



Minutes of meeting held on Thursday 16th January 2020

Present:

Mike Newlove (MN) – Chair / Open Tournament Coordinator
 Kevin Maughan (KM) - Secretary
 Barbara Lewczynska (BL) – Welfare Officer / Closed Tournament Coordinator
 John Stobo (JS) – Clubs Rep
 Dave Bartlett (DB) – HBA Rep
 Dominic Savage (DS) - Convenor of the Squads Working Group

	Item	Action	Due by
1	Apologies Ying Lee (YL) – Treasurer Ben Vranjkovic (BV) – Schools Rep Joseph Eluekunnel (JE) – Fixtures manager Jackie Ward (JW) – Newsletter/Publicity Editor Nick Goode (NG) – Vice-Chair		
2	Minutes of previous committee meetings The minutes of the last committee meeting (14.10.19) were accepted unanimously and signed off by MN.		
3	Actions arising not covered by an agenda item Nothing outstanding		
4	GDPR Nothing to report. Outstanding actions from previous meetings: It was agreed that we should create a register of all personal data that the association holds. All committee members need 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 HJBA committee as HJBA archivist and added to the HJBA 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 HJBA documents. It may be possible to use the statement on the HBA site as a template.	ALL MN KM / AL / JS	
5	AGM Actions <ol style="list-style-type: none"> Young Coach and Young Volunteer of the Year No nominations were received last year. For this year it was agreed that we should communicate the awards earlier and communicate to clubs directly. Nomination form to be updated and sent to JS to circulate to clubs and BJ to circulate to coaches. HJBA Benefits for non-squad members (clubs & schools) JS is investigating some suggestions from Liz Bateman's social players – covered by JS club's rep report Affiliated schools support from CBNs This year's affiliation forms have been sent out to schools and a number returned. Details of the affiliated schools to be sent to DB. 	KM KM	



	<p>d. Tournament entry analysis The tournament entry subsidy for squad players needs to be properly costed and analysed.</p>	BL	
6	<p>Bill Goode's Bequest Bill Goode has left a bequest to HJBA of around £2k, and his family has asked HJBA to suggest an appropriate project on which to spend the money. Several ideas were discussed at the meeting, such as an U18 most improved player trophy and investing in an HJBA display board, but more ideas are needed before discussing further with the Goode family.</p>		
7	<p>Payment for Xmas Social Despite her best efforts, Cristina Di Gesaro was unable to generate sufficient interest to hold a Christmas social event this season. The suggestion has been made that in future the event should be funded by HJBA. This was discussed by the committee and it was decided that this couldn't be justified at a time when HJBA is running a significant deficit.</p>		
8	<p>Presented Reports</p> <p>a. Treasurer (YL) YL had prepared a debtors list, which will be sent to squad managers for chasing. YL had asked about distinguishing the electronic payment of Shires League fees in the accounts. BL to discuss with YL.</p> <p>b. Welfare Officer (BL) Nothing to report</p> <p>c. Fixtures Secretary (JE) Nothing to report. It was noted that noted that normal court bookings for matches should only be 4 courts for 3 hours. It was agreed that Queenswood is a very good facility, but is lacking changing rooms, and is difficult to manage the bookings as 8 courts have to be booked. Four court alternatives to be examined for next season – Sandringham / St Albans Girls / Presdales / Chiltern Academy / St George's School were suggested. Availability of Queenswood for squad trials (around 21st June) to be checked. 8 courts will be needed from 1100 - 1600</p> <p>d. Publicity Officer / Newsletter Editor (JW) Nothing to report. Need to start collating information for the end of season newsletter and explore how we can get more news into newspapers.</p> <p>e. Squads Working Group (DS) DS reported that the U12s are doing well. It had been asked whether there are target numbers for each squad as it was felt that there may be too many players in some of the squads. It was agreed that this should be left to squad managers to decide, prior to the trials, knowing squad night court and coach availability and player age group requirements. DS reported that the U14 and U16 squads are also doing well. The U18 team came a very respectable 4th at RIO.</p> <p>f. Closed (HJBA) Tournament Secretary (BL) The 3rd tournament of season had seen more players from Watford, which was attributed to Phil Adams' & Natalie Munt's influence BL has a mailing list of affiliated schools from last season to publicise the tournaments. Latest list of schools contacts should be sent to BL to check that she has a complete list.</p>	<p>YL/DS</p> <p>BL</p> <p>BL</p> <p>BL</p> <p>BL</p> <p>JW</p> <p>MN</p> <p>KM</p>	



	<p>Our Facebook page should be used to publicise the tournaments as much as possible, with posts prior to the tournament date to encourage participation, and posts about the results.</p> <p>g. Open Tournament Co-ordinator (MN) The U17 Bronze tournament in November was very successful.</p> <p>h. Herts Badminton Association Representative (DB) The notes from the last HBA meeting were reviewed. Point 2e (new regulations about safeguarding policies) was discussed and it was agreed that a review of whether we need to update our website should be carried out.</p> <p>KM outlined the problems with the affiliation system this season. DB asked for this to be provided to him in writing so that he could take it further.</p> <p>i. Junior Club Representative (JS) The submitted report was discussed. HJBA has agreed to underwrite a 'No strings' style social session for all junior players, with JS organising a 2 hour slot at Gosling in early March on a Sunday afternoon. This has been targeted at junior club members (probably the older members) and has been publicised through clubs. The £5/session fee should hopefully mean that the sessions will be self-funding.</p> <p>j. Schools Representative (BV) Nothing to report</p>	<p>BL</p> <p>BL</p> <p>KM</p>	
9	<p>Affiliations</p> <p>a. Players / HSBA committee KM reported that player affiliations had now been completed, although there remained a few Compete upgrades that hadn't been possible as they expired later in the season. These continue to be processed by BE, but they are adamant that Compete upgrades will have to be carried out by each player next season.</p> <p>Khalid Qureshi, the new U16 coaching assistant, is now affiliated to HJBA but his BE affiliation has expired and needs renewing. To be discussed with him.</p> <p>b. Clubs A list of affiliated junior clubs, as defined by our new constitution, to be requested from HBA</p> <p>c. Schools Affiliation forms for the new season have been sent out to the schools affiliated last season and an updated form has been posted on the website.</p> <p>It was agreed that an affiliate schools membership form should be prepared for schools that are not located within Hertfordshire, but want eligible players to participate in closed tournaments. Current rules are that players must have been born in, live in, or be at school in the administrative county of Hertfordshire, or be a member of a club affiliated to Herts Junior Badminton Association.</p>	<p>JS</p> <p>KM</p> <p>KM</p>	
10	<p>Committee Positions</p> <p>The fixtures secretary's job has been particularly challenging due to the entry of the A and B Shires League teams and the constraints of the Queenswood 8 court bookings. It was discussed how to ease the role, possibly by finding a 4 court hall for matches and/or having an assistant – to be discussed with JE.</p>	<p>MN</p>	
11	<p>Sub-Committees</p> <p>a. Medium Term Spending Plans On hold until the effect of the various initiatives on HJBA finances are clearer.</p>		
12	<p>Sport England Delivery Expectations</p> <p>Sport England has put forward a number of requirements that they are requiring county associations to follow. As part of this, HBA need HJBA to put forward a junior development plan. Timescale and details have yet to be communicated to HJBA.</p>	<p>DB</p>	



13	<p>Member and General Communications</p> <p>a. Newsletter (JW) End of season newsletter to be planned.</p> <p>b. Facebook (BV) It was agreed that squad managers and parents should be encouraged to use the Facebook page as much as possible to communicate tournaments, results etc.</p> <p>c. WhatsApp Groups Operating well for organising squads and matches, but need 'match' groups rather than squad groups.</p> <p>d. Website U10/U12/U14 squad pages need to be updated as soon as possible as they contain incorrect information (e.g. the wrong name for squad managers)</p>	DS DS	
14	<p>AOB</p> <p>a. Our ClubMark renewal is due in March</p> <p>b. It was noted that for Tier 4 (Copper) and 5 (No Strings) tournaments, all profits go to the organisers</p> <p>c. Goode Sports – the sponsorship provided by Goode Sports should be formalised in a document.</p> <p>d. Thanks were expressed to Margaret for the use of her room for the meeting and providing drinks and biscuits.</p>	NG KM/NG	
15	<p>Date of Next Meetings</p> <p>Monday 23rd March 2020.</p>	KM	

K Maughan
Honorary Secretary
HJBA