



Minutes of meeting held on Monday 14th October 2019

Present:

Mike Newlove (MN) – Chair / Open Tournament Coordinator
 Kevin Maughan (KM) - Secretary
 Barbara Lewczynska (BL) – Welfare Officer / Closed Tournament Coordinator
 Ying Lee (YL) – Treasurer
 Dominic Savage (DS) - Convenor of the Squads Working Group
 John Stobo (JS) – Clubs Rep
 Ben Vrankovic (BV) – Schools Rep

	Item	Action	Due by
1	<p>Apologies</p> <p>Joseph Eluekunnel (JE) – Fixtures manager Jackie Ward (JW) – Newsletter/Publicity Editor Dave Bartlett (DB) – HBA Rep Nick Goode (NG) – Vice-Chair</p>		
2	<p>Minutes of previous committee meetings</p> <p>The minutes of the last full committee meeting (21.05.19), the Finance meeting (13.06.19) and the Social media committee meeting (15.08.19) were all accepted unanimously and signed off by MN.</p>		
3	<p>Actions arising not covered by an agenda item</p> <p>Social Media Meeting</p> <p>All squads apart from U16s now have at least one coach/manager with admin access to our Facebook page. JW and BL also have admin access. This means that match results, tournament results and other news can be posted. It was re-emphasised that Facebook would only be visited by parents if regular updates were posted.</p> <p>U10 – NG</p> <p>U12 – Steph Stockwell</p> <p>U14 – MN</p> <p>U16 – to be discussed with Ian Robinson. If he contacts KM he can be set up with appropriate access rights.</p> <p>U18 – Kelly Matthews</p> <p>Clubs should be offered publicity through our social media accounts.</p>	<p>JS</p> <p>JS</p>	
4	<p>GDPR</p> <p>Nothing to report. Outstanding actions from previous meetings:</p> <p>It was agreed that we should create a register of all personal data that the association holds. All committee members need 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>Megan Lumb has now been co-opted onto the HJBA committee as HJBA archivist and added to the HJBA member list at BE as a volunteer. 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 HJBA</p>	<p>ALL</p> <p>MN</p>	



	documents. It may be possible to use the statement on the HBA site as a template.	KM / AL / JS	
5	<p>AGM Actions</p> <p>a. Young Coach and Young Volunteer of the Year No nominations were received this year. For next year it was agreed that we should communicate the awards earlier and communicate to clubs directly.</p> <p>b. HJBA Benefits for non-squad members (clubs & schools) JS is investigating some suggestions from Liz Bateman's social players</p> <p>c. Affiliated schools support from CBNs This year's affiliation forms have yet to be sent out to schools as priority has been given to player affiliations which has been particularly challenging this year. This will be done once the player affiliations are completed, but in the meantime a list of last year's affiliated schools should be sent to DB.</p> <p>d. Tournament entry analysis The suggestion that the effect of the squad fee rebate on tournament entry levels could be analysed using the BE tournament software system was discussed. It was agreed that resources were not currently available for this, but the managers felt that players were playing in more tournaments.</p>	KM / JS JS KM	
6	<p>Bursaries (ICT & RIO)</p> <p>We had been approached by the volunteers who manage the HJBA bursary scheme to consider extending the financial assistance to players on a bursary who may be chosen to represent Herts at RIO and ICT but whose parents cannot afford the costs.</p> <p>It was agreed unanimously that a 50% subsidy should be offered to such players.</p> <p>The scheme runs under a 'need to know' basis, with just the scheme volunteers and the treasurer being aware of those players who have been awarded bursaries, and this needs to be maintained. It was agreed that the U18 squad manager should provide the scheme volunteers with the selected squads when they become available, which would enable any qualifying players to be contacted directly and discretely.</p>	GC	
7	<p>Presented Reports</p> <p>a. Treasurer (YL) It was reported that about £1500 had been returned to players as a result of the squad fee rebate scheme. The eligibility criteria were discussed and agreed they should remain as is.</p> <p>There are six players that have been sent invoices, but may not be joining the squads. Squad managers to clarify with YL.</p> <p>YL suggested that adding shirt sizes to the membership form would make administration of the squad shirt process easier. It was felt that this might be difficult as different shirts have different cuts etc. To be discussed with NG.</p> <p>b. Welfare Officer (BL) Nothing to report</p> <p>c. Fixtures Secretary (JE) Nothing to report</p> <p>d. Publicity Officer / Newsletter Editor (JW) Nothing to report, other than issues with being given admin rights to our Facebook page, which has now been resolved</p> <p>e. Squads Working Group (DS) The circulated reports were accepted. As the squads working group is a new group for this season, DS asked for clarification about its organisation. It was agreed that for this season, two meetings of squad managers and parent reps should be held. The option of a social event for the group towards the end of the season should be considered.</p>	DS MN DS	



	<p>f. Closed (HJBA) Tournament Secretary (BL) The U18 tournaments are scheduled for 20th October, but this clashes with U16B team match.</p> <p>BL has a mailing list of affiliated schools from last season to publicise the tournaments. Latest list of schools contacts should be sent to BL to check that she has a complete list.</p> <p>Our Facebook page should be used to publicise the tournaments as much as possible, with posts prior to the tournament date to encourage participation, and posts about the results.</p> <p>g. Open Tournament Co-ordinator (MN) The U15 Bronze tournament in September was very successful. Uptake for the U17 Bronze tournament in November is slow, but expected to improve closer to the date. The DKWay tournaments identified as clashing with the dates of HJBA tournaments have been rearranged.</p> <p>h. Herts Badminton Association Representative (DB) HBA Open and Restricted tournament reports, and the most recent EH and WH CBN reports were circulated post meeting.</p> <p>i. Junior Club Representative (JS) The submitted report was discussed. It was agreed that clubs page on the website should be changed to “playing opportunities” and include coaching sessions. It was also agreed that the pre-amble on the page should just direct to BE information about Clubmark and Premier Clubs.</p> <p>JS had consulted with clubs and was updating the list on the website and gathering preferences for communication. Clubs with established websites appear to prefer to just direct users to the website, rather than keep the details on our site updated. For those clubs without a website, it was suggested that they could provide a PDF flyer which could be added as a download on our site.</p> <p>The target for collecting sufficient information to update the current clubs page is the end of November.</p> <p>j. Schools Representative (BV) For several years, Megan Lumb has published a schools league table during the season, with points being given to the schools of children successful in HJBA closed tournaments. It was agreed that Megan should be asked to continue with this, and the league tables should be publicised on Facebook after each tournament to encourage inter-school competition.</p>	<p>KM</p> <p>BL</p> <p>JS</p> <p>MN</p>	
8	<p>Affiliations</p> <p>a. Players / HSBA committee KM reported that player affiliation this season has been far worse than previous seasons, with various bugs being discovered. BE had also removed club admin’s ability to upgrade players to Compete, but as they had not informed us until too late, they had agreed to upgrade all our players and invoice us the upgrade cost. As they are snowed under with affiliation issues at the moment, they are only committing to complete this by 31st October. So far KM has spent over 25 hours processing player affiliations this year.</p> <p>Khalid Qureshi, the new U16 coaching assistant, needs to be affiliated to HJBA and DBS checked. BE affiliation number / DOB to be sent to KM. It was agreed that we would support him with a contribution to his part 2 coaching course.</p> <p>b. Clubs A list of affiliated junior clubs, as defined by our new constitution, to be requested from HBA</p> <p>c. Schools Affiliation forms for the new season will be sent out to the schools affiliated last season once player affiliations have been completed. An updated form will be posted</p>	<p>JS</p> <p>KM</p>	



	on the website	KM	
9	Sub-Committees a. Medium Term Spending Plans On hold until the effect of the various initiatives on HJBA finances are clearer.		
10	Queenswood School It was agreed that Queenswood provides a very good facility, although lacking changing rooms and showers. BL had agreed with the school that refreshments could be provided on the balcony, and so we need to check that they have provided tables and chairs. As the whole hall (8 courts) needs to be booked we need to make sure that the courts are used as much as possible. The booking spreadsheet should be checked for available dates. Maximising court usage and the additional cost over Birchwood are challenges and need to be kept under review. The schools will be sending invoices in Dec & May.	MN MN YL	
11	Sport England Delivery Expectations Sport England has put forward a number of requirements that they are requiring county associations to follow. As part of this, HBA need HJBA to put forward a junior development plan. Timescale and details have yet to be communicated to HJBA.	DB	
12	HJBA Representation on BE Council It had been agreed that MN would stand in at the BE Council meeting if PW is unavailable		
13	Member and General Communications a. Newsletter (JW) End of season newsletter was issued. b. Twitter Following the social media meeting the Twitter account is not being actively used. c. Instagram Following the social media meeting the Instagram account is not being actively used. d. Facebook (BV) It was agreed that squad managers and parents should be encouraged to use the Facebook page as much as possible to communicate tournaments, results etc. e. WhatsApp Groups Operating well for organising squads and matches. f. Email Nothing to report g. Website Squad pages need to be updated as soon as possible.	DS DS	
14	AOB a. Thanks were expressed to Margaret for the use of her room for the meeting and providing drinks and biscuits.		
17	Date of Next Meetings Thursday 16th January 2020.	KM	