



## Minutes of a Meeting held on Thursday 21<sup>st</sup> September 2023 at 44 Fulling Mill Lane, Welwyn AL6 9NP (also online over Zoom)

### Present:

Mike Newlove (MN) – Chair / Open Tournament Coordinator  
 Nick Goode (NG) – Vice-Chair  
 Kevin Maughan (KM) – Secretary  
 Ronnie Goode (RG) - Closed Tournament Coordinator  
 Barbara Lewczynska (BL) - Welfare Officer /  
 Joseph Eluekunnel (JE) – Fixtures Secretary

	Item	Action
1.	<p><b>Apologies</b></p> <p>Dominic Savage (DS) - Convenor of the Squads Working Group            Zoltan Tatrai (ZT) –Treasurer            Kelly Matthews (KMat) – Head Coach            Dave Bartlett (DB) – HBA Rep            Ian Robinson (IR) – Schools Rep            Ben Vranjkovic (BV) – Clubs Rep            Jackie Ward (YL) – Publicity Officer</p>	
2.	<p><b>Minutes of previous committee meeting</b></p> <p>The minutes of the last committee meeting (12/06/2023) were accepted unanimously, except that (Section 8) after the meeting, Steph Stockwell decided that she would not be able to continue as U12 squad manager. Kelly Matthews has stepped in as a temporary replacement.</p>	
3.	<p><b>Actions from previous meeting not covered by an agenda item</b></p> <p><b>Bill Goode's Memorial Tournament</b></p> <p>BL reported that she had received a very complimentary email about the tournament.</p> <p><b>Suspended Coach/Member Communication Process</b></p> <p>This relates to the ongoing question on the issue of coaches/members that have been suspended by BE, and how that is communicated to clubs/county.</p> <p>BL had checked with BE, and members who have been through the BE safeguarding disciplinary process are referred to DBS and they decide what sanctions to apply outside badminton. No confirmation has been received as to whether that is linked to the BE membership system – DB is following up with BE but was not at the meeting to report on any progress.</p> <p><b>Premier Club Registration</b></p> <p>This is still ongoing; NG agreed that he would progress.</p> <p><b>Change to move financial end of year to end of season / Constitution Change</b></p> <p>This had been put to the AGM in June and adopted unanimously. The financial year end is now 31<sup>st</sup> May.</p>	<p><b>DB</b></p> <p><b>NG</b></p>
4.	<p><b>Coaches' Agreements</b></p> <p>Nick Rimmer (Operations Director at BE) has provided a template for our coaches' agreement. This has been circulated for comment and converted into an HJBA document. General comment is that the document is very legalistic, but this is what BE has told us is necessary to satisfy HMRC that we are not employers, with all the financial and HR responsibilities and liabilities. A few queries have been referred back to Nick Rimmer; once</p>	



	we receive satisfactory responses it was agreed that the new contracts will be provided to our coaches.	KM/ZT
<b>5. Financial Matters</b>	<p><b>a. Projects/New Activities that require funding in 2023/24</b></p> <p>Oaklands college are offering courses which combine study and sport for the 16-19 age group and are keen to work with us. A flyer has been provided to us and publicised on our Facebook page. NG had checked the hall with a view to using it for the extra coaching session (section 6) and it is a good standard, but had no availability.</p> <p><b>b. Medium/Long Term Spending Review</b></p> <p>Suggestions for investing in projects that meet our objectives were discussed:</p> <p>NG – Primary schools' development. Putting investment into primary schools would broaden the base of players that could feed into the squads and clubs. One option would be to fund coaches for after schools/lunchtime sessions. The selected schools would need to be located close to clubs to ensure a pathway to play outside school. We need to establish the level of coach that would be suitable. BL to check whether a level 1 would be covered for these sessions.</p> <p>JE – Parmiters School (Garston) have many secondary school age children playing badminton and need committed coaching support. Phil Adams and Keith Burns are in that area but are oversubscribed. Brian Jackson to be contacted to see if there are any new level 2 coaches looking for work.</p> <p>NG reported that he had held a meeting with Ross Reid – the new BE Pathway Director for Juniors – who was interested in gathering information.</p> <p><b>c. Account Audit</b></p> <p>Last year's auditor (Raj Madah) has confirmed that he is happy auditing the accounts for the coming season.</p>	<p>BL</p> <p>MN</p>
<b>6. Extra Coaching Session</b>	<p>A new 2h weekly coaching session has been organised, headed by Kelly, and focussing on U15 and younger players. Eligible players that had shown commitment by playing in at least 6 BE tournaments during the season were invited and accepted onto the session on a first come-first-served basis, with numbers limited to 8 to ensure a high-quality session.</p> <p>It was reported that the session was now full. A proper financial review is needed, but it is roughly breaking even. Currently, the session will be kept to 8 players as more would need an additional coach to ensure the quality of the session. It was agreed that a grant application to help with funding should be submitted to BE.</p>	KM/NG
<b>7. Squad Trials / Online Registration Review</b>	<p>It was felt that the new online registration system generally worked well with only a few issues, mainly due to parents trying to access the wrong age group form. Another issue is that the players' medical issues are included on the form, but the managers don't have direct access to those answers.</p> <p>The online form is still 'live', so players that are accepted late onto squads and during the season shouldn't be an issue provided the parents complete the form, which then triggers invoicing and BE affiliation. It was agreed that we should continue with the online system next season with the following changes:</p> <ul style="list-style-type: none"> <li>the medical question will be removed from the online form and added to the paper welcome letter, where players/parents submit a reply slip to the squad managers committing to the behaviour code etc.</li> <li>the links for the different age groups will be made clearer on the welcome letter.</li> </ul> <p>The running of the trials was discussed, and it was agreed that given the number of players attending, it was too much to manage on a single night. The option of trialling for the U18s on a different night to free up more time should be considered by Squad Management.</p> <p>There was some concern that a small number of players attending may have been too inexperienced to be trialling, and that this could be quite upsetting for those players. Suggestions to address this included inviting coaches to view squad sessions/matches and including a section on the trials form for the older players to list their recent tournament participation. To be considered further by the Squad Management.</p>	<p>DS</p> <p>DS</p>



<p><b>8. Squads</b></p>	<p>The following coaching teams were confirmed for the 2023 season:</p> <p>Head Coach – Kelly Matthews</p> <p>U10 – Nick Goode (manager) &amp; Christine Batty</p> <p>U12 – Kelly Matthews (temp manager) &amp; Lazar Tatrai (new level 1 coach)</p> <p>U14 – Mike Newlove (manager), Kelly Matthews &amp; Graham Clarke</p> <p>U16 – Ben Vranjkovic (manager – 1<sup>st</sup> team) &amp; James Gordon (manager – 2<sup>nd</sup> team)</p> <p>U18 – Kelly Matthews (manager) &amp; Dave Westwood</p> <p>A search for a replacement U12 manager is ongoing. Some possible alternatives have been identified.</p>	<p><b>KMat</b></p>
<p><b>9. Web Site Update / Social Media</b></p>	<p>It was agreed that the design of the website was very dated and needs an update. However, it was noted that the biggest challenge was keeping the content up to date and a new design would not help that problem. Simplifying the content and removing old material as a first step might improve the site.</p> <p>It was agreed that the website update project would be parked for the moment – NG is currently investigating an update to his work site and after that is completed, he will review how successful it has been and whether it is applicable to HJBA.</p> <p>KM reported that Kelly had confirmed that she and Ana Chatto were still keen to take on keeping our social media accounts up to date. To be progressed.</p>	<p><b>KM</b></p> <p><b>NG</b></p> <p><b>KM</b></p>
<p><b>10. Committee Reports</b></p>	<p>JE reported that he expected all Shires League fixtures to be confirmed by end of the month. Presdales is working well as a match venue. There are some clashes which will require some matches to be played at Stevenage Leisure Centre.</p>	
<p><b>11. Communications with Members</b></p>	<p>The communications schedule appears to be working with regular emails being sent out to the members. KM reported that he was preparing an email with links to BE tournaments for squad players to encourage participation.</p>	<p><b>KM</b></p>
<p><b>12. AOB</b></p>	<p>Nothing to discuss</p>	
<p><b>13. Date of Next Meeting</b></p>	<p>19:30 on November 30<sup>th</sup> 2023, at 44 Fulling Mill Lane, Welwyn AL6 9NP.</p>	<p><b>KM</b></p>

K Maughan  
 Honorary Secretary  
 HJBA