



## Minutes of meeting held on Thursday 12<sup>th</sup> July 2018

**Present:**

Mike Newlove (MN) – Chair / U14 Squad Manager / Open Tournament Coordinator  
 Nick Goode (NG) – Vice-chair / U12 Assistant Manager/Coach  
 Barbara Lewczynska (BL) – Welfare Officer / Closed Tournament Coordinator  
 Kevin Maughan (KM) - Secretary  
 Jackie Ward (JW) – Newsletter Editor  
 Brian Jackson (HBA Rep Sub)  
 Ben Vranjkovic (BV) – Schools & Colleges Rep  
 John Stobo (JS) – Clubs Rep / U16 Assistant Manager/Coach  
 Kelly Matthews (KMat) – U18 Assistant Manager/Coach

Adrian Leung (AL) – U12 squad manager (after item 1)

	Item	Action	Due by
1	<p><b>Squad Managers' Appointments</b></p> <p>The squad management and coaching teams for the U12, U14, U16 and U18 squads were discussed in the absence of the squad managers.</p> <p>All squad managers had confirmed their wish to continue in post. It was unanimously agreed that the current managers should be reappointed.</p> <p>U12 – Adrian Leung            U14 – Mike Newlove            U16 – Hitesh Shah            U18 – Becky White</p> <p>The current assistant managers/coaches were also reappointed:</p> <p>U12 – Nick Goode            U14 – Graham Clarke            U16 – John Stobo            U18 – Kelly Matthews</p> <p>The coaching squad was also discussed. Debbie Clarke is no longer able to be U10 coach next season. Thanks were expressed for her hard work last season. 13 U10s and 22 U12s have been invited to join the squads next season and although the current coaches (AL/NG/BV) can probably cope, an additional experienced level 2 coach should be sought. It was agreed that the role should be a coaching position, rather than as an U10 manager, and that the squad would operate under the U12s. Details to BJ to circulate.</p> <p>It was agreed that the U16 squad needs an additional coach, to assist particularly at singles. Suitable coach to be identified</p> <p>As a general point it was agreed that the committee should be looking for good coaches to get involved with the squads, either now or in the future. KMat has some good contacts and will approach them to determine interest.</p>	<p>MN/AL</p> <p>MN/HS/JS</p> <p>KMat</p>	
2	<p><b>Apologies</b></p> <p>Hitesh Shah (HS) - U16 Manager            Ying Lee (YL) – Treasurer            Rebecca White (RW) – U18 Squad Manager            Dave Bartlett (DB) – HBA Rep</p>		
3	<p><b>Minutes of committee meetings on 07.06.18</b></p> <p>Accepted unanimously and signed off by MN</p>		



4	<p><b>Matters arising not covered by an agenda item</b></p> <p>3 Birchwood Summer bookings. SA is managing the bookings and needs to agree a process for collecting payment with YL. Developing a website and/or booking and payment app had been suggested in the past. AL commented that this is overkill for what we need, as it would require someone to set up and manage logins etc. He suggested just setting up a read only online spreadsheet with a link from the websites. To be taken forward to the HBA meeting for discussion with Colin Walker.</p>	BJ	
5	<p><b>GDPR</b></p> <p>It was agreed unanimously that HSBA needs a designated Data Protection Officer (DPO) and that AL should be appointed to that role..</p> <p>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.</p> <p>JS noted that the player data sheet now contains various opt ins.</p> <p>It was suggested that to minimise the need for individuals holding data, JW could send the newsletter the schools rep, the clubs rep and the squad managers who could then forward to the list of contacts they hold.</p> <p>Megan Lumb (ML) has been acting as an unofficial HSBA archivist for many years. For GDPR this role needs to be brought within HSBA and so she needs to be co-opted onto the committee. This was agreed – ML to be approached with this suggestion. Additionally we need to establish what data she is currently holding and what she needs to carry out this role going forward.</p> <p>A privacy statement should be posted on the website and referred to on all HSBA forms.</p> <p>The data breach complaint from Melissa Davey (MDa) was discussed. AL had reviewed the complaint and the circumstances and has decided that in this case there was no data breach and authorised KM to reply to MDa with the conclusion of HSBA’s investigation.</p>	<p>ALL</p> <p>JW</p> <p>MN</p> <p>AL / JS</p> <p>KM</p>	
6	<p><b>AGM Review</b></p> <p>The communication had been received by KM from Melissa Davey, querying the voting for the role of clubs rep, and requesting documentation to justify the voting process within 14 days. A suitable response was agreed.</p>	KM	
7	<p><b>2018/19 Aims and Objectives</b></p> <p>It was agreed that each committee member should provide a short list of aims and objectives for their roles as part of their reports for the next committee meeting</p> <p>JS noted that his objectives for the year had already been published as part of his resume circulated prior to his election as clubs rep.</p> <p>General objectives were discussed:</p> <ul style="list-style-type: none"> <li>- Communication – the website needs updated content and design. HBA will be releasing a new version of their website soon and the suggestion was made that we might be able to ‘share’ that hosting. DB to be consulted.</li> <li>- Communication – it was agreed that a closed Facebook group should be set up as soon as possible to communicate with squad parents</li> <li>- Constitution – the constitution needs revision and clarification in a number of areas, and also a review of the list of officials (e.g. DPO and archivist). A new sub-committee should be set up once parent reps have been appointed with the objective to complete the work prior to the end of the season. NG was appointed to lead the group.</li> <li>- Newsletter - previously, Jo Clarke had collated all the tournament results for inclusion in the newsletter. JW asked that this task should be included in the parent reps’ role as they were closer to the players and tournaments. This was agreed.</li> </ul>	<p>ALL</p> <p>BJ</p> <p>BV</p> <p>NG</p> <p>Squad Mgrs</p>	



<b>8</b>	<b>AOB</b> 6.1 JS had attended the Shires League AGM / Fixtures meeting with JE and noted that fitting in all the matches into Birchwood was a major challenge. With the senior and masters fixtures about to be arranged it was important to ensure the junior fixtures were booked with CW. 6.2 It was agreed that an appropriate token of appreciation should be given to KW for his many years of dedicated service to HSBA.	<b>MN/BL</b>  <b>MN</b>	
<b>9</b>	<b>Date of Next Meeting</b> Provisionally set as 4 <sup>th</sup> October 2018	<b>KM</b>	

K Maughan  
Honorary Secretary  
HSBA