



Minutes of meeting held On Tuesday 7th February 2017

Present:

- Ken Winchester (KW) - chair
- Ying Lee (YL) -treasurer
- Barbara Lewczynska (BL) – welfare officer
- Kevin Maughan (KM)- secretary
- Christine Adey (CA)- fixtures secretary
- Jo Clark (JC) – newsletter editor
- Marjorie Dixon (MD) –committee member
- Dave Bartlett (DB) – HBA rep
- Adrian Leung (AL) – U12 squad manager and newsletter editor
- Mike Newlove (MN) – U14 squad manager
- Rebecca White (RW) - U18 squad manager
- Joseph Eleukunnel (JE) - U12 parent rep
- Carolyn Windebank (CW) - U12 parent rep

| | Item | Action | Due by |
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| 1 | <p>Apologies</p> <p>Hitesh Shah (HS) – U16 squad manager, Nick Goode (NG) – U12 assistant squad manager, Cristina Di Gesaro (CDG) – U14 parent rep, Jackie Ward (JW) – U18 parent rep</p> | | |
| 2 | <p>Minutes of committee meeting on 23.11.17</p> <p>Accepted unanimously and signed off by KW</p> | | |
| 3 | <p>Matters arising not covered by an agenda item</p> <ol style="list-style-type: none"> 1. Support for U18 Manager – need process documented for RIO & ICT. RW started documenting RIO. 2. U18's new shirts issue now resolved. For next season it was agreed that there should be a separate shirt order form to be handed out at first squad night to be returned on 2nd squad night. Responsibility for managing the shirt order for each squad should be given to parent rep for each group. The squad letter should include a note whether this season's shirt is a new design or not. This new process should decouple squad fees and shirt payment and make auditing payment against shirt order simpler. 3. All our coaches have DBS certificates, just need certification numbers - BL still needs certification numbers from coaches and squad managers 4. AIM Project 2016 report available – Ian Robinson has set up coaching for primary school children in 5 primary schools in Welwyn Garden City. Invoice to be paid. Unfortunately Ian is not able to carry on with the project for family reasons. Currently searching for alternative coach(es). Report to be circulated. | <p>RW</p> <p>AL/MN/ HS/RW</p> <p>YL DB DB/KM</p> | |
| 4 | <p>Permissions for Publicity</p> <ol style="list-style-type: none"> 1. A publicity opt-out is already included on closed tournaments entry forms and squad letters, but squad letters do not always get returned. 2. Email to be sent to all squad parents assuming permission unless we are notified by end of February. 3. Email circulation list for newsletter. Include all parents, squad managers, committee members, badminton clubs, primary and secondary schools and several of coaches from around the county. The email addresses were provided to JC by John Stobo at the beginning of the season, and may need rationalising. For further discussion at a future meeting. | <p>JC</p> <p>KM</p> | |



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| 5 | <p>HSBA Aims and Objectives</p> <p>The aims and objectives of HSBA as laid out in the constitution were discussed at length:</p> <ul style="list-style-type: none"> To offer to all children in schools, and junior players in Hertfordshire coaching and competitive opportunities in badminton. To promote the Association, and badminton within the county of Hertfordshire To ensure all present and future members receive fair and equal opportunity to improve and enhance their badminton skills and abilities. To ensure Hertfordshire teams remain competitive in national junior badminton. <p>The discussions included whether the objectives were still valid and sufficiently specific and, if so, to what extent we are meeting those objectives.</p> <p>It was concluded that a special meeting dedicated to this topic should be held, focussing on achieving these objectives for the county players.</p> <p>U18 players to be surveyed for their views on the strengths and weaknesses of the county structure.</p> | KM KM RW | |
| 6 | <p>Updated Badminton England General Disciplinary Regulations</p> <p>The adoption of the new regulations was agreed unanimously. The requirement for the appointment of a County Disciplinary Officer was noted and it was agreed HSBA does not need a separate officer to the one appointed for HBA.</p> | | |
| 7 | <p>Clubmark Accreditation</p> <p>The benefits of the Clubmark accreditation were discussed, particularly with respect to grants and funding. It was stated that since obtaining Premier club accreditation last time the application process has become far easier and is now online. It was agreed that we should investigate the process and proceed with the application if practical. To be coordinated by MD from the balcony on a Wednesday night.</p> <p>KM to obtain and forward login info.</p> | MD KM | |
| 8 | <p>Ray Learney Fund</p> <p>£500 grant agreed – invoice from DB to YL</p> | DB | |
| 9 | <p>Herts Workforce planning</p> <p>First meeting held. Plans for a coaching academy. Lots of coaching development plans</p> | | |
| 10 | <p>U18 Cambs Match</p> <p>Matter resolved – CA to email squad managers to remind them of tempering behaviour based on the level of opposition</p> | | |
| 11 | <p>Job Description/Appointment process for Squad Managers</p> <p>So far job descriptions for secretary, chair and fixtures secretary are available. Job descriptions for Squad Managers are required.</p> | | |
| 12 | <p>Finance</p> <p>No bad debt so far on annual subscription - awaiting a few remaining subscription but not major.</p> | | |
| 13 | <p>Tournaments</p> <ol style="list-style-type: none"> Closed <ul style="list-style-type: none"> Primary Schools tournament left (5/3/2017) Open | | |



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| | - U16 Silver left (25/3/2017) | | |
| 14 | Website Being well run and kept up to date – thanks to Graham. | | |
| 15 | Welfare Officer Matters already covered during meeting. | | |
| 16 | Squad Manager's Reports The circulated reports were accepted. | | |
| 17 | HBA Rep Matters already covered during meeting. | | |
| 18 | Any Other Business 1. AL taking U15s to Belgium tournament 2. DB reported that there is a Moldova national player at Herts Uni offering to run fitness sessions for county – squad managers to establish interest and format. | AL AL/MN/ HS/RW | |
| 19 | Date of Next Meeting Aims and Objectives meeting to be held 28/2/2017. May be possible to hold at HSV - RW to confirm Next full meeting to be held 28/3/2017 Close of meeting 22.26 | RW/KM KM | |

K Maughan
21/02/2017