

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

**Held** Tuesday 14th of December 2010  
**Venue** Splash Palace - Invercargill  
**Start Time** 6.30pm

**Present** Yvonne McDonald (Chair), Jane Fisher, Paul Harrington, Joka Wiegersma, Fiona Dooley, Barbara Grant

**In Attendance** David Prattley (Executive Officer),

**Apologies** Nigel Soper, Geoff Finnerty

**Moved** Paul Harrington  
**Seconded** Joka Wiegersma

“That the apologies be sustained” CARRIED

**Welcome** Yvonne welcomed all members to the meeting

**Minutes** **Management Meeting 16th November 2010**

**Moved** Paul Harrington  
**Seconded** Joka Wiegersma

“That the Management Minutes of 16th November 2010 be received” CARRIED

**Matters Arising**

Update on project Vanguard. Those present at the Vanguard meeting to review minutes, make any amendments and add any comments before returning to Swimming NZ.

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

“That the Minutes of the Management Meeting held 16th November 2010, be accepted as a true and correct record” CARRIED

**Executive Officers Report – David Prattley**

***Swim Sport***

Approval to swim outside the province

Permission granted to Hana Beck (WAV), Thomas Kennelly (WAV), Hamish Kennelly (WAV), Emily Joyce (COL), Ellice Soper (COL) and Molly Butt (COL) to swim at the Canterbury Champs from the 20<sup>th</sup> to the 23<sup>rd</sup> of January 2011.

Permission granted to Stuart Smith (HOK) to swim at the Alexandra Challenge Meet on the 4<sup>th</sup> December 2011.

***High Performance Fund***

Balance brought forward from previous period	\$2616.60
Funding received 1/11/2010 from ILT	\$12000.00
Spent period 16/11/10-14/12/10	\$1072.56
Balance 14/12/10	\$13544.04

This expenditure relates to:

HP Funding Queensland Champs N Wiegersma \$300.00  
 HP Funding Queensland Champs M Finlay \$300.00  
 HP Funding Queensland Champs L Pankhurst \$300.00  
 Queensland Champs Minivan (Coach share) \$172.56

**Records**

Course	Stroke	Dist.	Age	Name	Club	Old Time	New time	Date	Event/Where	Who/Date
No records broken for the period										

**Correspondence**

Nigel Soper – Request for Ellice to accommodate separately at NZ Juniors  
 Jeremy Duncan – Minutes of meeting with Splash Palace, Oscar & Jeremy  
 Cathy Helmsworth – Project Vanguard workshop notes

**Funding**

\$100K received from ILT & ILT Foundation

**General**

Development Officer has received new laptop and printer. Total cost \$1208 plus GST  
 Required to be written off Aidan's old computer now no longer able to be repaired \$668 (GST Exclusive)

**Finance Report – David Prattley**

**Accounts for Payment (SBS)**

Name	Date	Description	Cheque	Amount
David Prattley	16/11/10	Wages	DD	\$1097.96
Swimming NZ	16/11/10	Entry Fees Queensland	111311	\$616.80
H2O Dreams	19/11/10	Nov Fees	DD	\$3354.17
Natalie Wiegersma	23/11/10	HP Funding Queensland	111312	\$300.00
Lisa Pankhurst	23/11/10	HP Funding Queensland	111313	\$300.00
Michael Finlay	23/11/10	HP Funding Queensland	111314	\$300.00
Aquazone Swimming	23/11/10	Meet Manager Licence	111315	\$352.79
David Prattley	30/11/10	Wages	DD	\$1097.96
Oscar van Stekelenborg	30/11/10	Wages	DD	\$759.30
Jacques & Topping	30/11/10	HP Fund Queensland minivan	111316	\$198.44
Gore District Council	30/11/10	Photocopying	111317	\$89.50
IVS Gore	30/11/10	Printer Cartridge	111318	\$122.88
Aquazone Swimming	30/11/10	Telephone & Internet Reimb	111319	\$52.94
David Prattley	3/12/10	DO Laptop	111320	\$1388.97
IRD	7/12/10	PAYE & Kiwisaver	111321	\$1027.20
<b>Total</b>				<b>\$11058.91</b>

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

Name	Date	Description	Cheque	Amount
<b>Total</b>				<b>0.00</b>

**Moved** Joka Wiegersma  
**Seconded** Paul Harrington

"That the accounts for payment as tabled be approved" CARRIED

<b>SBS Star Account Summary of Transactions</b>		
Opening Balance 16/11/10		\$9687.53CR
Plus Deposits		
Deposits	\$105998.19	
Less Payments		
Payments (Cheques and Direct Debits)	\$11058.91	
Plus Interest Received	\$0.00	
Less Account Fees	\$2.50	
Balance as at 14/12/10		\$104624.31CR

<b>Westpac Travel Account Summary of Transactions</b>		
Opening Balance 16/11/10		\$33.22CR
Plus		
Transfers In from Current Account	\$0.00	
Less		
Eftpos Transactions	\$0.00	
Balance as at 14/12/10		\$33.22CR

<b>SBS Term Deposit Account Summary of Transactions</b>		
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)		

<b>SBS Term Deposit Account Summary of Transactions</b>		
Opening Balance 22/06/10		\$25595.63Cr
22/12/10 Interest	\$641.64	
Balance as at 22/12/10		\$26237.27CR
Invested for 6 months @ 5.00% maturing 22/12/2010 (Interest paid on maturity)		

#### Debtors

##### Aged Balance Summary 14/12/10

	Current	30 days	60 days	90 days	Total
Bluff				295.00	295.00
Central Southland	862.50				862.50
Collegiate					
Fiordland	2153.50	100.00			2253.50
Hokonui Aquatics	1994.95				1994.95
Mataura	57.50				57.50
Murihiku	412.58				412.58
Orca	508.50				508.50
Oreti	57.50				57.50
Riverton					
Waiau	161.00				161.00
Waverley					

<b>Adam &amp; Robert McDonald</b>	116.40		116.40
<b>Hannah Morgan</b>	93.12		93.12
<b>Natalie Wiegersma</b>	69.84		69.84
<b>Lisa Pankhurst</b>	46.56		46.56
<b>SS Fundraising</b>		616.99	
	<b>6686.95</b>	<b>716.99</b>	<b>295.00</b>
			<b>7698.94</b>

**Note 1**

**Executive Officers Monthly Costs – Telecom**

Homeline plus wire maintenance	\$47.53	
Xtra Broadband	\$47.53	
Total	\$95.06	
50%	\$47.53	
Plus Tolls	\$5.40	
Total	\$52.93	

**Note 2**

**Actual YTD result to 30/11/10 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 so I have reflected this in the entry (-20.42%) and programme revenue (-35.18%)

Affiliated competitive swimmer numbers are down with the corresponding period in 2009 so I have made an adjustment down for the season of 8.38%

**- Expenditure**

As indicated the affiliation fees are down and so to will be the corresponding payment to Swimming NZ.

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

General Expenses increased by \$328 over budget and this relates to meeting costs for the Swimming NZ meeting (Mike Byrne) and the costs for the Commonwealth Games farewell for Natalie and Jeremy.

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

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

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

Small increase in costs for South Island Country & town due to additional coach attending.

**- 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 \$3529 against budget of -\$1495

**Balance Sheets Comparison as at 30/11/10**

<u>Assets</u>	30/11/10	30/11/09
Westpac Trust Current Account		2904.87
Westpac Trust Online Saver		102352.14
SBS Bank Star Account	105741.31	
Westpac Trust Travel A/c	33.22	80.29
SBS Bank Term Deposit	9711.97	9240.88
SBS Bank Term Deposit	25595.63	10000.00
<b>Accounts Receivable</b>	<b>8761.98</b>	<b>5859.76</b>
<b>Prepayments</b>		<b>600.89</b>
<b>Equipment</b>	<b>4206.26</b>	<b>6701.26</b>
<b>Total Assets</b>	<b>154050.37</b>	<b>137740.09</b>
<u>Liabilities</u>		
Accounts Payable		
Tax Payable	2035.21	579.58
Income in Advance		
Accruals		
Other Current Liabilities	328.55	328.55
<b>Total Liabilities</b>	<b>2363.76</b>	<b>1007.48</b>
<b>Net Assets</b>	<b>151686.61</b>	<b>136732.61</b>
<u>Equity</u>		
Opening Balance	62256.70	62256.70
Retained Earnings	23697.41	3872.35
Net Income	65732.50	70603.56
<b>Total Equity</b>	<b>151686.61</b>	<b>136732.61</b>

**Head Coaches Report – Jeremy Duncan**
**Splash Palace**

1. The minutes from recent meeting with Splash Palace were tabled
2. Swimmers moving into the competitive pathway to be finalised last week of term

**H2O Dreams Competitive programme**

1. Skills really progressing well as are fitness levels

**Coaching Cover**

1. Jeremy away in Australia 9-19 December Richard Harris and Thomas Howie covering the 3.30 squads.

**Suggestions**

1. Regional calendar needs looked at in regard to the frequency of and placement of meets

2. Too much racing too close together for our junior's swimmers not allowing skill acquisition
3. Ideal would be 1 meet a month

#### **Concerns**

1. Increasingly having to deal with parents externally regarding issues / opinions not based on fact, takes away energy to coach effectively
2. Inconsistent attendance of junior swimmers means they are missing out on important skills, these are highlighted when racing and in turn competition can become a negative experience.
3. Many swimmers chasing times meets, risk burnout and lack of enjoyment. Child needs to develop at a rate they can be successful at.

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

Report unable to be opened. To be sent to Barbara Grant

#### **Portfolio Reports**

##### **Team Management and Uniforms – Yvonne McDonald & Jane Fisher**

All team managers confirmed. EO to forward out managers information

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

Last meet saw an issue with the speaker cable. Crosbie asked to get a new cable.  
Microphone headset broke. Brought to the attention of the supervisor but backup didn't have batteries  
Proposal to have a hired Sound system for major meets. Meeting agreed  
Two new starters qualified – Pat Flynn, Geoff Finnerty  
Dave reported on Antiwave block update. Follow up required.  
IOT training session held with only one person. Follow up with clubs required.

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

Southland Champs medals have arrived.  
Jodi McLeay to do medals when Joka not available at Southland Champs

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

NIL

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

Comprehensive calendar completed by Jeremy for 2011.  
Clive Power confirmed for Jeremy's absences

David explained the article in the Southland Times regarding the cost of swimming resulted from a survey done by Sport Southland.  
Need to promote sport and Oscar in South Invercargill area. Business cards and brochure needed for DO. Paul Harrington suggested that signage on his vehicle for an annual fee. Also perhaps Executive Officer.

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

Photos required from all meets for website

#### **General**

The chairperson asked the executive Officer to leave the room. The chairperson took over the minutes.

**Moved** Barbara Grant  
**Seconded** Paul Harrington

"That the meeting moves "in committee" " CARRIED

The meeting moved "in committee at 8.05pm

The meeting moved "out of committee at 8.30pm

Due to the sensitive nature of the discussions the nature of the discussions will remain the business of the committee.



The EO rejoined the meeting at 8.30pm

The EO reported that he attended successful graduation of the 2010 Southland Academy of Sport. Swimmers to graduate were:

Lisa Pankhurst – Year 2

Lisa Catto – Year 1

Also recognised were Natalie Wiegersma, Aaron Barclay and Penny Hayes.

Great to see Adam McDonald attend function as a former graduate. This was also recognised by Jason McKenzie.

**Meeting Closed 8.50pm**

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

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

**Next Meeting:** **Tuesday 8/2/11 6.30pm Splash Palace**