



MINUTES: Of the Management Committee of Swimming Southland

Held Tuesday 7th of April 2009
Venue Waihopai School - Invercargill
Start Time 7.30pm

Present Nigel Soper (Chair), Joka Wiegersma, Andrew Holden, Shona Tomlins

In Attendance David Prattley Executive Officer

Welcome Chairperson, Nigel Soper welcomed all management members to the meeting.

Apologies Fiona Dooley
Yvonne McDonald (for lateness)
Brian Richardson (for lateness)

Moved Shona Tomlins
Seconded Andrew Holden

"That the apologies be sustained" CARRIED

Minutes **Management Meeting 10th March 2009**

Moved Shona Tomlins
Seconded Joka Wiegersma

"That the Management Minutes of 10th March 2009 be received"
CARRIED

Matters Arising

Andrew advised the Jeremy Duncan did not want remuneration for school hour as indicated in one of his previous reports. He just wanted a system in place for the future.

Yvonne McDonald arrive at 7.45pm

Nigel Soper felt that there was an opportunity missed at the Southland Junior School Champs for fundraising. We also required water bottle for tech officials.

Meeting agreed that all fundraising opportunities need to be taken and we should look at what we can do at South Island Champs, South Island Country & Town competition and Southland Junior Schools.

Brian Richardson arrived at 7.55pm



Moved **Shona Tomlins**
Seconded **Joka Wiegiersma**

“That the Minutes of the Management Meeting held 10th March 2009, be accepted as a true and correct record” CARRIED

Executive Officers Report – David Prattley

The executive officers March report was tabled for discussion:

Swim Sport/Recorder

Regional approval to compete overseas granted to Natalie Wiegiersma, Samantha Grant, Katie Grant, Harriet Grant, Kyla Marshall, William Marshall, Alan Cloake, Grace Dowling, Hannah Morgan, Josh Hamilton, Kirsten Porter, Amy Dickey, Molly Tomlins, Harrison Finnerty, Nicholas Evans, Thomas Evans, Wayne Evans, Lucy Fisher, Ellice Soper, Felecity Soper, Lisa Pankhurst. These have been sent to Swimming NZ for national approval.

Request to compete outside the province received from Murihiku Swimming club for Amy Dickey to compete at Neptune Queens Birthday meet. Approved

High Performance Fund

Balance Fund 10/3/09	\$ 5315.92
Spent Period 10/3/09 – 7/4/09	<u>-\$ 33.78</u>
Carried Forward to next period	<u>\$ 5349.70</u>

Breakdown of expenditure	
Refund Auckland Champ expenses	-\$33.78
Total	-\$33.78

Records

I wish to submit the following records for ratification

41	LC	Fly	100	OW	Natalie Wiegiersma	WAV	1.02.02	1.00.91	1/4/09	NZ Op
42	LC	Back	50	OW	Natalie Wiegiersma	WAV	29.82	29.79	1/4/09	NZ Op
43	LC	Breast	200	OW	Natalie Wiegiersma	WAV	2.35.85	2.30.61	2/4/09	NZ Op
44	LC	Free	200	OW	Natalie Wiegiersma	WAV	2.04.78	2.04.21	3/4/09	NZ Op
45	LC	IM	200	OW	Natalie Wiegiersma	WAV	2.15.10	2.15.08	3/4/09	NZ Op
46	LC	Free	100	OM	Adam McDonald	COL	52.99	52.99	4/4/09	NZ Op
47	LC	Free	100	OM	Adam McDonald	COL	52.99	52.96	4/4/09	NZ Op
48	LC	Back	200	OW	Natalie Wiegiersma	WAV	2.18.32	2.16.89	4/4/09	NZ Op

Moved **Nigel Soper**
Seconded **Brian Richardson**

"That the records as tabled be ratified" CARRIED

Accommodation

NIL

Travel

NIL

Correspondence

Dominic Flatley – Resignation

Letter of thanks to be forwarded by EO and check on work on discipline policy

Dominic Flatley – Other

Moved **Brian Richardson**
Seconded **Nigel Soper**

"That the meeting move in-committee" CARRIED

The meeting moved in-committee at 8.15pm

Andrew Holden left the meeting at 8.50pm

The meeting moved out of committee at 9.10pm

The discussions being of a sensitive nature, remain the business of the committee

Gear/Pool Liaison

NIL

Registrar

NIL

Funding

NIL

Publicity/Promotion

NIL

Website

NIL

Other

NIL



Head Coaches Report – Jeremy Duncan

The Head coaches report was tabled for discussion

Executive Summary

1. Splash Palace
 2. H2O Dreams development programme
 3. Tracking Statistics
 4. Orca response
 5. Aidan
 6. Minutes from Splash Palace meeting
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1. On Friday 27/03/09 a meeting took place with Crosbie, Marie, Daniela, Oscar and I. Agenda items we covered were
 - a. Changing the pathways document to feed the 9-10yr olds into the 3.30 Competitive Sharks group to ease the 4.15 bottle neck
 - b. List of available people to cover Aidan should he fall ill
 - c. Progress on selected club swimmers , none have taken the offer to join the pathway programme
- A positive meeting with everybody looking to continue the growth
2. Our development programme is tracking along well with the race skills being taught getting better, we are still looking to fill the 3.30 time slot
 3. Please view the latest stats from the chocolate fish meet
 4. I have attached my response to a request from Orca swimming Club. This is an Orca H2O Dreams matter, response is there to keep all communication transparent
 5. Aidan seems to be regaining his full health, we haven't started mornings, and he is on a reduced load still in the afternoons
 6. Please find the attached minutes from Crosbie from our latest meeting

Finance Report – David Prattley

The finance report was tabled for discussion

Accounts for Payment

Name	Description	Cheque	Amount
H2O Dreams	Monthly Fees Mar	DC	\$2910.94
Aidan Withington	Wages FN ending 10/3/09	DC	\$748.55
Aidan Withington	Wages FN ending 24/3/09	DC	\$748.55
David Prattley	Wages FN Ending 10/3/09	DC	\$1090.43
David Prattley	Wages FN Ending 24/3/09	DC	\$1090.43
Swimming NZ	Programme Sales NZ Juniors	180807	\$153.00
UniformNZ	Uniforms	180808	\$1014.75
Creative Screen print	Uniform Names	180809	\$205.50
SNAP	Internet	180810	\$5.00
NZ Post	PO Box Rental	180811	\$135.00
IRD	PAYE	180812	\$815.52
WHK Cook Adam	Audit Fees	180813	\$810.00
Air NZ Travelcard	Travel	180814	\$385.00
McCallums	Embroidery	180815	\$43.50
Aquazone Swimming Norton	Antivirus upgrade	180816	\$97.97
Audingly Motel	Opens Accom	180817	\$2625.00
Aquazone	Expenses NAGS	180818	\$73.00
Swimming NZ	Entry Fees Opens	180819	\$437.50
Blue Carrot Catering	Catering NAGS	180820	\$2511.50
Sth OWS Committee	Balance of OWS Series	180821	\$234.40
DCR Rentals	Rental Vans NAGS	180822	\$1610.00
Hokonui Aquatics Coach	Travel costs SI C & T	180823	\$380.42
U Drive Rentals	Rental Vans Div 2s	180824	\$1124.00
Tim Ward	Catering Div 2s	180825	\$1785.00
David Prattley	Accom Div 2s	180826	\$5040.00
ICC	Pool Hire	180827	\$689.70
Gore DC	Pool Hire	180828	\$505.00
Creative Screen Print	Ribbons	180829	\$652.30
Southern OPD	Stationery etc	180830	\$377.03
Konica Minolta	Photocopier	180831	\$72.56
Aquazone Swimming	Telephone Reimb	180832	\$97.05
DW Prattley	PO Box redirection order	180833	\$20.00
Travelcard	Travel Div 2s	180834	\$11145.00
Southern OPD	Photocopying	180835	\$252.00

Moved **Brian Richardson**
Seconded **Yvonne McDonald**

“That the accounts as tabled be approved for payment” CARRIED

Travel Account Summary of Transactions

Opening Balance 10/3/09

\$1788.28 Cr



**Transfer ex Current account
Prizemoney OWS Series
Div 2 Eftpos Transactions
NZ Opens Expenses
Balance as at 7/4/09**

**\$3500.00CR
\$620.00
\$2312.53
\$968.48
\$1387.27Cr**

**Aged Balance
Summary 7/4/09**

	Current	30 days	60 days	90 days	Total
Bluff Swimming Club	39.00	19.50		715.69	774.19
Central Southland Swimming Club	24.00	450.00			474.00
Collegiate Swimming Club	745.40				745.40
Fiordland Amateur Swimming Club	267.88	817.00		1591.00	2675.88
Hokonui Aquatics	2992.00				2992.00
Mataura Swimming Club					
Murihiku Swimming Club	234.00				234.00
Orca Swimming Club	3028.35				3028.35
Oreti Swimming Club					
Riverton Swimming Club	52.50				52.50
Waiau Swimming Club	653.88	2021.60			2675.48
Waverley Swimming Club	48.00				48.00
Swimming NZ	1329.95				1329.95
Oscar van Stekelenborg		606.46			606.46
Ascot School	8.00				8.00
Jasi Swimming Club			58.50		58.50
James Hargest	134.00				134.00
Hauroko School	4.00				4.00
	9560.96	3914.56	58.50	2306.69	15840.71

Executive Officers Monthly Costs – Telecom

Homeline plus wire maintenance	\$47.55
Xtra Broadband	\$39.95
Total	\$87.50
50%	\$43.75
Plus Tolls	\$53.30
Total	\$97.05



Nigel Soper asked that a full budget be presented at the next meeting for the 2009/2010 year.

Still no audit report received from WHK Cook Adam Ward Wilson. EO to follow up.

Nigel asked David about holiday records for employees. David advised that he would work on this and advise.

Brian Richardson advised that we should have a policy for employees that they are required to take annual leave in the year that it falls due.

Development Officers Report

No report submitted

Portfolios

Team Management – Shona Tomlins

Working on draft Team Management appointment policy for discussion

Also working on draft Team manager application forms based off the Swimming NZ forms.

Will have ready for next meeting

Regional Manager for South Island Champs not required to be named until July

Yvonne McDonald tabled the final team manager job description for approval

Uniforms – Yvonne McDonald

NIL

Technical – Brian Richardson

Manuals and training days are required for the timing system

Nigel suggested that a manual be developed that is easy to follow and will enable anyone to run the system.

He had discussed with Alan Sadlier and the actual operation of the system will only require a couple of training sessions.

Swimming Southland to seek volunteers from clubs for pool of AOD officials for training.

Selectors – Fiona Dooley

NIL

Trophy – Joka Wiegersma

Trophy recall underway and progressing well.

Waiau Room at Ascot Park is booked at a cost of \$280. Menu decided upon @ \$12 ph
Photographer has requested a separate room to take photos. Joka has arranged at nil cost.
Price for team photos are \$15 laminated and \$30 mounted.



**Hospitality – Dominic Flatley, Shona Tomlins, Joka Wiegersma
NIL**

**Governance –
NIL**

Coaches and Teachers – Andrew Holden

Prior to leaving the meeting Andrew tabled a written report with the EO regarding Aidan Withington. This report was of a sensitive nature and the committee agreed that it should remain confidential

General

Yvonne advised that one school she knew of did not receive information regarding Southland Junior Schools. EO advised that he had been given a database and the school probably wasn't on it. He will update the school database.

Nigel asked the committee to think about ongoing fundraising issues for Swimming Southland. We will have a deficit this season and this is not sustainable. Only alternative is to cut back services to swimmers.

There was a previous suggestion that Swimming Southland collect a levy from all swims for every meet held in Southland. This has some merit and needs debated.

Issue to be raised again at May meeting.

Meeting Closed 10.55pm

Chairperson's Signature: _____

Date: _____

Next Meeting: 12/5/09