



## Minutes of meeting held on Thursday 6<sup>th</sup> December 2018

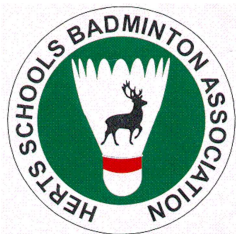
**Present:**

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  
 Jackie Ward (JW) – Newsletter/Publicity Editor  
 John Stobo (JS) – Clubs Rep / U16 Assistant Manager/Coach  
 Dave Bartlett (DB) – HBA Rep  
 Tharanga De Silva (TDS) – U12 Parent Rep  
 Dominic Savage (DS)- U14 Parent Rep

	<b>Item</b>	<b>Action</b>	<b>Due by</b>
<b>1</b>	<p><b>Apologies</b></p> <p>Ying Lee (YL) – Treasurer                      Joseph Eluekunnel (JE) – Fixtures manager                      Adrian Leung (AL) – U12 Squad Manager                      Cristina Di Gesaro (CG) - U16 Parent Rep</p>		
<b>2</b>	<p><b>Minutes of committee meeting on 06.10.18</b></p> <p>Accepted unanimously and signed off by MN</p>		
<b>3</b>	<p><b>Actions arising not covered by an agenda item</b></p> <p>3.1 U16 singles coach– Chris Adey is helping out. Khalid Qureshi is also assisting with U16s.                      Steph White is helping with the U12 squad                      It was noted that BL should be notified of all squad helpers to determine whether they need DBS checks.</p> <p>9I. Proposal for HSBA to treat non-affiliated clubs in the same way as affiliated clubs. DB reported that this was related to an anomaly in the BE affiliation process that allowed clubs to affiliate players, but not pay a club affiliation fee, saving significant costs but still providing the same player benefits. However it meant that the club was not affiliated to BE. Our constitution only allows clubs that are affiliated to BE to be HSBA members, and that cannot be changed without a constitution update. Referred to the Constitution Sub-committee.</p> <p>10.1 Subsidy for international players – update with full details for the form on the website to be prepared.</p> <p>10.4 The suggestion from AG of regular written feedback on player development from coaches to parents had been discussed by the squad managers and coaches and they had concluded that this formal reporting would take too much time. Parents with concerns should be encouraged to speak to the coach / squad manager.</p>	<p><b>Squad Mgrs</b></p> <p><b>KM</b></p> <p><b>MN</b></p> <p><b>Squad Mgrs</b></p>	
<b>4</b>	<p><b>GDPR</b></p> <p>Actions from previous meetings:</p> <p>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</p>		



	<p>information etc.), why they hold it and how long they need to hold it for.</p> <p>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.</p> <p>A privacy statement should be posted on the website and referred to on all HSBA forms.</p>	<p><b>ALL</b></p> <p><b>MN</b></p> <p><b>KM / AL / JS</b></p>	
<b>5</b>	<p><b>Draft Response to BE from Representative Group (DB)</b></p> <p>At the BE AGM, a group was set up to consider:</p> <p>Looking forward over the next two/three seasons, what changes in CBA (County Badminton Associations) income (1st point), changes in the membership of CBAs (2nd point), changes in the role and work of CBAs (3rd point), and changes in the partnership between BE and CBAs (4th point) does BE see occurring since last season; and, at the end of the Discover Badminton period, what does BE see then as the future role and work of CBAs in partnership with BE (5th point)</p> <p>A draft response has been circulated to the committee and was discussed at the meeting. Key points were:</p> <ul style="list-style-type: none"> <li>• the large drop in income without warning experienced by HBA due to the action of BE</li> <li>• further losses of clubs and members affiliated to HBA</li> <li>• losses of affiliated leagues</li> <li>• shortage of volunteers (immediate and longer term)</li> <li>• them (BE) and us situation developing</li> </ul> <p>Any additional points to those in the response should be sent to DB prior to 9<sup>th</sup> Dec.</p>	<p><b>ALL</b></p>	
<b>6</b>	<p><b>Tournament Trophy Engraving Costs (MN)</b></p> <p>The request for HSBA to fund the cost of trophy engraving was discussed. As there are so many HSBA tournaments and trophies (32) this would not be an insignificant cost and so it was decided that this could not be agreed for this season, when we have introduced a number of new, funded spending initiatives.</p> <p>Closed tournament fees are not sufficient to break even and the tournaments are currently run at a loss, to encourage maximum participation. This policy to be reviewed for next season, and a modest increase to cover engraving costs should be considered.</p>	<p><b>BL/ YL</b></p>	
<b>7</b>	<p><b>Member and General Communications</b></p> <p><b>a. Newsletter (JW)</b> JW reported that she had had very few items supplied to her for the newsletter despite reminders, and questioned whether it was worth continuing. It was also reported that parents were saying that since the newsletter changed to digital only, they do not read it. It was agreed that we would produce an annual newsletter, to be released just prior to the AGM, covering the whole year.</p> <p><b>b. Twitter</b> TDS suggested launching a Twitter account, as Herts Tennis communicates very successfully using this method. It was agreed that this should be investigated further.</p> <p>Check with BE if they have any guidelines.</p> <p>Herts Tennis twitter account – TDS to provide JW with details of the organiser for further discussions</p> <p><b>c. Facebook (BV)</b> The HSBA open Facebook page (<a href="https://www.facebook.com/HSBAbadminton/">https://www.facebook.com/HSBAbadminton/</a>) has been set up to communicate general information alongside the website.</p> <p>There were only 2 new postings in October, 2 in November and 1 so far in December and so to be relevant this needs to be significantly increased.</p> <p>There are currently only 31 followers of the Facebook page, which is very low</p>	<p><b>JW</b></p> <p><b>JW</b></p> <p><b>TDS</b></p> <p><b>ALL</b></p>	



	<p>considering we have nearly 100 players in the squads. If Facebook is going to be the medium through which we communicate in the future, this number needs to be far greater. TDS commented that Facebook may be the wrong medium and that we should develop our Twitter presence instead.</p> <p><b>d. WhatsApp Groups</b> WhatsApp groups to be set up by parent reps to communicate squad information; squad managers.  A suitable opt out message should be included. BV can provide one to KM for circulation</p> <p><b>e. Email</b> Emails will be used when it is necessary to communicate directly with individual parents/players (match information, personal matters etc.). It will also be used for communication with all members about HSBA business (AGM, EGM etc.).</p> <p><b>f. Website</b> 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 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</p>	<p><b>Squad Mgrs</b>  <b>BV</b></p> <p><b>Squad Mgrs</b>  <b>BV</b></p>	
8	<p><b>Affiliations</b></p> <p><b>a. Players / HSBA Committee</b> Nothing to report</p> <p><b>b. Schools</b> 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><b>ALL</b></p>	
9	<p><b>a. Constitution Sub Committee (NG)</b> Committee meeting to be organised for early January solely about updating the constitution.</p> <p><b>b. Premier Club Accreditation (NG)</b> All the paperwork has been received from BE. Next stage is for this to be checked and signed off by HSBA.</p> <p><b>c. Medium Term Spending Plans</b> On hold.</p>	<p><b>KM</b></p> <p><b>NG / MN / BL</b></p>	
10	<p><b>Presented Reports:</b></p> <p><b>a. Treasurer (YL)</b> No report</p> <p><b>b. Welfare Officer (BL)</b> Nothing to report</p> <p><b>c. Fixtures Secretary (JE)</b> There are two changes to the fixtures:</p> <ol style="list-style-type: none"> <li>U16 Team 2 vs Middlesex suffered a last minute cancellation due to confusion around Middlesex court bookings. As a result, we had to relay panic alerts to team managers and parents to put off the trip. This match is rescheduled to Sat March 9th.</li> <li>U16 Team vs Essex - Home venue changed from HSV to Birchwood</li> </ol> <p>I haven't heard any hiccups from team managers so hoping that fixtures are going well with every team.</p> <p><b>d. Publicity Officer / Newsletter Editor (JW)</b> Covered under 6a above</p>		



	<p><b>e. U10 Team Manager (BV)</b> The circulated report was accepted</p> <p><b>f. U12 Team Manager (AL)</b> The circulated report was accepted.</p> <p>NG suggested that a second Shires League team should be considered as it could include some U10s. JS commented that their experience of entering a second U16 team was that the cut-off for entering the team is just before our trials date. This should be discussed with the Shires League organiser (Ian Risotto) to see if the date can be pushed after our trials.</p> <p>TDS commented that we need to ensure that there is coaching cover as there was only one coach at the last session. Anna Collis was mentioned as a possible option.</p> <p><b>g. U14 Team Manager (MN)</b> The circulated report was accepted</p> <p><b>h. U16 Team Manager (HS)</b> There has been very good attendance at the squad nights. The U16 squad is running two Shires League teams this year and so far the first team have played 2 and won 2; the 2nd team played 1 lost 1 (that was against our first team)</p> <p><b>i. U18 Team Manager (RW)</b> The U18s are preparing for RIO but unfortunately due to hall problems, the date has had to be moved and now clashes with a Gold U15 tournament, meaning some of our players are unavailable.</p> <p><b>j. Closed (HSBA) Tournament Secretary (BL)</b> Attendance at the closed tournaments has been good. The option of moving future tournaments to Queenswood as there is the potential offer of free court time was discussed. Although the hall is less central than Stevenage, it was agreed that BL should investigate.</p> <p>The next Closed Tournament is on 20th Jan</p> <p><b>k. Open Tournament Co-ordinator (MN)</b> The circulated report was accepted.</p> <p>The U17 Bronze tournament last Saturday was very successful, with 197 matches played and a finish of 16:30.</p> <p>TDS volunteered to help running future BE tournaments.</p> <p><b>l. Herts Badminton Association Representative (DB)</b> DB reported that the last HBA meeting was on Monday, so no minutes are available yet.</p> <p>Minutes of the CBN meetings had been circulated</p> <p>DB passed round sheets summarising available coaching qualifications and roles and stressed the need to publicise these to squads as county needs more coaches.</p> <p><b>m. Junior Club Representative (JS)</b> Nothing to report</p> <p><b>n. Schools Representative (BV)</b> No report</p>	<p>MN</p> <p>NG</p> <p>BL</p> <p>MN</p> <p>Squad Mgrs</p>	
11	<p><b>AOB</b></p> <p>a. Sympathy was expressed to Simon Gouldstone from all the committee for the terrible incident involving his father.</p> <p>b. BL – HSBA should consider paying for one team to enter the Schools Tournament from affiliated schools (costs £30 / team). It was agreed that BL should contact Aleisha to determine whether cost was the bottleneck to participation, and also why Schools Games Partnerships didn't support it.</p>	<p>BL</p>	



	<ul style="list-style-type: none"> <li>c. TDS – there had been a request to HSBA to subsidise the Xmas party, as had been done in previous years. This was discussed, but was turned down for this season as it was felt that the logistics of returning money was too difficult (39/40 have already paid).</li> <li>d. NG – need to advertise to parents asking for general help – there are over 200 parents of squad children with a wide range of skills that we are not using.</li> <li>e. TDS – there had been a request from parents of children new to the squads and never having played in a tournament before, for the squad managers to communicate to children about what to expect at a tournament to make it less intimidating.</li> <li>f. Thanks were expressed to Margaret for the use of her room for the meeting and providing drinks and biscuits.</li> </ul>	<p><b>Squad Mgrs</b></p> <p><b>Squad Mgrs</b></p>	
<b>12</b>	<p><b>Date of Next Meeting</b></p> <p>A meeting on constitution updates to be arranged as early in January as possible.</p>	<b>KM</b>	

K Maughan  
 Honorary Secretary  
 HSBA