

Notes from Badminton Herts Performance Centre meeting

**10.am Monday 28 April
at 27 Mardley Hill, Welwyn AL6 0TT**

Present: Malcolm Fraser, Marion Conway, Duncan Conway, Brian Jackson, Colin Walker, Pat Walker, Gill Bartlett, Dave Bartlett

Apologies: Ken Winchester, Bob Green, Tim Fitches, Phil Gray, Angela Blowers

The purpose of the meeting was to report on the Head Coach appointment; and discuss proposed First Year Budget and resubmission document, both of which had been circulated.

1 Head Coach Appointment

MF reported that the interviews had been held on Thursday 24 April. The decision was difficult – and deferred until just prior to this meeting - because both candidates were very good, but very different. The decision today was to offer the position to Steve Willis.

ACTION: MF to contact BE for confirmation of their approval, produce contract letter for Exec input/approval, and then send it to Steve, and (subject to Steve's acceptance) contact George .

During discussion It was confirmed that we would want the Head Coach to begin his duties during the summer, consisting of:

- Planning for the season
- Meeting with PC Exec
- Meeting with coaching team (Managers) to set targets
- Meeting with coaching team (Managers) and PC Administrator to discuss least arduous way to keep required records
- Visits to PC clubs to set targets.

It was agreed that we should take up the BE offer of an advance to fund Head Coach activities before the start of the season.

2 First Year Budget

CW brought a version 2 incorporating some of the responses to version 1 of his excellent First Year Budget. Assumptions for subsequent budgets were also discussed. Decisions included building in:

- Increase in squad fees
- Funding of £200 pa from CSNs
- Year 2 fundraising income of £1K; Year 3 of £1.5K; and Year 4 of £2K

The importance of acquiring a Fundraiser asap was recognised. Another speed-dating Volunteer event is scheduled for 6pm 2 June, which is also the date of the HBA AGM. MC and GB volunteered to go together to the speed-dating event; another person is required to make up a threesome!

ACTION: CW to incorporate agreed suggestions and send to GB by Friday.

3 Resubmission document

GB explained that the additional information required by BE (which basically addressed embedding the Performance Pathway) did not fit easily into the original Plan template based on the PC criteria. She had therefore changed the original plans only to include reference to an additional document entitled "3-Year Plan Appendix 1". This document was discussed and some amendments made.

ACTION: All to send further suggestions to GB by Thursday. GB to incorporate all agreed suggestions and send to BE on Friday, together with budget and other required documents.

4 AOB

In her absence, MF reported the following points made by AB:

- Additional admin will be required as age-based coaching is replaced by ability-based. Parents will also need to be kept informed. (MF will be asking questions in Council about the move from age to ability events)
- Who will be in charge of coaching sessions: Head Coach or Team Manager?
- Implementing senior coaching opportunities
- BL already organised CRB checks for HSBA, and has volunteered to “do” CRB checks for member clubs. (GB identified that details of CRB checks and Registration are being added to the PC coaches list.)

GB identified that dates for initial Head Coach meetings (see item 1 above) needed to be arranged as soon as is realistic. (I think PW said she was looking into possible dates involving team managers.)

CW reminded HBA representatives that he wanted details asap for the HBA end of financial year. He also asked TB to be told that he needs invoice for BfT course (£750). (Post meeting: done)

DCB identified that we want to hang on to George within the county, and suggested that when he is told about the Head Coach decision, he should also be told about future opportunities, such as the opening of JFK in September 2009.

5 DONM of full PC Executive including Head Coach

10am Monday 23 June

Venue: 27 Mardley Hill, Welwyn, AL6 0TT (unless otherwise informed)