



## Minutes of a Meeting held on Monday 24<sup>th</sup> October 2022 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  
 Zoltan Tatrai (ZT) – Treasurer  
 Kevin Maughan (KM) - Secretary  
 Barbara Lewczynska (BL) - Welfare Officer / Closed Tournament Coordinator  
 Dominic Savage (DS) - Convenor of the Squads Working Group  
 Dave Bartlett (DB) – HBA Rep

	Item	Action	Due by
1.	<b>Apologies</b> Joseph Eluekunnel (JE) – Fixtures Secretary Jackie Ward (YL) – Publicity Officer Ben Vranjkovic (BV) – Clubs Rep		
2.	<b>Minutes of previous committee meeting</b> The minutes of the last committee meeting (11/07/2022) were accepted unanimously.		
3.	<b>Actions from previous meeting not covered by an agenda item</b> <b>Bill Goode's Bequest</b> NG reported that next year's tournament will be held on 11/06/2023. He is hoping to have 12 teams competing but is finding that many other junior county associations are struggling. <b>Anna Collis's Junior League</b> Anna Collis has started a junior league, playing on 1 day monthly in Fernhill School, Letchworth. The format consists of multiple ages, with the players ranked in ability order. Currently she has four teams - Comets, Abbey and 2 from Anna's clubs		
4.	<b>Actions from 2022 AGM</b> Ken Winchester had asked about the auditing of our accounts. This is an ongoing action over several months with our identified auditor not yet having chance to carry out the audit. It was agreed that NG should continue to investigate alternatives; Sydney Hall's father was suggested. At a minimum we should aim to get last year's accounts audited.	NG	
5.	<b>Squad Trials &amp; Membership Take-up</b> ZT reported that membership income is £2.7k less than budgeted, many due to the take-up of U18 places being lower than expected.		
6.	<b>Communications with Clubs and Schools</b> A spreadsheet detailing the required communications (email/Facebook) publicising HJBA and other local badminton events has been circulated by BL/KM. Email and FB templates for the different events are being created to minimise future effort.	BL/KM	



7.	<p><b>Coaches' Contracts</b></p> <p>HMRC Requirements – DB has received confirmation from Nick Rimmer (Head of Development at BE) confirming the number of hours for which our coaches are paid (once a week and &lt; 20h a week) are below the HMRC threshold for requiring a contract.</p> <p><b>[Note – post meeting it transpired that the confirmation did not give a definitive view on this issue and further clarification and investigation is required.]</b></p> <p>Rate Review – ZT had reported that although squad numbers are not as high as expected, we are currently likely to make only a small loss for the season. Currently we are budgeting £9.2k for coaching expenses for the season. It was unanimously agreed that we should raise the rates given to our paid coaches by 10%, starting from the coming half term.</p> <p>Claim form to be updated with new rates. A request had been made to KM that the claim form be converted to Excel to make it easier to complete. This to be investigated.</p> <p>Coaches to be informed.</p>	<p>DB</p>      <p>KM</p> <p>DS / KMat</p>	
8.	<p><b>Financial Matters</b></p> <p><b>a. Match Fee Payment Process</b></p> <p>ZT requested that squad managers should be reminded that the process for paying match fees is now that he receives a single online payment from the squad manager. It is the manager's responsibility to chase outstanding fees.</p> <p><b>b. Player Affiliation Process Review</b></p> <p>It was felt that the process of adding player details to a squad Google document had worked adequately and made the job of invoicing and affiliating for ZT and KM less time consuming. However, some managers had found filling in the sheet quite challenging, especially if they were not regularly logged onto their computers.</p> <p>The option of developing an on-line system was discussed, where parents might be emailed a bespoke link for them to fill in their children's information. It was felt that this would be useful to investigate for invoicing and affiliation, but that there still should be a paper version that would be kept by the managers containing any health information and a signoff of the players behaviour and priority expectations. It was agreed that we should develop an online system over the next few months and arrange for testing with current squad members to establish whether it will be practical for next season.</p> <p><b>c. Projects/New Activities that will require funding in 2022/23</b></p> <p>None at the moment</p> <p><b>d. Review of 2022 ICT costs</b></p> <p>ZT reported that he still hasn't received the accommodation invoice from BE, so it is not possible to review the costs yet.</p> <p><b>e. Medium/Long Term Spending Review</b></p> <p>Deferred for a future meeting.</p> <p><b>f. Late Payment Squad Fees</b></p> <p>ZT reported that despite numerous reminders, there was an outstanding squad fee. It was agreed that the parent should be informed that their children should not attend any further squad sessions until payment is received due to insurance concerns.</p> <p>It was agreed that the membership letter should be clarified that children should not attend after the invoice due date, until the invoice is settled, due to insurance concerns.</p> <p><b>g. Tier 5 Tournament Payments</b></p> <p>It is not possible to use the BE tournament software to pay for entry into Tier 5 tournaments as the software requires a BE membership. It was agreed that payment could be made directly into our Lloyds account, providing it is accompanied by a clear reference.</p>	<p>DS/MN/ NG</p>      <p>ZT/KM</p>      <p>ZT</p>  <p>KM</p>  <p>NG</p> <p>KM</p> <p>MN</p>	



	<p><b>h. Event Financial Reviews</b></p> <p>Due to low entry levels, our September event only just broke even, or may have made a small loss. It was agreed that where possible, each completed HJBA event should provide a financial review.</p>	<p><b>ZT/BL</b></p>	
<p><b>9. Committee Reports</b></p>	<p>The submitted and circulated reports were accepted</p> <p>NG noted he had extended the U10s into his Friday night session, with a 1-hour session at the beginning for 7 players and it is working well. This means that there are now 18 players in U10s so widening the base, a very positive result for the county.</p> <p>Match selection criteria were discussed, related to players training elsewhere on a squad night. It was agreed that a meeting with coaches should be arranged to discuss this before the end of the season.</p>	<p><b>DS/KMat</b></p>	
<p><b>10. Junior Badminton Network</b></p>	<p>IR had reported that there was a clash of the proposed date (5<sup>th</sup> March) with the Primary Schools tournament. This was discussed and it was agreed that the date of the Junior Badminton Network event should be moved if possible, as the same coaches would normally attend both events.</p>	<p><b>IR/BL</b></p>	
<p><b>11. AOB</b></p>	<p><b>DB</b> – has an updated list of Hertfordshire coaches – BL to be sent a copy.</p> <p><b>NG</b> – we should investigate giving players travelling long distances to HSV a discount on squad fees to encourage participation from the underrepresented, more remote parts of the county.</p>	<p><b>DB</b></p> <p><b>NG</b></p>	
<p><b>12. Date of Next Meeting</b></p>	<p>Early January, possibly 9<sup>th</sup>.</p>	<p><b>KM</b></p>	

K Maughan  
 Honorary Secretary  
 HJBA