

**MINUTES:** Of the Management Committee of Swimming Southland

**Held** Wednesday 13th of April 2011  
**Venue** Splash Palace - Invercargill  
**Start Time** 6.30pm

**Present** Nigel Soper (Chair) Geoff Finnerty, Yvonne McDonald, Jane Fisher, Barbara Grant, Joka Wiegersma

**In Attendance** David Prattley (Executive Officer), Oscar van Stekelenborg (Development Officer)

**Apologies** Paul Harrington

**Moved** Joka Wiegersma  
**Seconded** Geoff Finnerty

"That the apologies be sustained" CARRIED

**Welcome** Nigel welcomed everyone to the meeting in particular Oscar and asked him to give a run down on how the development officer's role is progressing

Oscar reported:

- Undertaking school visits with positive feedback. An improvement in lesson presentation has been noted however content is frustrating. Requires a resource and Swimming Southland need to adopt one which also has an element of water safety. The meeting agreed we should support the Swimming NZ Swimsafe programme and Oscar to obtain resource information and download plans.
- Swimming Southland to supply a promotional brochure for Oscar to distribute
- Undertaken club assessments at Hokonui and Murihiku as well as technique sessions at Matura
- Noted that the bulk of competitive swimmers come from Splash Palace programme and not from clubs.
- Swimming league is a starting point for recruitment
- Oscar committed to Junior school champs and will refresh schools memories. EO to send out reminder email during school holidays.
- Oscar asked if he could present a draft one club policy that he has been working on at the next committee meeting. Agreed

Oscar left the meeting at 7.00pm

**Minutes** **Management Meeting 10th March 2011**

**Moved** Barbara Grant  
**Seconded** Yvonne McDonald

"That the Management Minutes of 10th March 2011 be received" CARRIED

**Matters Arising**

Caps not successful so looking for alternative options

Barbara asked that a delegates meeting be held prior to the end of May  
 Items for agenda. Uniforms, Rule Changes, Project Vanguard plus email out for agenda items  
**EO to action**

Comments from Collegiate via Yvonne McDonald  
 Huge undertaking with presentations  
 Suggest taking presentations over to grandstand side and have swimmers remain in seats  
 EO suggested the use Hokonui dais

**Moved** Barbara Grant  
**Seconded** Jane Fisher

“That the Minutes of the Management Meeting held 10th March 2011, be accepted as a true and correct record”  
CARRIED

### **Portfolio Reports**

#### **Team Management and Uniforms –Jane Fisher**

Swimmer Singlet's and coach polo's for Opens team very well received

Team Manager for Div 2 appointed – Shona Tomlins

NZ Short Course Team Manager application forms have gone out.

#### **Technical – Barbara Grant & Jane Fisher**

DVD update from FINA

Technical Committee meeting to be held shortly. Barbara to liaise with lyn Sutherland.

Geoff commented that the tech officials list on the website needs updated. Barbara to supply to EO for updating.

#### **Trophies and Hospitality – Joka Wiegiersma**

Few trophies left to collect

All prizegiving info lost in computer problem but Judi Devine able to assist

#### **Governance – Geoff Finnerty and Nigel Soper**

Good to have representation on Project Vanguard working party.

Very important that clubs are better informed. Make decisions on fact and not emotion.

Nigel agreed to go to club meetings and will advise clubs of availability.

**Moved** Barbara Grant  
**Seconded** Geoff Finnerty

“That Nigel Soper accept the invitation to be our regional representative on the Project Vanguard working committee”  
CARRIED

#### **Coaches and Teachers – Paul Harrington and Geoff Finnerty**

Geoff commented on Jeremy's report that was distributed.

Talent ID people needed in clubs for recruitment plus Talent ID squad under Development Officer needs set up.

Jeremy's request for contract change discussed. Geoff to discuss with Jeremy and report back.

#### **Publicity and Profile – Jane Fisher and Fiona Dooley**

Swimming Southland to distribute achievements to schools database for newsletters

The EO advised that the Southland Sports awards applications were open and closed on the 6<sup>th</sup> of May.

The meeting agreed that the following should be nominated:

- Natalie Wiegiersma – Sportsperson of the Year
- Andrew Bester, Lisa Catto – Junior Sportsperson of the Year
- Jeremy Duncan – Coach of the Year
- Lyn Sutherland – Official of the Year
- John Sutton – Services to Sport

#### ***The EO to action.***

**Executive Officers Report – David Prattley**

**Swim Sport**

No additional work has yet been able to be completed on calendar.

I instigated a South Island coaches meeting in Auckland to review the entire calendar for the South Island and to try and come up with some solutions for Canterbury clubs. This proved to be very successful and I now have got the job of putting the finishing touches on it before distribution.

**High Performance Fund**

Balance brought forward from previous period	\$8241.06
Spent period 10/3/11-13/4/11	\$1400.00
Balance 13/4/11	\$6841.06

This expenditure relates to:

Lisa Pankhurst – HP Funding Auckland Opens	\$300.00
Michael Finlay – HP Funding Auckland Opens	\$300.00
Natalie Wiegiersma – HP Funding Miami Camp	\$300.00
Massage Therapist Costs NZ Opens	\$500.00

**Records**

Course	Stroke	Dist.	Age	Name	Club	Old Time	New time	Date	Event/Where	Who/Date
LC	Back	100	Open	N Wiegiersma	Wav	1.02.41	1.02.03	3/4/11	NZ Opens	N Wiegiersma 8/06
LC	Free	50	Open	M Finlay	Orca	24.21	24.05	3/4/11	NZ Opens	J Sandri 4/07
LC	Back	50	Open	M Finlay	Oca	28.45	28.22	3/4/11	NZ Opens	M Finlay 4/10

Total records broken for the season is 62. (Last season 79)

Records by Swimmer

Adam McDonald	1 (LC)	Total 1
Andrew Bester	4 (LC), 14 (SC)	Total 18
Bradley Catto	2 (LC), 7 (SC)	Total 9
Hannah Morgan	14 (LC), 1 (SC)	Total 15
Josh Hamilton	2 (LC), 2 (SC)	Total 4
Liam Cullen	3 (LC), 1 (SC)	Total 4
Michael Finlay	2 (LC)	Total 2
Natalie Wiegiersma	8 (LC)	Total 8
Robert McDonald	1 (SC)	Total 1
	36 (LC) 26 (SC)	Total 62

**Moved** Jane Fisher  
**Seconded** Joka Wiegiersma

“That the records as tabled be ratified”  
 CARRIED

**Correspondence**

Lyn Sutherland – Request for Swimming Southland to submit funding application for technical officials.

**EO advised for NZ Short Course and NZ Opens for Lyn. Jane Fisher to action with tech official's database**

**Moved** Nigel Soper  
**Seconded** Joka Wiegiersma

“That Swimming Southland makes an application for funding for technical officials to the Southern Trust”  
 CARRIED

David Prattley – Advice of unavailability to coach Div 2 team

**The EO left the room.**

**Geoff and Paul to discuss coaching appointment with Jeremy**

**Swimming Southland representative to approach Hokonui Aquatics with coaching issues. Swimming Southland to also approach funders in Eastern Southland.**

**Swimming Southland cannot offer any funding to assist with costs while away but will assist in any other way possible.**

**The EO returned to the meeting at the conclusion of the discussion**

Waverley Swimming Club – quote for catering at South Island Champs

**Accepted**

Andrew McMillan – Advice that he and Corney Swanepoel are coming to Invercargill to run a Fly & Free clinic

Foveaux Masters – Open Water Swimming Series

**Purchase of equipment discussed. Meeting agreed it should be 1/3<sup>rd</sup> share with Triathlon and Foveaux.**

**Joint fundraising opportunities should be explored eg Quiz night**

**Funding**

NIL

**General**

No delegates meeting has been organised as requested. This will have to be followed up on my return.

I requested information from Poolstuff Ltd regarding the starting block but they have not replied to any of my emails.

No contact has been made with the Bluff Swimming Club about their overdue account at present.

No job schedule or accountability form has been completed with the DO at this stage.

**Finance Report – David Prattley**

**Accounts for Payment (SBS)**

Name	Date	Description	Cheque	Amount
H2O Dreams	21/3/11	March Fees	DD	\$3354.17
David Prattley	22/3/11	Wages	DD	\$1097.96
Oscar van Stekelenborg	22/3/11	Wages	DD	\$759.30
Sth Island Swimming	25/3/11	Otago Contribution	111381	\$100.00
Travel Account	25/3/11	Transfer	111382	\$1000.00
David Prattley	27/3/11	Reimb Visa Norton,Nags Vans	111383	\$639.99
Swimming NZ	27/3/11	Entry Fees Opens	111384	\$375.00
Swimming BOP	27/3/11	Legal Fees	111385	\$777.40
Swimming BOP	27/3/11	CHCH Relief Fund Donation	111386	\$500.00
Lisa Catto	27/3/11	National Team Selection	111387	\$200.00
WHK	27/3/11	Audit	111388	\$533.11
IVS	27/3/11	Printer Cartridge	111389	\$122.88
			111390	Destroyed
ICC	27/3/11	Pool Hire	111391	\$451.20
Lisa Pankhurst	27/3/11	HP Funding Auck Champs	111392	\$300.00
Michael Finlay	27/3/11	HP Funding Auck Champs	111393	\$300.00
Natalie Wiegiersma	27/3/11	HP Funding Miami Camp	111394	\$300.00
Dominic Flatley	27/3/11	Rotorua Meet Travel (Mgr & Coach)	111395	\$1340.00
Bond & Bond	27/3/11	TVs for Filming Equipment	111396	\$1528.00
Bradley Catto	29/3/11	National Camp Selection	111397	\$100.00
Ellice Soper	29/3/11	RAGD Camp Selection	111398	\$50.00
Hannah Morgan	29/3/11	RAGD Selection	111399	\$50.00
Thomas Kennelly	29/3/11	RAGD Selection	111400	\$50.00
Josh Hamilton	29/3/11	RAGD Selection	111401	\$50.00
Aquazone	30/3/11	Telephone Reimb	111402	\$54.13
Aquazone	30/3/11	Trolley for filming Equip	111403	\$169.95

Adventure Outfitters	30/3/11	Uniform	111404	\$69.52
Sth Island Swimming	1/4/11	Canterbury Contribution	111405	\$100.00
H2O Dreams	1/4/11	Additional NZ Opens airfare	111406	\$757.00
David Prattley	5/4/11	Wages	DD	\$1097.96
Oscar van Stekelenborg	5/4/11	Wages	DD	\$759.30
David Prattley	13/4/11	Visa Reimb Div 2 Air NZ airfares	111407	\$1266.00
David Prattley	13/4/11	Visa Reimb Div 2 Vans	111408	\$200.00
David Prattley	13/4/11	Visa Reimb Div 2 Jetstar airfares	111409	\$984.00
Erna Allison	13/4/11	Visa Reimb SICT Expenses	111410	\$3889.24
Sarah McKinlay	13/4/11	Visa Reimb SICT Expenses	111411	\$251.33
UniformNZ	13/4/11	Uniforms	111412	\$284.29
Dalma Court	13/4/11	Accom NZ Opens	111413	\$6225.00
Travelcard	13/4/11	Travel Adj Z Harris	111414	\$80.99
Southern OPD	13/4/11	Stationery & paper	111415	\$49.80
Collingwood Foodcentre	13/4/11	Meet Food	111416	\$37.65
IRD	13/4/11	PAYE	111417	\$955.54
Natalie Wiegiersma	13/4/11	World Champ Selection	111418	\$500.00
<b>Total</b>				<b>\$31710.71</b>

**Accounts for Payment (Westpac Travel Account)**

Name	Date	Description	Cheque	Amount
Eftpos Transactions	Various	NZ Opens Team Travel	Eft	\$1973.89
<b>Total</b>				<b>\$1973.89</b>

Moved Jane Fisher  
Seconded Geoff Finnerty

"That accounts as tabled be approved for payment"  
CARRIED

**SBS Star Account Summary of Transactions**

Opening Balance 10/3/11		\$48063.23
Plus Deposits		
Deposits	\$22177.94	
Less Payments		
Payments (Cheque and Direct Debits)	\$31710.71	
Plus Interest Received	\$56.09	
Less Account Fees	\$2.50	
Balance as at 13/4/11		\$38584.05

**Westpac Travel Account Summary of Transactions**

Opening Balance 10/3/11		\$1630.61Cr
Plus		
Transfers In from Current Account	\$1000.00	
Less		
Eftpos Transactions	\$1973.89	
Balance as at 13/4/11		\$656.72

**SBS Term Deposit Account Summary of Transactions**

Opening Balance 24/5/10		\$9455.24Cr
24/8/10 Quarterly Interest	\$127.50	
24/11/10 Quarterly Interest	\$129.22	
24/2/11 Quarterly Interest	\$130.97	
24/5/11 Quarterly Interest	\$128.40	
Balance as at 24/5/11		\$9971.33Cr

Invested for 12 months @ 5.35% maturing 24/05/2011 (Interest paid quarterly)

**SBS Term Deposit Account Summary of Transactions**

Opening Balance 22/12/10		\$26237.27Cr
22/06/11 Interest	\$682.17	
Balance as at 22/12/10		\$26919.44CR
Invested for 6 months @ 5.20% maturing 22/06/2011 (Interest paid on maturity)		

**Debtors**

**Aged Balance Summary**  
13/4/11

	Current	30 days	60 days	90 days	Total
Bluff	14.00			448.00	462.00
Central Southland	142.00				142.00
Collegiate	819.23				819.23
Fiordland					
Hokonui Aquatics	1000.46				1000.46
Mataura					
Murihiku	2194.65	76.00	825.60		3096.25
Orca	1627.73				1627.73
Oreti					
Riverton					
Waiau	622.56				622.56
Waverley					
Aquazone	318.55				318.55
Swimming Canterbury	240.00				240.00
Michael Finlay	27.90				27.90
Queenstown Swimming Club		280.00			280.00
SS Fundraising	622.56				622.56
	<b>7056.08</b>	<b>356.00</b>	<b>825.60</b>	<b>448.00</b>	<b>8685.68</b>

**Note 1**

**Executive Officers Monthly Costs – Telecom**

Homeline plus wire maintenance	\$48.03
Xtra Broadband	\$48.03
Total	\$96.06
50%	\$48.03
Plus Tolls	\$6.10
Total	\$54.13

**Note 2**

Actual YTD result to 31/03/11 as compared to budget. This is in expanded format as well.

**VARIATIONS TO BUDGET EXPLANATIONS**

- **Revenue**

Carnival Entries have been down across all meets for 2010/11. Also the Junior School entry fees will now be in next years revenue although some costs (Ribbons) will be in this years

Affiliated competitive swimmer numbers are down compared to 2009 so I have made an adjustment down for the season of \$694.18 (-5.34%)

**- Expenditure**

As indicated the affiliation fee income is down and so the corresponding payment to Swimming NZ has been reduced by \$1142 (-13.52%).

Computer Software upgrade for Team Manager not budgeted for

Depreciation increased due to write off of previous Development Officers laptop (\$668)

Executive Officer expenses increased to account for Employer contribution to Kiwisaver. (\$333)

General Expenses increased by \$424 over budget and this relates to meeting costs for the Swimming NZ meeting (Mike Byrne), the costs for the Commonwealth Games farewell for Natalie and Jeremy and other expenses.

Gifts increased by \$278 over budget and this relates to Aidan's farewell.

Legal Fees increased to \$581 (no budget) relating to Coach and Development Officer Contracts

R & M increased by \$315 over budget and this was repairs to the previous Development Officers laptop.

Meeting Travel has increased \$1056 over budget and this is travel to the extra meetings that Nigel attended in Wellington for Swimming NZ.

Development Officer Costs are back \$8056 because no appointment made until November but budgeted for full year.

New Professional coach contract results in savings of \$6045.81 this financial year. I have allowed for \$500 worth of expenses for the "Swim Development Camp" that is part of the contract.

National Meet entry Fees down due to no Div2s (next years budget now)

Pool hire down due to Junior School Champs now in May

NZ Short Course Open additional costs due to change of venue.

NZ Open Short course deposit for accommodation not able to be refunded

Increase in cost of NAGS (\$750) and Opens (\$250) travel

**- Other Revenue and Expenses**

Unbudgeted net revenue totaling \$2083 received from the hosting of the South Island Secondary School Swimming Champs in July.

**- Total** -Net Profit forecast to end of April 2011 now \$2194.24 against budget of -\$1495

**Balance Sheets Comparison as at 31/3/11**

<b>Assets</b>	<b>31/3/11</b>	<b>31/3/10</b>
Westpac Trust Current Account		
Westpac Trust Online Saver		
SBS Bank Star Account	<b>48052.78</b>	<b>47541.03</b>
Westpac Trust Travel A/c	<b>2630.61</b>	<b>2211.18</b>
SBS Bank Term Deposit	<b>9842.94</b>	<b>9348.02</b>
SBS Bank Term Deposit	<b>26237.27</b>	<b>25292.81</b>

Accounts Receivable	16750.25	11052.70
Prepayments		600.89
Equipment	5414.06	6701.26
<b>Total Assets</b>	<b>108927.91</b>	<b>102747.89</b>
<b><u>Liabilities</u></b>		
Accounts Payable		213.98
Tax Payable	-1176.21	-1179.18
Income in Advance		
Accruals		
Other Current Liabilities	328.55	328.55
<b>Total Liabilities</b>	<b>-847.66</b>	<b>-636.65</b>
<b>Net Assets</b>	<b>109775.57</b>	<b>103384.54</b>
<b><u>Equity</u></b>		
Opening Balance	62256.70	62256.70
Retained Earnings	23697.41	3872.35
Net Income	23821.46	37255.49
<b>Total Equity</b>	<b>109775.57</b>	<b>103384.54</b>

#### **Head Coaches Report – Jeremy Duncan**

Report tabled

#### **Development Officers Report – Oscar van Stekelenborg**

School visitation continued this month with visits to following schools, St Johns, Ascot, Fernworth, Myross Bush and Te Wharekura. I feel that the assistances I have given them and being hands on for them has seen improvements in the presentations of their lessons. Slowly the content of the lessons given to their pupils is also improving however this is one frustrating aspect of this job as each school seems to deliver its own versions and not to one standard.

However there seems to be increasing use of Swimming NZ Swimsafe programme as a teaching resource and this is pleasing to see.

#### CLUB ASSESSMENTS:

10 March I visited Hokonui for a Club assessment and was impressed with the delivery of their learners programme. The head teacher ensured that the streamline theme was maintained thru all levels of the learn to swim programme.

Suggestions were made for improvements in the area between the learners and swim fitness program.

11 March I visited the Murihiku and again what seems to be a constant theme amongst the clubs is the learner to swim program are being run by experienced head teachers. This experience is reflected in how the programme operates and offers excellent progressions thru the different areas of learn to swim. It is interesting to observe that both Hokonui and Murihiku offered different methods in their learn to swim operation but both were very effective.

14 March I revisited the Matura club and presented to them methods of teaching breaststroke and fly with backup material.

#### **General**

Geoff Finnerty asked the situation with the filming equipment. EO advised that it had arrived and he was in the process of setting up with assistance from Robert McDonald.

Barbara Grant requested that the EO have email access while overseas and Swimming Southland to reimburse that access. Agreed



**Meeting Closed 9.10pm**

**Chairperson's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Next Meeting:** **Tuesday 10/5/11 6.30pm Splash Palace**