



Minutes of meeting held on Monday 4th March 2019

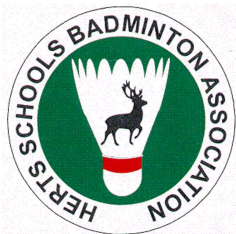
Present:

Mike Newlove (MN) – Chair / U14 Squad Manager / Open Tournament Coordinator
 Nick Goode (NG) – Vice-chair / U12 Assistant Manager/Coach
 Kevin Maughan (KM) - Secretary
 Barbara Lewczynska (BL) – Welfare Officer / Closed Tournament Coordinator
 Becky White (RW) U18 Squad Manager
 Dave Bartlett (DB) – HBA Rep
 Grahame Clarke (GC) - U14 Assistant Manager/Coach
 Ben Vranjkovic (BV) – Schools Representative
 Dominic Savage (DS) U14 Parent Representative
 Arun Gothandaraman (AG) U16 Parent Representative

	Item	Action	Due by
1	Apologies Ying Lee (YL) – Treasurer Joseph Eluekunnel (JE) – Fixtures manager Adrian Leung (AL) – U12 Squad Manager Jackie Ward (JW) – Newsletter/Publicity Editor John Stobo (JS) – Clubs Rep / U16 Assistant Manager/Coach Tharanga De Silva (TDS) – U12 Parent Rep Kelly Matthews (KMat) – U18 Assistant Manager/Coach		
2	Minutes of committee meeting on 06.12.18 Accepted unanimously and signed off by MN		
3	Actions arising not covered by an agenda item 10j BL had contacted Queenswood school to investigate the option of moving future tournaments to their hall as there is the potential offer of free court time was discussed. Although the hall is less central than Stevenage; they have yet to reply. BL to contact them again. 10.1 Subsidy for international players – update with full details for the form on the website to be prepared.	BL MN	
4	GDPR Actions from previous meetings: It was agreed that we should create a register of all personal data that the association holds. All committee members needs to provide AL with a list of the types of personal data that they hold (Names, addresses, phone numbers, email addresses, DOB, medical information etc.), why they hold it and how long they need to hold it for. Megan Lumb has now been co-opted onto the HSBA committee as HSBA archivist and added to the HSBA member list at BE as a volunteer. We need to establish what data she is currently holding and what she needs to carry out this role going forward. A privacy statement should be posted on the website and referred to on all HSBA documents. It may be possible to use the statement on the HBA site as a template.	ALL MN KM / AL / JS	



<p>5.</p>	<p>Shires League Entries and Trials Dates</p> <p>It was agreed that it was impractical to move the date of the trials sufficiently early that it could be before the cut-off date for Shire League entry (21/05/19). The squad trials date will be 23/06/19. Timings to be confirmed.</p> <p>Details of the trials to be communicated to all members. KM/JS/BV to ensure mailing lists for schools and clubs are up to date.</p> <p>The advantages to the squad players of entering two teams were discussed and it was agreed that where possible we should enter two teams for each age group. It was recognised that this will result in additional work for squad managers; it was suggested that additional assistance could be requested from parents and parent representatives.</p> <p>It was agreed that we will enter second teams in U12, U14 & U16 age groups team</p>	<p>KM</p> <p>SQD MGRS</p> <p>SQD MGRS / JE</p>	
<p>6</p>	<p>Constitution (NG)</p> <p>A draft constitution has been produced by the Constitution working group, in conjunction with Badminton England's Ethics & Compliance Manager, to update the current document (May 2013), clarifying a number of potentially ambiguous requirements and bringing it into line with the latest BE constitution template.</p> <p>The circulated draft was discussed and DB questioned the removal of the requirement to be affiliated to HBA and provided some spelling/grammatical corrections. HBA had been removed from the draft as there is no process for affiliating directly – only indirectly as a result of affiliating to BE – but this to be clarified with HBA and BE.</p> <p>It was agreed that once this is clarified, the proposed constitution should be put forward to an EGM of members as soon as practicable. Available dates for a suitable meeting room at HSV should be investigated.</p>	<p>KM</p>	
<p>7</p>	<p>Member and General Communications</p> <p>a. Newsletter (JW) Nothing to report</p> <p>b. Twitter A Twitter account has been created; next stage is to assign an administrator (currently KM). JW was suggested – to be discussed further.</p> <p>c. Instagram An Instagram account has been created; next stage is to assign an administrator (currently KM). JW was suggested – to be discussed further.</p> <p>d. Facebook (BV) It was noted that the Facebook page had not had any updates since 16th December.</p> <p>e. WhatsApp Groups JW to be added to all squad WhatsApp groups so that she is informed of news. A suitable opt out message should be included. BV can provide one to KM for circulation</p> <p>f. Email Nothing to report</p> <p>g. Website The website address is being publicised on all affiliation forms etc. and so it is important that it is kept up to date. Of the squad pages, only the U14 and U16 page has been updated since November 2016 – the remainder need updating as soon as squad photos with the new shirts can be arranged. The content for a new U10 page is needed urgently. JS has reported that the majority of the details on the clubs page are out of date, with some data being incorrect and some clubs no longer existing. He has volunteered to</p>	<p>NG / KM / JW</p> <p>NG / KM / JW</p> <p>SQD MGRS</p> <p>BV</p> <p>SQD MGRS</p> <p>BV</p> <p>JS</p>	



	<p>provide an updated list as soon as he can find time.</p> <p>The problem of keeping the site current is still ongoing. The bottleneck continues to be the lack of information being sent to the website coordinator, rather than the time required to update the site. It was agreed that this problem could be reduced by removing 'news' items, instead relying on social media channels to communicate to the members.</p> <p>h. General It was suggested that the social media channels could be controlled through Hootsuite, so that news is sent out in a coordinated manner. This should be investigated.</p>	<p>GC / KM</p> <p>NG / KM / JW</p>	
8	<p>Affiliations</p> <p>a. Players / HSBA Committee The fees applied to players starting part through the season were discussed. It was agreed that the fees should be calculated on a squad night pro-rata basis, but that the costs of BE affiliation fees should be applied in full.</p> <p>b. Schools Anyone involved with any school should try and persuade them to affiliate to HSBA. The affiliation form is available as a download from the website.</p>	<p>JS / YL</p> <p>ALL</p>	
9	<p>a. Constitution Sub Committee (NG) Covered under section 6.</p> <p>b. Premier Club Accreditation (NG) All the documentation is in place apart from providing the coaches BE affiliation numbers. Once these are submitted, BE needs to review the application; historically, BE have been very slow in their responses, so a rapid turnaround is not expected.</p> <p>c. Medium Term Spending Plans On hold, subject to a review of the effect of the spending increases this season on our funds..</p>	<p>NG</p>	
10	<p>Presented Reports:</p> <p>a. Treasurer (YL) No report</p> <p>b. Welfare Officer (BL) Nothing to report</p> <p>c. Fixtures Secretary (JE) The circulated report was accepted.</p> <p>d. Publicity Officer / Newsletter Editor (JW) Nothing to report.</p> <p>e. U10 Team Manager (BV) The circulated report was accepted</p> <p>f. U12 Team Manager (AL) The U12 squad has played really well this season, winning every match, so they will be seeded in the Shires League finals. It was noted that a number of players had not had the chance for competitive play this season. The introduction of a second team should resolve this problem next season (see section 5).</p> <p>g. U14 Team Manager (MN) There is one Shire League match left and a win will qualify the team for the play-offs. Numbers have been a little low this season for a variety of reasons.</p> <p>h. U16 Team Manager (HS) Nothing to report</p>		



	<p>i. U18 Team Manager (RW) The circulated report was accepted. It was noted that it is the first time in a number of years that the U18s have reached the play-offs and the team and squad managers and coaches were congratulated.</p> <p>j. Closed (HSBA) Tournament Secretary (BL) The circulated report was accepted. Closed tournaments and the Primary Schools tournament will run at a loss this season. It was agreed that BL should assess the numbers and recommend a fee increase to ensure that we break even.</p> <p>k. Open Tournament Co-ordinator (MN) There is an U15 Silver tournament on 23/03/19. So far there have been 161 entries (84 players).</p> <p>l. Herts Badminton Association Representative (DB) The next HBA committee meeting is to be held on 11/03/19. There hasn't been a meeting since the last HSBA meeting and so there was nothing to report. DB reported on the Save Gosling campaign. A positive result is that Gosling Sports Centre is not closing completely at the end of March, but it is only going to be opening during peak hours (17:00 - 22:00 and weekends) from 1st April.</p> <p>m. Junior Club Representative (JS) The circulated report was accepted</p> <p>n. Schools Representative (BV) Nothing to report. DB suggested that BV organised discussions and coordinated with CBNs about coaches going into schools.</p>	BL	
11	<p>U18 Manager BW has recently decided to relocate to Gloucestershire and will be moving in the next 2 weeks. The committee unanimously agreed that GC should be appointed as the new U18 squad manager. This will be communicated to the squad on Wednesday. Thanks were given to RW for her two very successful years in post and best wishes for the future for her and her family.</p>	RW / GC	
11	<p>AOB</p> <p>a. Thanks were expressed to Margaret for the use of her room for the meeting and providing drinks and biscuits.</p>		
12	<p>Date of Next Meetings EGM – target for week commencing 29/04/19 Next committee meeting - target for week commencing 20/05/19. AGM - target for end of June.</p>	KM	

K Maughan
Honorary Secretary
HSBA