



Minutes of meeting held On Thursday 2nd November 2017

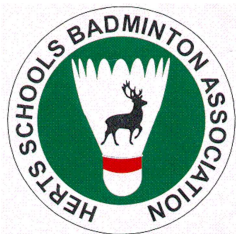
Present:

Graham Hall (GH) – Vice-Chair
 Paul Kempster (PK) – HBA Chair
 Barbara Lewczynska (BL) – Welfare Officer
 Kevin Maughan (KM) - Secretary
 Joseph Eleukunnel (JE) – Fixtures Secretary
 Melissa Davey (MDa) – Clubs Rep
 Jo Clark (JC) – Newsletter Editor
 Marjorie Dixon (MDi) –Committee Member
 Dave Bartlett (DB) – HBA Rep
 Mike Newlove (MN) – U14 Squad Manager
 Rebecca White (RW) (joined part way though) (RW) – U18 Squad Manager
 Nick Goode (NG) – U12 Assistant Manager/Coach
 Graham Clarke (GC) – U14 Assistant Manager/Coach & website Manager
 Kelly Matthews (KMat) – U18 Assistant Manager/Coach
 Micky Mahbubani (MM) – U14 - Parent Rep
 Arun Gothandaraman (AG) – U16 - Parent Rep
 Simon Jarman (SJ) – U18 Parent Rep
 Jackie Ward (JW) – U18 Parent Rep

	Item	Action	Due by
1	<p>Apologies</p> <p>Debbie Clarke (DC) – U10 coach/manager Steven Aiken (SA) – U14 - parent rep Adrian Leung (AL) – U12 squad manager Hitesh Shah (HS) – U16 squad manager Ying Lee (YL) – Treasurer</p>		
2	<p>Minutes of committee meetings on 18.04.17</p> <p>Accepted unanimously and signed off by GH</p>		
3	<p>Matters arising not covered by an agenda item</p> <ol style="list-style-type: none"> Support for U18 Manager – need process documented for RIO & ICT. RW has started documenting RIO. RW to circulate. JW to follow up with RW U18 players survey – results to be reviewed JW to follow up with RW BL has been in contact with DKWay about their tournaments and agreed a process to ensure that the problems encountered over the last two seasons are not repeated. A process document with timescales needs to be prepared that can be published to assist other non-county organisations looking for tournament sanction. <p>Aims and objectives meeting</p> <ol style="list-style-type: none"> Other actions from meeting – Adrian’s report has been sent out to the managers as a template: <ul style="list-style-type: none"> Criteria for on-going squad memberships Aims and objectives for each squad Job descriptions for squad managers Squad managers – need to think about ratio of players and coaches AL to report on how this worked last season. NG to follow up with AL 	<p>JW</p> <p>JW</p> <p>BL</p> <p>NG</p>	



4	<p>AGM</p> <p>Draft minutes to be circulated to attendees and committee.</p>	KM	
5	<p>Future Meeting Day/Time</p> <p>There was much debate about the option of holding committee meetings on a Wednesday during a squad session. The squad managers and assistant managers/coaches in attendance were strongly opposed to this as it would mean taking them away from their squads. It was agreed that for the next meeting we should test a Tuesday at Hertfordshire Sports Village at 20:00.</p>	KM	
6	<p>U10 Squad Management</p> <p>There had been some concerns expressed by DC about the structure U10 squad management; originally DC had understood that it would be under the umbrella of the U12 squad, but this was now under debate. GH agreed to discuss with AL/DC to determine the issues involved and try and resolve them. If the U10s are a stand-alone group, we can then formally appoint Debbie as the manager at the next committee meeting.</p> <p>Barbara to check for any specific child protection issues with this younger age group (ratios of adults to children / any special requirements etc.)</p>	GH BL	
7	<p>U20 Squad Management / Support</p> <p>GC volunteered to manage the U20 squad with Sue Clarke as assistant. David Brown has also expressed an interest in managing the squad – GC to contact him to discuss.</p> <p>The possibility of organising practices was discussed and it was agreed if they went ahead that HSBA would fund the costs.</p>	GC GC	
8	<p>Birchwood Summer Court Booking</p> <p>JC noted that the court booking process for summer courts was not ideal, with clashes and players just turning up. To be deferred to later meeting.</p>	KM	
9	<p>Publicity/Newsletter/Website</p> <p>JC expressed her frustration that the newsletter circulation list to schools was not up to date and was inaccurate. KM advised that the BE approved and organised schools affiliation process that he was currently progressing will collect the personal email addresses of the staff involved in badminton at each school that wishes to be considered affiliated. Once the forms are returned and collated KM to provide JC with an up to date list</p> <p>JC also commented that the website was well out of date and needed an update in both design and content. GC commented on the difficulty of updating photos on the site. KM explained that he had created the site over 10 years ago and website design tools had moved on dramatically in that time. He fully agreed that the site needed a redesign, but cautioned that this would not resolve the issue of out of date content.</p> <p>SJ agreed to examine the current site with a view to transferring to WordPress, which would give a more modern design and tools to make updating of images much easier and faster.</p> <p>It may be possible / desirable to have a cut down version of the site - JC to provide SJ with a list of pages and functionality she feels essential.</p> <p>MDa offered to help with transferring the site to WordPress, if required.</p>	KM SJ JC SJ	



10	<p>HSBA Tournament Shields / Engraving</p> <p>Engraving costs are currently borne by the winners. BL noted that there are 26 trophies with engraving costs approximately £15 / trophy (£390). A decision on whether HSBA should pay for the engraving was referred to the expenditure working group.</p> <p>It was noted that some players have paid for trophy repairs in the past. It was agreed that any repairs should be reclaimed from HSBA,</p>		
11	<p>Shires League Match Fees</p> <p>It had been suggested that Shires League players should not pay a match fee. Referred to the expenditure working group.</p>		
12	<p>Sparring Sessions</p> <p>JE presented his proposal that had been previously circulated to the committee, requesting the organisation of a sparring session on a night separate to squad nights where players from different age groups would spar against each other, the objective being to stretch the better players in the younger ages groups.</p> <p>It was agreed that more badminton for the children is a good thing. KMat observed that players already have the opportunity to play players outside their age group if they are good enough and that it may be necessary to invite players from outside Herts to create the desired competitive environment. GH proposed that how this should be structured should be covered under discussions on constitution.</p>		
13	<p>Constitution</p> <p>There was a lengthy discussion about the constitution with some diverse views strongly expressed. GH suggested that, as they were paying their squad fees, every parent of squad players should have a vote at the AGM. This raised a number of comments, particularly how that would affect the balance of representation at the AGM of clubs and schools. GH suggested that as most of HSBA's current focus is on the squads, one option would be to separate out clubs and schools to a separate organisation, leaving HSBA to focus solely on managing the squads. It was noted by the parent reps present that parent representation at the AGM had not been raised with them as an issue.</p> <p>A vote was held as to whether a working party should be set up to review any problems with the constitution and structure, parental concerns and to make recommendations back to the main committee. This was passed by 9 votes to 7. The working party will consist of GH / DB / MM / JW / NG / MDa.</p>	GH	
14	<p>EGM Date</p> <p>Following the recent communications with the committee and MDa's concerns, KM had canvassed a number of members and stated that he had received requests from ten members (the minimum number required by the constitution) to hold an EGM to elect a chair.</p> <p>MDa requested that the names of the members be circulated to the committee.</p> <p>As the meeting room booking was about to expire GH suggested that the EGM should be held over until the constitution sub-committee reported back, as the current constitution was ambiguous in some areas with regard to membership. KM pointed out that the constitution could only be changed at an AGM/EGM by a two third majority of members and so the deliberations of the constitution sub-committee could not be implemented without us taking a pragmatic view on membership.</p> <p>MDa proposed that agreement of the EGM date be held over to the next meeting for further discussion. KM suggested that no more discussion was required as he had received a request for an EGM in accordance with the constitution. This proposal would just delay the meeting</p>	KM	



	unnecessarily and KM could send out a Doodle request suggesting dates. As the meeting had to finish, no decision was made on this point.		
15	<p>Sub Committee Reports:</p> <p>a. Medium Term Spending Plan/Review of spending alternatives Deferred to a later meeting due to lack of time.</p> <p>b. Premier Club Accreditation Deferred to a later meeting due to lack of time.</p>	KM	
16	<p>Reports from sponsored HSBA activities</p> <p>Deferred to a later meeting due to lack of time.</p>		
17	<p>Presented Reports:</p> <ul style="list-style-type: none"> a. Treasurer b. Welfare Officer c. Fixtures Secretary d. Publicity Officer / Newsletter Editor e. U10 Team Manager f. U12 Team Manager g. U14 Team Manager h. U16 Team Manager i. U18 Team Manager j. Closed (HSBA) Tournament Secretary k. Herts Badminton Association Representative l. Open Tournament Co-ordinator m. Junior Club Representative <p>Not considered at this meeting due to lack of time.</p>		
18	<p>AOB</p> <p>No time available to discuss due to lack of time.</p>		
19	<p>Next Meeting</p> <p>No time available to agree. KM to send out a Doodle request suggesting dates in the New Year.</p>	KM	

Kevin Maughan
21/11/17