system (sender.net) and that the next email, confirming any committee nominations received, will be sent 14 days before the AGM on 15<sup>th</sup> June. KM requested that all contributions to the AGM reports pack should be received before 15<sup>th</sup> June so that he can provide a link to the report in that email.</p> <p>A link to a Proxy vote form will also be provided to allow any member not able to attend the AGM to vote on the constitution change. It was agreed that if there are no contested committee positions, a vote will not be needed to accept those nominations. Consequently, in those circumstances, the Proxy vote form would not include a vote on the committee positions.</p> <p>It was confirmed that KM will not be able to attend the AGM and BL has agreed to take minutes in his place. KM to discuss any requirements for the AGM separately with BL.</p>	<p>ALL</p> <p>KM</p> <p>KM</p>
<p><b>7. Squad Trials Arrangements</b></p>	<p>The trials have been advertised and arrangements are in hand. KM has drafted a membership invitation letter and created online membership forms for each age group. A separate membership invitation letter for those parents unable to complete the online form has also been prepared, but this should only be used as a last resort. Copies of the draft documents and links to the online forms to be sent to ZT, MN and NG.</p> <p>ZT emphasised that it was important that after the trials, coaches should send list of invited players to KM and ZT to ensure that online applicants had, in fact, been selected.</p>	<p>KM</p> <p>MN/NG</p>
<p><b>8. Coaching Teams for 2023/24</b></p>	<p>The following coaching teams were agreed for the 2023 season:</p> <p>Head Coach – Kelly Matthews</p> <p>U10 – Nick Goode (manager) &amp; Christine Batty</p> <p>U12 – Stephanie Stockwell (manager) &amp; Lazar Tatrai (new level 1 coach)</p> <p>U14 – Mike Newlove (manager), Kelly Matthews &amp; Graham Clarke</p> <p>U16 – Ben Vranjkovic (manager – 1<sup>st</sup> team) &amp; James Gordon (manager – 2<sup>nd</sup> team)</p> <p>U18 – Kelly Matthews (manager) &amp; Sam Newlove</p>	
<p><b>9. Web Site Update / Social Media</b></p>	<p>It was agreed that the design of the website was very dated and needs an update. However, it was noted that the biggest challenge was keeping the content up to date and a new design would not help that problem. It was agreed that the website update project would be parked for the moment – NG is currently investigating an update to his work site and after that is completed, he will review how successful it has been and whether it is applicable to HJBA.</p> <p>KM reported that he had discussed how to keep our social media accounts up to date and that Kelly Matthews and Ana Chattoo had agreed to take this on. Kelly is suggesting that they will meet up weekly and agree posts etc. on our Facebook and Instagram accounts.</p>	<p>NG</p>
<p><b>10. Committee Reports</b></p>	<p>No reports were submitted.</p>	
<p><b>11. Communications with Clubs and Schools</b></p>	<p>KM reported that he had started using sender.net to email members as it has several advantages over sending through normal email clients, not least that it should reduce the amount lost as being flagged as spam.</p>	



12.	<b>AOB</b> Nothing to discuss	
13.	<b>Date of Next Meeting</b> The AGM on 29 <sup>th</sup> June 2023 at 1930, to be held in the International Suite at Hertfordshire Sports Village, De Havilland Campus, Hatfield Business Park, Mosquito Way, Hatfield AL10 9EU.	<b>KM</b>

K Maughan  
Honorary Secretary  
HJBA