



Minutes of meeting held on 26.09.16

Present: Ken Winchester, Kevin Maughan, Mike Newlove, Marjorie Dixon, Jo Clark, Nick Goode, Dave Bartlett

		Action	Due By
1	<p>Apologies for Absence</p> <p>Adrian Leung, Ying Lee, Hitesh Shah, John Stobo, Kelly Matthews, Barbara Lewczynska, Christine Adey</p>		
2	<p>Minutes of Committee Meeting on 21.07.16</p> <p>Accepted unanimously.</p>		
3	<p>Matters arising not covered by an agenda item</p> <p>3.1 AIM Project 2016 Coaching project started – report awaited.</p> <p>NG – Primary schools where coaches are active have proven to be a good feeder for county squads, and an investment in that area should produce a good return. We should be prioritising schools within a reasonable radius of HSV as that has the highest likelihood of success.</p>		
4	<p>Venue and evening for subsequent committee meetings</p> <p>It was agreed that as an experiment we should try moving the next meeting to a Wednesday night at HSV to see if that is more convenient for attendees, as usually the majority of the committee will be at HSV on Wednesday evenings. It was recognised that coaches would not be able to attend the whole meeting and the agenda would need to be structured carefully so that relevant items are timed where the most relevant members would be present. It was also recognised that the effect of removing the squad managers temporarily from the coaching sessions would need to be assessed carefully. The next meeting was arranged for 18:00 on 23rd November.</p> <p>Room at HSV to be booked</p>	<p style="text-align: center;">KM</p> <p style="text-align: center;">KW</p>	
5	<p>Advertising of Herts Restricted and HSBA tournaments</p> <p>It was noted that Adrian has recently taken on responsibility for publicity and will be introducing a more organised release of information and new communication channels to parents. All HSBA tournaments are clearly listed on the HSBA website but it was agreed that some additional communication to the parents would be useful as a reminder.</p> <p>As a non-junior tournament, the Herts Restricted has not been promoted within HSBA in recent seasons – it was agreed that it needs to be publicised to U16 and U18 squads and added to tournament list on HSBA website.</p>	<p style="text-align: center;">AL</p> <p style="text-align: center;">GC</p>	



6	<p>Parent representative term of office</p> <p>Currently, parent representatives hold office between their election and the AGM. It had been proposed that they could hold office until replaced/re-elected at the start of the following season, as this would mean that parent reps were in place on the committee for the beginning of the season.</p> <p>The proposal was rejected as it was accepted that as the rest of the committee has to stand down at the AGM that it is inappropriate to extend the term of office of the reps. The potential problem of having parent reps of children who were no longer squad members (either by not being selected or moving out of U18s) was also noted.</p> <p>It was agreed that it is important that parent representatives are elected as soon as possible at the start of the season and the aim should be to have parent reps appointed by the end of the second session. We should include a paragraph in the introductory letter highlighting the importance of the parents' meeting during the second session.</p>	JS	
7	<p>Job Description/Appointment process for Squad Managers</p> <p>It was agreed that job descriptions should be prepared for all positions. Current holders to produce job descriptions for the next meeting or as early as possible.</p>	KM	
8	<p>Finance</p> <p>Shirts organised for U12, U14 and U16. Only U18 squad still to be arranged. Sizes need to be confirmed.</p> <p>It was agreed that the squad letter should make it clear when shirts are of a new design shirt, so that players know what they will be getting.</p> <p>Accounts are currently being audited by Colin Walker – he has commented on the amount of work involved in carrying out the role of Treasurer. There was a discussion of online fraud and it was agreed that we should look into our procedures to minimise the risk.</p> <p>Medium Term Spending Plan / Review of Spending Alternatives Deferred to the next meeting</p>	NG JS	
9	<p>Tournaments</p> <p>a. Closed Next tournaments are Oct 9th & 13th Nov</p> <p>b. Open U18 Bronze – 3rd December</p>		
10	<p>Junior League</p> <p>Awaiting final decision on age group.</p>		
11	<p>Website</p> <p>It was commented that some of the pages/information needs refreshing.</p>	AL/GC	
12	<p>Welfare Officer</p> <p>Barbara needs a list of all the current helpers/volunteers for DBS registration – squad managers to be reminded.</p>	KM	



13	<p>Squad Manager's Reports</p> <p>Reports submitted. U14 manager's report presented verbally that squad nights were going well. Disappointment expressed that two girls had dropped out of the U16 squad – letters to be sent to the parents to clarify the situation.</p> <p>No U18 report was available.</p>	KW RW	
14	<p>HBA Rep</p> <p>Minutes of the last HBA meeting circulated.</p>		
15	<p>AOB</p> <p>Birchwood Redevelopment – the council is currently planning for 4 courts which are not sufficient for HBA/HSBA use. DB is looking to persuade the council to extend to 6/8 courts.</p>		
16	<p>Date of Next Meeting</p> <p>Next meeting will be held on Wednesday 23rd November 2016, starting at 18:00 prompt at HSV.</p>	KM	

K Maughan
27/09/16