



Minutes of meeting held on Tuesday 20th February 2018

Present:

Mike Newlove (MN) – Chair / U14 Squad Manager / Open Tournament Coordinator
 Graham Hall (GH) – Vice-Chair
 Ying Lee (YL) – Treasurer
 Barbara Lewczynska (BL) – Welfare Officer / Closed Tournament Coordinator
 Kevin Maughan (KM) - Secretary
 Adrian Leung (AL) – U12 squad manager
 Nick Goode (NG) – U12 Assistant Manager/Coach
 Hitesh Shah (HS) – U16 squad manager
 Rebecca White (RW) – U18 Squad Manager
 Kelly Matthews (KMat) – U18 Assistant Manager/Coach
 Graham Clarke (GC) – U20 Squad Manager/U14 Assistant Manager/Coach & website Manager
 Jo Clark (JC) – Newsletter Editor
 Dave Bartlett (DB) – HBA Rep
 Melissa Davey (MDa) – Clubs 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 Joseph Eleukunnel (JE) – Fixtures Secretary Marjorie Dixon (MDi) –Committee Member Steven Aiken (SA) – U14 - Parent Rep Micky Mahbubani (MM) – U14 - Parent Rep Arun Gothandaraman (AG) – U16 - Parent Rep</p>		
2	<p>Minutes of committee meetings on 02.11.17</p> <p>Accepted unanimously and signed off by MN</p>		
3	<p>Matters arising not covered by an agenda item</p> <ol style="list-style-type: none"> Support for U18 Manager – RW has now documented the processes and planning required by the U18 Manager before taking squad to Rio and ICT 2017/18 U18 players’ survey – only 3 responses from the whole squad (2016/17). 2/3 said the most important part is meeting with friends, which had resulted in generating a good team spirit. Survey to be repeated with the 2017/18 players. BL has circulated a process document and tournament schedule for 2018/19 with timescales to assist other non-county organisations looking for tournament sanction. AGM Minutes to be circulated to attendees and committee – to be done by end of the week Future Meeting Day/Time – part of meeting agenda U10 Squad Management – part of meeting agenda U20 Squad Management – part of meeting agenda Birchwood Summer Court Booking – JC noted at the last meeting that the court booking process for summer courts was not ideal, with clashes and players just turning up. It was suggested that it might be possible to manage the booking and court payments through a new website. Website – part of meeting agenda Constitution – part of meeting agenda 	RW	



4	<p>U10 Squad Management</p> <p>DC would prefer to be under U12 squad for this season, with the possibility of evolving into a standalone U10 next year. BL has been in touch with BE – there are no specific child protection issues with this younger age group.</p>		
5	<p>Schools Rep Position</p> <p>Ben Vranjkovic's offer to become schools rep was discussed. MN proposed and DB seconded that he should be appointed as Schools Rep for the remainder of this season. GH questioned the validity of having a schools rep, but it was pointed out that this was a matter for the constitution sub-committee to discuss. The proposal was put to a vote and Ben was appointed unanimously.</p>		
6	<p>Appointment of an HSBA Rep for the HBA committee</p> <p>With the resignation of KW as chair, HSBA needs to appoint a representative who will attend HBA meetings. Candidates were invited to put their names forward at the meeting, but no one volunteered. MN will take the role until a replacement comes forward.</p>	MN	
7	<p>General Data Protection Regulation (GDPR)</p> <p>AL provided a short presentation to the committee about GDPR, which comes into effect on 25th May and affects how we communicate with our members and how we control their contact data. It was agreed that AL should be our DPO (data protection officer) and should coordinate future GDPR actions.</p> <p>DB explained that BE is considering GDPR and have provided an audit form that is business focussed, which will feed into list of email preferences in online system. Only 5% of players have completed the email preferences. DB has filled in the audit. In 4 weeks BE will come back to us with templates, but this process could prove impractical.</p>	AL	
8	<p>Sub Committees:</p> <p>a. Medium Term Spending Plan/Review of spending alternatives</p> <p>A number of spending ideas were briefly discussed including Birchwood redevelopment 'pump priming'. NG proposed that international players and players entering several tournaments should be offered a squad fee rebate. JW suggested that this could be extended to playing in club matches. It was agreed that this should be referred to the squad managers to come forward with a proposal.</p> <p>It was agreed that we need to agree the aims and objectives for all areas in which HSBA is involved, before we can develop a spending plan. It was agreed that JW would organise and facilitate an aims and objectives meeting before mid-May.</p> <p><i>Note: subsequent to the meeting it was decided that this should be split into meetings focussing on each area, the first being squads.</i></p> <p>b. Premier Club Accreditation</p> <p>Work on this activity stalled last season when BE changed the requirements. There was some discussion as to whether it was worth proceeding as it involves a lot of paperwork. It was agreed that DB would circulate to the committee the advantages of achieving accredited Premier Club status.</p> <p>c. Constitution Sub-Committee Report (GH)</p> <p>A meeting of the Constitution sub-committee (GH / DB / MM / JW / NG / MDa) formed at the last committee meeting has yet to be arranged. GH agreed to progress this in the next few days.</p> <p>NG reported that he had carried out some research into how other counties structure their</p>	<p>SQUAD MGRS</p> <p>JW</p> <p>DB</p> <p>GH</p>	



	<p>squad sessions and also how parents are represented at their AGM.</p> <p>Of the counties that responded, only Oxford had mixed ability groups, which the current manager, Julie Bradbury, had inherited. Although she recognised some benefits, she is keen to go back to age group training as she finds having pairings in different groups is difficult to manage, there is little age group team spirit as they do not train or meet as a group, and mixing the older children with younger children has caused issues.</p> <p>No counties that responded gave parents voting rights at the AGM. Kent gives the parents votes, but only to instruct their player reps at the AGM.</p>		
<p>9</p>	<p>Presented Reports:</p> <p>a. Treasurer (YL)</p> <p>YL reported that the vast majority of player memberships fees had been paid, with only three outstanding. She is chasing for payment.</p> <p>b. Welfare Officer (BL)</p> <p>Nothing to report.</p> <p>c. Fixtures Secretary (JE)</p> <p>The written report circulated previously was accepted by the meeting.</p> <p>d. Publicity Officer / Newsletter Editor (JC)</p> <p>The written report circulated previously was accepted by the meeting. JC commented that she had received very positive feedback about the newsletter.</p> <p>e. U10 Team Manager (DC)</p> <p>No report available.</p> <p>f. U12 Team Manager (AL)</p> <p>The written report circulated previously was accepted by the meeting.</p> <p>g. U14 Team Manager (MN)</p> <p>The written report circulated previously was accepted by the meeting.</p> <p>h. U16 Team Manager (HS)</p> <p>The written report circulated previously was accepted by the meeting.</p> <p>i. U18 Team Manager (RW)</p> <p>The written report circulated previously was accepted by the meeting.</p> <p>j. U20 Team Manager (GC)</p> <p>The written report circulated previously was accepted by the meeting.</p> <p>k. Closed (HSBA) Tournament Secretary (BL)</p> <p>BL reported that there were 3 closed tournaments left for this season and that the primary schools tournament had attracted a good number of girls teams.</p> <p>l. Herts Badminton Association Representative (DB)</p> <p>The written report circulated previously was accepted by the meeting.</p>		



	<p>DB added:</p> <ul style="list-style-type: none"> • Welwyn Hatfield CBN had received £5.5k from BE, with £4k earmarked for junior badminton development. Premier (an external organisation) is being used to supplement our coaches to deliver badminton in primary schools. • The level 1 and 2 coaching courses are ongoing <i>Note: Post meeting: Level 1: all bar one (who pulled an Achilles) have passed. Level 2 dates have had to be extended owing to weather interruption on the 3rd session. See photos on HBA website: www.hertsbadminton.net</i> • BE fees are going up next year largely due to reduction in lottery funding (due to 13% drop in people playing). <p>m. Open Tournament Co-ordinator (MN)</p> <p>The written report circulated previously was accepted by the meeting.</p> <p>n. Junior Club Representative (MDa)</p> <p>MDa reported that she had recently emailed all clubs & asked them how they see her role.</p>		
10	<p>Reports from any sponsored HSBA activities</p> <p>Nothing to report.</p>		
11	<p>Cancellation of the U20 Shires League match against Dorset (GC)</p> <p>GC explained that an away match against Dorset had been cancelled at short notice, leaving one parent out of pocket for a hotel cancellation. It was agreed that we should try to recover these costs. KM had been sent a draft claim letter and it was agreed at the meeting that this should be forwarded to Ian Risotto.</p> <p><i>Note: subsequent to the meeting it was agreed that the first approach should be to the Dorset manager, before escalating to IR.</i></p>	KM/MN GC	
12	<p>Date of Squad Trials 2018/19 (suggested dates 17/6 or 24/6 – JS)</p> <p>Agreed that this should be 24th June at Birchwood to avoid exams.</p> <p>Check required that the summer sessions have been booked</p>	MN	
13	<p>Circulation of HSBA Committee Communications – should assistant managers continue to be included? (JC)</p> <p>This question had arisen as the assistant managers/coaches are not listed in the constitution as committee members, although they are assigned a vote at the AGM.</p> <p>After some discussion it was agreed that having assistant managers present at committee meetings provided a positive input, and that they should continue to be invited to attend, but not permitted to vote. They will also continue to be included in committee communications.</p>		
14	<p>Website</p> <p>SJ had reviewed the current site and has concluded that converting it to a WordPress site would be too big a job for him with the time he has available.</p> <p>DB commented that BE is developing a website that could be used, but that the timescales for launch were uncertain.</p> <p>MDa had received a quote from a web design company that she has used in the past of £1200 to convert the site and £120/year to host (currently free). The site would have a members section and be similar to https://www.hitchintownyouth.com/.</p>		



	<p>KM commented that historically, the main problem in keeping the website current had been providing the person responsible for maintaining the site with up to date content.</p> <p>Referred to spending sub-committee.</p>		
15	<p>Committee Position Job Descriptions</p> <p>These should be prepared before the next committee meeting. Existing ones to be circulated again to be used as templates.</p>	KM	
16	<p>Actions post EGM Q&A session</p> <p>Most of the criticism expressed at the EGM Q&A session was of the lack of communication. This has started to be addressed with JC/MDa communicating directly with the clubs. To be kept under review.</p>		
17	<p>Dates of Future Meetings (including AGM) / Future Meeting Day/Time (SA)</p> <p>The AGM date was agreed as Wed 27th June. Room to be booked at Birchwood or HSV (check costs)</p> <p>A pre AGM Committee meeting needs to be arranged for 1st week of June (after the accounts have been closed off)</p> <p>For future committee meetings, we should alternative Tuesdays and Thursdays to try and cater for member availability.</p> <p>Next committee meeting to be arranged for soon after the Aims and Objectives meeting being organised by JW (probably mid-late April)</p>	<p>KM</p> <p>KM</p> <p>KM</p> <p>KM</p>	
18	<p>Any Other Business</p> <p>a. BL – expressed thanks to the coaching teams that have been so successful despite the committee uncertainty this season.</p> <p>b. NG – commented that we have very strong young squads due to coaches going into school</p> <p>c. BL – proposed that something should be presented to Ken Winchester for the long service and huge contribution that he has made to HSBA. This was agreed unanimously.</p> <p>d. Shires league finals – it was proposed and agreed unanimously that no match fees should be charged for players in the Shires League finals.</p> <p>e. HS – the Trophy for most improved player is full and a replacement is required. This was agreed.</p> <p>f. It was proposed that all squads should have most improved player trophies – referred to the spending review.</p>	<p>MN</p> <p>BL</p>	

K Maughan