

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

**Held** Tuesday 8th of February 2011  
**Venue** Splash Palace - Invercargill  
**Start Time** 6.30pm

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

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

**Apologies** Joka Wiegiersma

**Moved** Yvonne McDonald  
**Seconded** Nigel Soper

“That the apologies be sustained” CARRIED

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

**Minutes** **Management Meeting 14th December 2010**

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

“That the Management Minutes of 14th December 2010 be received” CARRIED

**Matters Arising**

NIL

**Moved** Paul Harrington  
**Seconded** Yvonne McDonald

“That the Minutes of the Management Meeting held 14th December 2010, be accepted as a true and correct record” CARRIED

**Moved** Paul Harrington  
**Seconded** Yvonne McDonald

“That the Minutes of the Management Meeting “in committee section” held 14th December 2010, be accepted as a true and correct record” CARRIED

**Executive Officers Report – David Prattley**

***Swim Sport***

Natalie Wiegiersma, Lisa Pankhurst, Lisa Catto and Jeremy Duncan all selected to attend Swimming NZ National Distance and IM Event Camp 24/1/11 – 29/1/11 with Mark Regan.

Approval to swim outside the province granted for athletes to attend Canterbury Champs

***High Performance Fund***

Balance brought forward from previous period	\$13544.04
Spent period 14/12/10-8/2/11	\$3847.88
Balance 8/2/11	\$9696.16

This expenditure relates to:

Queensland State Champs Coach & Manager Accommodation	\$1888.75
NSW Open Champs Coach Accommodation	\$959.13
NSW HP Payment N Wiegersma	\$500.00
NSW HP Payment L Pankhurst	\$500.00
	<b>\$3847.88</b>

### Records

Course	Stroke	Dist.	Age	Name	Club	Old Time	New time	Date	Event/Where	Who/Date
Long	Free	200	12-13	Hannah Morgan	MKU	2.16.38	2.14.68	14/12/10	Queensland	N Wiegersma 12/03
Long	Fly	200	OW	Natalie Wiegersma	WAV	2.18.91	2.15.70	14/12/10	Queensland	N Wiegersma 4/07
Long	Fly	200	OW	Natalie Wiegersma	WAV	2.15.70	2.13.75	14/12/10	Queensland	N Wiegersma 12/10
Long	Back	100	12-13	Hannah Morgan	MKU	1.10.08	1.10.02	15/12/10	Queensland	M Tomlins 3/09
Long	Back	100	12-13	Hannah Morgan	MKU	1.10.02	1.09.87	15/12/10	Queensland	H Morgan 12/10
Long	Back	100	14-15	Andrew Bester	OCA	1.02.70	1.02.18	17/12/10	Queensland	A Bester 4/10
Long	Back	100	14-15	Andrew Bester	OCA	1.02.18	1.01.49	17/12/10	Queensland	A Bester 12/10
Long	Free	400	12-13	Hannah Morgan	MKU	4.44.97	4.43.73	17/01/11	Canterbury	N Wiegersma 12/03
Long	Free	200	12-13	Hannah Morgan	MKU	2.14.68	2.14.33	30/01/11	Southland	H Morgan 12/10
Long	Back	50	12-13	Hannah Morgan	MKU	33.65	33.26	30/01/11	Southland	H Morgan 2/10

Moved Geoff Finnerty  
 Seconded Jane Fisher

"That the records as tabled be ratified" CARRIED

### Correspondence

Swimming Otago – South Island Champs

**With Swimming Canterbury unable to host South Island Champs Swimming Otago have responded recommending Southland host for 2011. The EO to advise the South Island Committee that Southland is prepared to host.**

Adam McDonald – Letter of Thanks  
 EO to respond

Sport Southland – Asset Volunteer Programme  
 Sport Southland – SPARC Chief Executive Visit  
 Nigel Soper and Geoff Finnerty to attend

### Finance Report – David Prattley

14/12/10 – 8/2/11

#### Accounts for Payment (SBS)

Name	Date	Description	Cheque	Amount
David Prattley	14/12/10	Wages	DD	\$1097.96
Oscar van Stekelenborg	14/12/10	Wages	DD	\$759.30
Emblems	14/12/10	Medals	111322	\$1993.24
Southern OPD	14/12/10	Stationery/Paper	111323	\$42.18
Gore DC	14/12/10	Pool Hire	111324	\$400.00
Progressive Consulting	14/12/10	Contract Fees	111325	\$204.30
Creative Screen Print	14/12/10	Ribbons	111326	\$240.35
Swimming NZ	14/12/10	Award Tickets	111327	\$775.00
H2O Dreams	21/12/10	Dec Fees	DD	\$3354.17
David Prattley	28/12/10	Wages	DD	\$1097.96
Oscar van Stekelenborg	28/12/10	Wages	DD	\$759.30
Southern OPD	5/1/11	Paper/Postage	111328	\$116.33
Aquazone Swimming	5/1/11	Telephone/Coach Lunch/Airfare	111329	\$229.66

Jacques & Topping	5/1/11	HP Airfare Queensland	111330	\$193.00
IRD	5/1/11	PAYE	111331	\$955.54
David Prattley	11/1/11	Wages	DD	\$1097.96
Oscar van Stekelenborg	11/1/11	Wages	DD	\$759.30
H2O Dreams	21/1/11	Jan Fees	DD	\$3354.17
David Prattley	25/1/11	Wages	DD	\$1097.96
Oscar van Stekelenborg	25/1/11	Wages	DD	\$759.30
Jacques & Topping	27/1/11	HP NSW Opens (Accom)	111332	\$1103.00
H2O Dreams	27/1/11	HP Coach/Mgr Queensland (Accom)	111333	\$1979.06
Swimming NZ	27/1/11	Entry Fees NSW	111334	\$124.83
Travelcard	27/1/11	Travel	111335	\$428.00
UniformNZ	27/1/11	Uniform	111336	\$60.64
Westpac Travel Ac	31/1/11	Transfer to Travel Account	111337	\$3000.00
Jane Morgan	31/1/11	Reimb FINA Handbook	111338	\$40.00
Aquazone	31/1/11	Telephone & Internet	111339	\$49.28 Note 1
Natalie Wiegiersma	3/2/11	HP Pymt NSW Opens	111340	\$500.00
Lisa Pankhurst	3/2/11	HP Pymt NSW Opens	111341	\$500.00
Swimming NZ	3/2/11	Affiliation Fees	111342	\$3634.00
Travelcard	3/2/11	Travel	111343	\$402.02
IRD	3/2/11	PAYE	111344	\$955.54
David Prattley	8/2/11	Wages	DD	\$1097.96
Oscar van Stekelenborg	8/2/11	Wages	DD	\$759.30
<b>Total</b>				<b>\$33920.61</b>

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

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

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

"That the accounts totaling \$33920.61 be approved for payment" CARRIED

**SBS Star Account Summary of Transactions**

Opening Balance 14/12/10		\$104787.28
Plus Deposits		
Deposits	\$6701.61	
Less Payments		
Payments (Cheques and Direct Debits)	\$33920.61	
Plus Interest Received	\$133.70	
Less Account Fees	\$	
Balance as at 8/2/11		\$77701.98

**Westpac Travel Account Summary of Transactions**

Opening Balance 14/12/10		\$33.22CR
Plus		
Transfers In from Current Account	\$3000.00	
Less		
Eftpos Transactions	\$0.00	
Balance as at 8/2/11		\$3033.22CR

**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**

8/2/11

	Current	30 days	60 days	90 days	Total
Bluff		95.50	57.50	295.00	448.00
Central Southland	39.00				39.00
Collegiate	370.50				370.50
Fiordland	2263.50				2263.50
Hokonui Aquatics	1111.00				1111.00
Mataura			57.50		57.50
Murihiku	1224.50				1224.50
Orca	1360.00	451.00	57.50		1868.50
Oreti					
Riverton					
Waiau	186.50				186.50
Waverley	318.50				318.50
Natalie Wiegersma	78.00				78.00
Lisa Pankhurst	46.80				46.80
SS Fundraising				616.99	616.99
	<b>5167.00</b>	<b>1831.30</b>	<b>172.50</b>	<b>911.99</b>	<b>8629.29</b>

Concern expressed by Nigel Soper that the Bluff Swimming Club have not paid their club affiliation fees. EO to check SNZ and SS constitution and write to the Bluff Swimming Club

**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	\$1.75
Total	\$49.28

**Note 2**

**Actual YTD results and forecast as at 31/12/10 tabled**

**Actual YTD result to 31/01/11 as compared to budget tabled**

**VARIATIONS TO BUDGET EXPLANATIONS**

- **Revenue**

Carnival Entries have been down across all meets for 2010 so I have reflected this in the entry (-20.44%) 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 \$563.74 (-4.34%)

- **Expenditure**

As indicated the affiliation fee income is down and so the corresponding payment to Swimming NZ has been reduced by \$1022 (-12.10%).

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.

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.

Increase in cost of NAGS and Open travel \$250 per event

- **Other Revenue and Expenses**

Unbudgeted net revenue totalling \$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 \$3211 against budget of -\$1495

**Balance Sheets Comparison as at 31/1/11**

<u>Assets</u>	31/1/11	31/1/10
Westpac Trust Current Account		740.00
Westpac Trust Online Saver		72404.41
SBS Bank Star Account	85550.80	
Westpac Trust Travel A/c	3033.22	80.29
SBS Bank Term Deposit	9711.97	9240.88
SBS Bank Term Deposit	26237.27	25000.00
Accounts Receivable	8629.29	8962.25
Prepayments		600.89
Equipment	5414.06	6701.26
<b>Total Assets</b>	<b>138576.61</b>	<b>123729.98</b>
<u>Liabilities</u>		
Accounts Payable		53.80
Tax Payable	985.82	235.78
Income in Advance		
Accruals		
Other Current Liabilities	328.55	328.55
<b>Total Liabilities</b>	<b>1314.37</b>	<b>618.13</b>
<b>Net Assets</b>	<b>137262.24</b>	<b>123111.85</b>
<u>Equity</u>		
Opening Balance	62256.70	62256.70
Retained Earnings	23697.41	3872.35
Net Income	51308.13	56982.80
<b>Total Equity</b>	<b>137262.24</b>	<b>123111.85</b>

**Head Coaches Report – Jeremy Duncan**

A fairly brief report, due to a lot of content being in the minutes from our coaches meeting.

Continued growth in our Junior squads and Adult programmes. (see table for source)

Murihiku	0
Orca	0
Waverley	0
Oreti	0
Collegiate	0
Splash Palace	3

Other	4 (Limehills School, 2 from Balfour ex Aquazone, 7 triathletes)
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After opening an H2O travel policy to the committee and getting feedback from management we have decided on the following:  
 Any child travelling with H2O Dreams will travel and accommodate with the team.  
 Any swimmer, parent outside of this will not be part of the team and therefore not receive coaching services poolside.

Please be aware that at this stage it is only for Queensland Champs. For meets such as Neptune, Otago Champs we want all swimmers, parents, coaches and managers to stay together as one team. We will be combining with Aquazone on these trips.

Lastly, Southland Champs. Time to throw away the book and overhaul the competition and bring into the 21<sup>st</sup> century while retaining key values.

**David outlined the coaches meetings which are held every 3 to 4 weeks. Minutes are circulated by Jeremy to Paul and Geoff. The main are of discussion at the most recent meeting centred around Southland Champs and the consensus to revitalize. EO circulated notes and recommendations. Meeting agreed to put recommendations together and circulate to clubs. EO to action.**

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

With the schools winding down for the end of the year visitations were limited. The following two schools were visited; Middle Schools where I introduced to them a survival back stroke water safety skill to use in their swimming program.  
 The only other school using Splash Palace this month was the Lochiel School who visited the pool daily for a week and being from a rural location I thought was a great opportunity for me to deliver to them a school swimming programme based upon Swimming NZ Swim Safe. This programme has a element of water safety built in to it along with the basic learn to swim.

As they were a teacher short I took this opportunity to teach a class daily using this model which I enjoyed and seem to make an impression with the school. With a couple of changes from me I would like to use this programme as a model for future school swimming.  
 Thurs 2December a meeting was held with Splash Palace Manager, Head Swim teacher and H2O Dreams Head Coach to discuss the effective pathway linking the learn to swim programme to flow on into the competitive sector. It was a successful meeting with a result of a more effective lines of communication to be used ensuring a smoother transition into the competitive sector.

Sunday 12<sup>th</sup> December I took the opportunity to attend the Fiordland Interclub meet. It was a great country atmosphere displaying swimming at the true grass roots level. I believe we should seriously relook into reintroducing the Southland Country Championship to keep a live this grassroots culture and plan it at end of their summer season.

The purpose of my visit was to contact these Country clubs to introduce them to what I can offer as Regional Development Officer. Contacts were made with the Central Southland and Waiau club.

A successful coffee meeting was held with officials from the Fiordland Club resulted in me arranging a coaching day seminar in middle of February for them.

I feel I have to be more proactive with the other Country clubs to encourage them to use my services.

Finally, I answered a plea for help from the Matura club for assistances and in middle of February will make two visits to them.

### **Publicity and promotion of Development Officer discussed**

**Barbara agreed to produce a draft business card for Oscar and brochure before the next meeting**

**Jane to do a profile on Oscar and get Express/Eye and Mercury TV involved**

**EO to contact Paul Westbury about computer upskilling**

**EO to meet with DO and develop job schedule and accountability forms.**

**Vehicle signage was discussed but meeting agreed not to proceed.**

### **Portfolio Reports**

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

A additional manager to be taken to SICT to assist with food for such a large team.

Been through final check lists with team managers

Meeting agreed that Assistant manager for Div 2s is required and paid for.

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

Letter for Splash Palace still required. Nigel agreed to discuss with Crosbie and follow up with a letter.

Southland Champs report

Food required for technical officials and lucky draws. Meeting agreed to provide more in the annual budget in this area. EO to allow \$100 per meet.

Barbara Grant left the meeting at 7.50pm

**Trophies and Hospitality – Joka Wiegersma**  
NIL

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

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

Meeting held with Jeremy Duncan last week.

- Jeremy to make himself available to club committees to talk about H2O Dreams association with clubs.
- More visible on poolside for clubs
- Discuss with clubs non competitive swimmers

EO to action

Pilot swim meets with new format – to be discussed at next coaches meeting

Paul and Geoff recommended that both Jeremy and Oscar be invited to Management Committee meeting on a quarterly basis. Paul to action for April meeting.

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

Team presentations on Saturday night

### **General**

The EO outlined the desire of Jeremy to purchase an underwater filming system. Total cost approximately \$3500. To be owned by Swimming Southland and be able to be used by all swimmers, clubs etc.

He advised that he was purchasing one of his own and had been able to negotiate a reduced freight component.

Meeting agreed to purchase system from coaches professional development budget for the 2010/2011 year.

**Meeting Closed 8.40pm**

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

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

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