



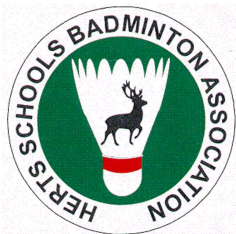
## Minutes of meeting held On Wednesday 23<sup>rd</sup> November 2016 in The International Suite, Hertfordshire Sports Village

**Present:** Ken Winchester (KW) - chair, Barbara Lewczynska (BL) – welfare officer, Ying Lee (YL) -treasurer, Cristina Di Gesaro(CDG) – U14 parent rep, Dave Bartlett (DB) – HBA rep Joseph Eleukunnel (JE) - U12 parent rep , Jo Clark (JC) – newsletter editor, Mike Newlove (MN) – U14 squad manager, Hitesh Shah (HS) – U16 squad manager, Adrian Leung (AL) – U12 squad manager and newsletter editor, Christine Adey (CA)- fixtures secretary, Kevin Maughan (KM)- secretary, Marjorie Dixon – ordinary committee member. Not all attendees present for full meeting.

	Item	Action	Due by
1.	<b>Apologies</b> – Rebecca White - U18 squad manager		
2.	<b>Minutes of committee meeting on 26.09.16</b>  KW signed off minutes from 26.09.16		
3.	<b>Matters arising not covered by an agenda item</b>  a) Meeting at HSV, booked by Ying. HSBA have four free sessions. Used three sessions already at beginning of season when coaches met parents. U18 did not have a parent coach meeting.  b) U18's still without new shirts for this season. CDG will liaise with Nick Goode to obtain samples for U18 players to try. Some players have ordered from RW but not received. RW to be informed  c) All our coaches have DBS certificates, just need certification numbers. Action - BL needs certification numbers from coaches and squad managers  d) Three girl players left/did not sign up for U16 squad. Concerns about younger players not getting opportunity to join U18 and play to full ability. Mike spoken with parents and KW written. Unlikely they will sign up. See U16 squad manager report.  e) DB - Badminton for Macmillan Cancer charity event tomorrow night, 24/11/16 at HSV 6-8pm. This is a work place challenge. Need scorers. Request for volunteers.  f) AIM Project 2016 report – Ian Robinson, set up coaching for primary school children in 5 primary schools, WGC. All going well. HSBA funded this for two terms. Potential for Ian to interest Hatfield schools. Action - DB to send detailed report of AIM project.	CDG, NG, RW  BL     DB	
4.	<b>Tournaments</b>  a) Closed - U18, U15, U11, U13, 15, 18b. Well attended. Two tournaments left Actions: BL to send JC winner details and photos for closed tournaments.  b) Open – U18 (60 entrants) - BL needs help with this - AL, JC volunteered  c) DK Way U15 – 06.11.16, tournament - very successful. Next tournament, U14- 11.12.16	BL  AL, JC	



5.	<p><b>Squad managers' reports</b></p> <ul style="list-style-type: none"> <li>a. U12 – report received from AL</li> <li>b. U14 – report received from MN</li> <li>c. U16 – verbal report from HS. Written report to be sent. Need more girl players for U14 squad – see HS report for more details</li> <li>d. U18 – report received from BW.</li> </ul> <p>Discussion – squad managers and coaches meeting TBA. Generic job descriptions to be written with adaptations for each age groups, as necessary. Use similar format/style to KM job description. Recognition that BW is new squad manager for U18 and needs more guidance and support. Would be helpful for BW to have a description of jobs U18 squad manager needs to do and timelines for these. CA given some advice on Rio and ICT.</p> <p>MD suggested more coaching during game play for U18. KW advised MD discuss with RW.</p>	All squad managers and coaches	MD
6.	<p><b>Chris and Marcus Event - 16<sup>th</sup> December (DB report)</b></p> <p>BE and Yonex approached HBA. Chris Langridge and Marcus Ellis on national tour. Event arranged for HSV - 16<sup>th</sup> Dec 19.00 to 21.15. Been advertised on HBA Facebook and all 72 Herts clubs been notified. Opportunity for one-pair from each HSBA squad to play against Chris and Marcus. Squad managers to choose and inform DB</p> <p>Just heard Chris cannot come. Awaiting furth discussion if he cannot attend ?      Actions – DB keep HSBA informed. Need volunteers – MD, CD.</p>	DB Squad managers	MD, CDG
7.	<p><b>Young Leaders Award - License Purchase (DB)</b></p> <p>Agreed buy another license for 2 years. Two year cost - £250. Needs to be a rollover item on agenda, to enable review of uptake. Current license expired 11<sup>th</sup> September, 2016. This is an electronic course. Still need to find tutors, pay coaches and find free courts if running a course. Cost to participants depends on how many apply for course.</p> <p>Agreed we would be responsible for promoting that HSBA have license. Applications to HSBA to use license. Needs to be level 2 coach for any sport to run a course.</p> <p>DB – send details to JC for newsletter and needs to be on HSBA website. Age 15-25y can apply.</p> <p>Committee agreed to purchase new license probably in New Year.</p> <p>Some participants went back and helped in schools and community sessions after being doing YLA. Could lead on to level 1 coaching qualification.</p>	YL DB	
8.	<p><b>NCSS International Training Day (DB)</b></p> <p>Dropped from agenda</p>		
9.	<p><b>Publicity/Newsletter (AL/JC)</b></p> <p>Thanks to JC and AL for all their hardwork in producing this.</p> <p>3 monthly newsletter</p> <p>1<sup>st</sup> newsletter – October.</p> <p>2<sup>nd</sup> newsletter - aiming for December</p> <p>Jo - to send an e-mail to parents asking them to inform her of their child's tournament achievements, so these can easily be included in newsletter. Otherwise JC has to search details for each child on BE site which is extremely time consuming.</p>		
10.	<p><b>Finance</b></p> <p>YL – Up-to-date and few current problems.</p> <ul style="list-style-type: none"> <li>a) <b>Medium Term Spending Plan</b></li> <li>b) <b>Review of spending alternatives</b> - small group to be formed to discuss strategic planning as have substantial balance in account.</li> </ul>	YL KW	JC, AL



	<p>Request from JC, AL for financial support with Xmas event for squads. Suggestion is – Gravity Force, St Albans – trampoline event, £150/session. Will take 50 children/session. Would need two sessions. JC to contact propose date of Dec 21<sup>st</sup>. If not available then bowling.</p> <p>Al, JC – suggested fees for league matches be paid by HSBA. Differing opinions – for and against. No final decision made. Cost to HSBA around £960/season. YL, treasurer not present for discussion</p>		
11.	<b>Fixtures</b> – matters already covered during meeting.		
12.	<b>Junior League</b> – no outstanding matters.		
13.	<b>Vacant Committee Positions</b> – not discussed due to time constraints		
14.	<b>Website</b> – no outstanding matters		
15.	<b>Welfare Officer</b> – matters previously covered during meeting		
16.	<b>HBA Rep</b> – matters previously covered during meeting		
17.	<p><b>Any Other Business</b></p> <p>Discussion about frequency and reasons for squad managers and coaches meeting. TBA Job descriptions – to be written for all officers of committee, coaches and squad managers. KM already written for secretary job, can be used as template for others. CA also written using KM template.</p> <p>JE – suggested splitting U12 by ability. Consider development squad. One main issues is more court time.</p>		
18.	<p><b>Date of Next Meeting</b></p> <p>Date of next meeting TBC (KW discuss with KM). Possibly a Tuesday Meeting today at HSV – well attended, 13 people. KW Recognised importance of KM as officer/committee member.</p> <p><b>Close of meeting 20.21</b></p>	KW, KM	