



## Minutes of meeting held on Tuesday 21<sup>st</sup> May 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  
 Ying Lee (YL) – Treasurer  
 Joseph Eluekunnel (JE) – Fixtures manager  
 Jackie Ward (JW) – Newsletter/Publicity Editor  
 Grahame Clarke (GC) - U18 Squad Manager  
 Dave Bartlett (DB) – HBA Rep

	Item	Action	Due by
1	<b>Apologies</b> John Stobo (JS) – Clubs Rep / U16 Assistant Manager/Coach Hitesh Shah - U16 Squad Manager Kelly Matthews (KMat) – U18 Assistant Manager/Coach Dominic Savage (DS) - U14 Parent Representative		
2	<b>Minutes of committee meeting on 04.03.19</b> Accepted unanimously and signed off by MN		
3	<b>Actions arising not covered by an agenda item</b> 10.1 Subsidy for international players – update with full details for the form on the website to be prepared.	MN	
4	<b>GDPR</b> 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 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	<b>Shires League Entries</b> Two teams had been entered in each of the U12, U14 and U16 age groups and all first teams had been seeded. It was noted that the addition of the 'B' teams would provide significant benefits to the whole squads, giving more opportunities of competitive play to all players. A single team had been entered in the U18 age group. It was also noted that the additional teams would add to the number of court hours and shuttles required, and this needs to be taken into account when considering the finances for next season. The additional matches would require supervision and this will also need organising, possibly involving parents. No team was entered in the U20 age group, as HBA is maintaining a senior county 4 <sup>th</sup> team which is being used to give these players county match experience.		



<p><b>6</b></p>	<p><b>AGM Arrangements</b></p> <p><b>a. Date</b> It was agreed that this should take place on 27<sup>th</sup> June. The meeting room at HSV to be booked.</p> <p><b>b. Accounts</b> Provisional figures are showing a significant loss for the season, which is not sustainable. It was agreed that there should be a meeting of a finance group prior to the AGM to analyse the effects of the several new initiatives that were introduced this season so that we can address the shortfall for future seasons. It was agreed that the group should consist of KM/YL/NG/MN/BL and take place on 13<sup>th</sup> June</p> <p><b>c. Reports</b> The reports for the AGM need to be with KM by 6<sup>th</sup> June to give time to collate and format them before the AGM.</p> <p><b>d. Clubs &amp; Schools reports</b> MN to discuss further with the clubs and schools reps.</p>	<p><b>KM</b></p> <p><b>KM</b></p> <p><b>Committee</b></p> <p><b>MN</b></p>																									
<p><b>7</b></p>	<p><b>Birchwood and other options</b></p> <p>The refusal of Birchwood management to renew the HBA contract needs to be resolved quickly as deadlines are rapidly approaching for next season (e.g. Shires League match dates are required)</p> <p>NG has spoken to Sam Frake (Birchwood) &amp; Lenny Brandon (Hatfield town council leader), and sent them an email yesterday suggesting a compromise arrangement. There was a council meeting 21<sup>st</sup> May and our booking is on the agenda. NG to chase up next week.</p> <p>Queenswood school is a good alternative, but BL feels that it is probably more suited to matches than tournaments, due to the open plan nature of the school and difficulties in controlling large numbers of players when off court. Court availability to be determined asap.</p>	<p><b>NG</b></p> <p><b>BL</b></p>																									
<p><b>8</b></p>	<p><b>Squad Manager, Assistant Squad Manager and Coaching Team</b></p> <p>The new constitution requires that the positions of the management team are reviewed annually prior to the squad trials.</p> <p>It was noted that this season had been very successful, and thanks were expressed to all the managers, coaches and parents who had contributed to this.</p> <p>The following was confirmed as the management teams for next season:</p> <table border="1" data-bbox="204 1451 1082 1832"> <thead> <tr> <th>Team</th> <th>Manager</th> <th>Assistant Manager</th> <th>Coach(es)</th> </tr> </thead> <tbody> <tr> <td>U10</td> <td>Nick Goode</td> <td>Not required</td> <td>Heidi Lawrence</td> </tr> <tr> <td>U12</td> <td>Steph Stockwell</td> <td>James Gordon</td> <td>TBA</td> </tr> <tr> <td>U14</td> <td>Mike Newlove</td> <td>Ben Vranjkovic</td> <td>Kelly Matthews</td> </tr> <tr> <td>U16</td> <td>Hitesh Shah</td> <td>John Stobo</td> <td>Ian Robinson Khalid Kurshi Chris Adey</td> </tr> <tr> <td>U18</td> <td>Graham Clarke</td> <td>Kelly Matthews</td> <td>David Westwood</td> </tr> </tbody> </table>	Team	Manager	Assistant Manager	Coach(es)	U10	Nick Goode	Not required	Heidi Lawrence	U12	Steph Stockwell	James Gordon	TBA	U14	Mike Newlove	Ben Vranjkovic	Kelly Matthews	U16	Hitesh Shah	John Stobo	Ian Robinson Khalid Kurshi Chris Adey	U18	Graham Clarke	Kelly Matthews	David Westwood		
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<p><b>9</b></p>	<p><b>Sport England Delivery Expectations</b></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 to be communicated to MN/KM.</p> <p>Requirements to be reviewed at finance meeting</p>	<p><b>DB</b></p> <p><b>KM</b></p>																									



10	<p><b>HJBA Representation on BE Council</b></p> <p>It had been suggested that one of HBA's two BE council seats should be filled by an HJBA rep. HBA has agreed that this should happen when there is a junior related item on the agenda. It was agreed that MN would be the rep if needed to substitute. DB to check about whether this needs to be registered with BE to make this official.</p>	DB	
11	<p><b>HJBA Benefits for non-squad members (clubs &amp; schools) / Hitchin Boys School Request</b></p> <p>Any request from schools for coaching assistance to be forwarded to Brian Jackson.</p> <p>DB presentation from last season, detailing the benefits to schools of affiliating to HJBA to be updated and circulated, extending the document to include benefits to schools.</p> <p>A funding presentation from Surrey was circulated and it was agreed that it could be used as a basis for a similar presentation for Hertfordshire.</p>	<p>KM</p> <p>KM</p> <p>KM</p>	
12	<p><b>Member and General Communications</b></p> <p><b>a. Newsletter (JW)</b> A number of reports had been received but there were a number of squad reports missing. In particular, the U12 Shires League should be included. Details of the missing squads to be forwarded to NG who will chase the managers involved. Deadline for the reports should be the end of this weekend (26/5/19)</p> <p>To comply with GDPR, circulation should be through KM (schools and clubs) &amp; team managers (players). It will also be posted on the website and made available through social media.</p> <p><b>b. Twitter</b> The Twitter account is up and running, and should be publicised as widely as possible. For the time being KM will administer the account, but this needs further discussion for the new season.</p> <p><b>c. Instagram</b> The Instagram account is up and running, and should be publicised as widely as possible. For the time being KM will administer the account, but this needs further discussion for the new season.</p> <p><b>d. Facebook (BV)</b> The Facebook page has been updated with the new association name.</p> <p>Recent posts to the Facebook page had included the U12 Shires League win, the U18 ICT success, an advertisement for the level 1 coaching course and the report of the junior league results. The League results have been seen by over 500 people.</p> <p><b>e. WhatsApp Groups</b> JW has found that there is too much 'noise' (weather, traffic, etc.) for the squad WhatsApp groups to be useful. One option is to have a 'news only' group. To be discussed further.</p> <p><b>f. Email</b> All committee email addresses have now been transferred over to the new <a href="http://hjba.org.uk">hjba.org.uk</a> domain</p> <p><b>g. Website</b> The website has been updated to remove any mention of HSBA and moved to the new <a href="http://www.hjba.org.uk">www.hjba.org.uk</a> domain. An attempt was made to update the content of as many pages as possible, fixing broken links, standardising navigation buttons, but some may remain, so please report any that are found. An U10 page has been added, but no picture was available – this can be added later. Other squad pages have been updated with obvious changes (like the date of the up-coming trials), but other information needs correcting, with new photos.</p> <p>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 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</p>	<p>JW / NG</p> <p>KM / JW</p> <p>KM</p> <p>KM</p> <p>SQD MGRS</p> <p>JS</p>	



	<p>be the lack of information being sent to the website coordinator, rather than the time required to update the site. The 'latest news' page now directs visitors to sign up to our social media feeds, so it is important that we make use of them.</p> <p><b>h. General</b> A Hootsuite account had been set up (thanks to Charlotte Willis for her help with this and her help with setting up our Twitter and Instagram accounts) and had been used by KM to post some news items. Administration of this to be reviewed for next season.</p>	<p><b>ALL</b></p> <p><b>KM</b></p>	
13	<p><b>Sub Committees</b></p> <p><b>a. Constitution Sub Committee</b> The new constitution was adopted unanimously at the recent EGM. Thanks were expressed to all involved for the many hours spent. The new Sports England document (see 9) requires that county constitutions are reviewed every two years. This to be scheduled.</p> <p><b>b. Premier Club Accreditation (NG)</b> HJBA has successfully achieved Premier Club accreditation and thanks were expressed to NG and all that participated as it involved a lot of paperwork. The new constitution has been uploaded to the BE site for assessment, but as it was checked by the BE ethics manager, no problem is anticipated.</p> <p>According to the BE site, the accreditation needs to be reviewed annually, so our review date will be 31/03/20.</p> <p><b>c. Medium Term Spending Plans</b> On hold, subject to a review of the effect of the spending increases this season on our funds.</p>	<p><b>KM</b></p> <p><b>KM</b></p>	
14	<p><b>Affiliations</b></p> <p><b>a. Players / HJBA committee</b> The new Sports England document (see 9) requires that county coaches are on the BE coaches register. The simplest method of keeping control of this is for all coaches to be registered as members with HJBA, and this is being done.</p> <p><b>b. Clubs</b> See 11</p> <p><b>c. Schools</b> The number of affiliated schools has fallen from last year. This needs to be addressed and a plan developed to expand membership. It was suggested that Ian Robinson could be involved more.</p> <p>In the meantime anyone involved with any school should try and persuade them to affiliate to HJBA. The affiliation form is available as a download from the website</p>	<p><b>BV/MN/NG</b></p> <p><b>ALL</b></p>	
15	<p><b>Presented Reports</b></p> <p><b>a. Treasurer (YL)</b> Nothing to report</p> <p><b>b. Welfare Officer (BL)</b> Nothing to report</p> <p><b>c. Fixtures Secretary (JE)</b> Nothing to report</p> <p><b>d. Publicity Officer / Newsletter Editor (JW)</b> Nothing more to report.</p> <p><b>e. U10 Team Manager (BV)</b> Nothing to report</p> <p><b>f. U12 Team Manager (AL)</b> Nothing to report</p>		



	<p><b>g. U14 Team Manager (MN)</b> Nothing to report</p> <p><b>h. U16 Team Manager (HS)</b> The circulated report was accepted.</p> <p><b>i. U18 Team Manager (RW)</b> Nothing to report</p> <p><b>j. Closed (HJBA) Tournament Secretary (BL)</b> Nothing to report</p> <p><b>k. Open Tournament Co-ordinator (MN)</b> Nothing to report</p> <p><b>l. Herts Badminton Association Representative (DB)</b> Nothing to report</p> <p><b>m. Junior Club Representative (JS)</b> Nothing to report</p> <p><b>n. Schools Representative (BV)</b> Nothing to report</p>		
<b>16</b>	<p><b>AOB</b></p> <p>a. It was felt that there was some confusion over what is included in ICT fees, and whether international players should be asked to pay them in full. It was agreed that we should publish a policy document on the website.</p> <p>b. Squad trials acceptance and rejection forms need to include the new logo and social media details.</p> <p>c. DB reported that Gosling is currently open Saturday and Sunday and weekday evenings. It is looking as though there will be a 4 year extension to the closure plan.</p> <p>d. It was noted that the notes from last year's AGM were not signed off as some of the wording was contested. The person contesting the notes (GH) had committed to send through a form of words which he would accept, but these have not been received. It was agreed that the notes would be released with a note against the contested section.</p> <p>e. Confirmation that the current committee members are prepared to re-stand next season should be sent through to KM as soon as possible, along with proposers and seconders.</p> <p>f. Thanks were expressed to Margaret for the use of her room for the meeting and providing drinks and biscuits.</p>	<p><b>MN</b></p> <p><b>MN/JS</b></p> <p><b>KM</b></p> <p><b>Committee Members</b></p>	
<b>17</b>	<p><b>Date of Next Meetings</b></p> <p>There will be a finance meeting for KM/YL/NG/MN/BL on 13<sup>th</sup> June – venue to be arranged.</p> <p>The AGM will take place on 27<sup>th</sup> June at HSV.</p>	<p><b>KM</b></p> <p><b>KM</b></p>	

K Maughan  
Honorary Secretary  
HJBA