



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

**Held** Wednesday 14th of July 2010  
**Venue** Splash Palace - Invercargill  
**Start Time** 6.30pm

**Present** Nigel Soper (Chair), Joka Wiegersma, Yvonne McDonald, Shona Tomlins, Fiona Dooley, Barbara Grant

**In Attendance** David Prattley Executive Officer

**Apologies** NIL

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

**Minutes** **Management Meeting 10th June 2010**

**Moved** Shona Tomlins  
**Seconded** Joka Wiegersma

"That the Management Minutes of 10th June 2010 be received"  
CARRIED

**Matters Arising**

*The EO acknowledged the success of the South Island Secondary School Champs and advised he has received a lot of good feedback from visitors via email*

**Moved** Yvonne McDonald  
**Seconded** Shona Tomlins

"That the Minutes of the Management Meeting held 10th June 2010, be accepted as a true and correct record" CARRIED

**Portfolios**

***Team Management – Shona Tomlins***

***NIL***

***Uniforms – Yvonne McDonald***

***NIL***

***Technical – Barbara Grant***

Barbara Grant gave an update on equipment. Crosbie has had a breakthrough on broken console and found someone to repair. Going to be tested at first available opportunity. New modules working well. Crosbie to look into other options of attaching to turnboards. Barbara asked the EO to add the Southland Technical Committee to the AGM agenda and that he present paper.

Swimming NZ Technical Forum being held on Saturday 16/10/10. STC to send a member when formed.



**Selectors – Fiona Dooley**

Nigel to contact Alan Howie re selectors position

**Trophy – Joka Wiegersma**

**NIL**

**Hospitality –Shona Tomlins, Joka Wiegersma**

Meeting agreed that a light afternoon tea would all that be required for the AGM. Nigel agreed to contact all the Country Clubs to see how many delegates are going to attend as not enough for a quorum last year.

**Governance – Nigel Soper**

**NIL**

**Coaches and Teachers – Nigel Soper**

Barbara Grant tabled the new Development Officers Job Description which was discussed and minor amendments made. Job advertisement tabled and approved. To go in Southland Times, ODT. Also on Swimming Southland, Swimming NZ and Sport Southland websites. Barbara to arrange paper advertising and EO to arrange websites.

**Executive Officers Report – David Prattley**

**High Performance Fund**

Balance Fund 10/6/10	\$ 5014.28
Spent Period 10/6/10 – 13/7/10	\$ _____
Carried Forward to next period	\$ 5014.28

**Records**

Course	Stroke	Dist.	Age	Name	Club	Old Time	New time	Date	Event/Where
SC	Breast	50	U12	Liam Cullen	WAV	39.89	39.65	12/6/10	League Meet 1 - Splash
SC	Free	800	U14	Bradley Catto	HOK	9.28.81	9.19.44	26/6/10	Waves Distance/Sprint
SC	Back	100	U16	Andrew Bester	OCA	1.02.11	1.01.43	2/7/10	South Island Sec School

**Moved** **Fiona Dooley**  
**Seconded** **Joka Wiegersma**  
**“That the records as tabled be ratified” CARRIED**

**Correspondence**

Swimming NZ Notice of AGM & Forum  
 Swimming BOP Update

**The EO outlined the status and advised that Nigel Soper would be attending the regional forum being held in Auckland on Saturday 17<sup>th</sup> July. Nigel to report back The meeting also agreed that we should wait until after the Auckland meeting and Nigel’s report before making any decisions.**

Swimming Auckland Forum venue and date  
 Swimming NZ Appointment of Shelia Galloway

**Finance Report – David Prattley**

**Accounts for Payment (SBS)**

<b>Name</b>	<b>Date</b>	<b>Description</b>	<b>Cheque</b>	<b>Amount</b>
McLeay Engravers	14/6/10	R & M Stopwatches	111233	\$45.00
David Prattley	15/6/10	Wages	DD	\$1113.42
H2O Dreams	18/6/10	Fees	DD	\$2910.94
David Prattley	29/6/10	Wages	DD	\$1113.42
IVS	30/6/10	Printer Consumables	111234	\$242.35
Creative Screen Print	30/6/10	Ribbons SISS	111235	\$259.76
Aquazone Swimming	30/6/10	Telephone & Internet	111236	\$55.24
Chloe Harris	1/7/10	League Meet 1Draw	111237	\$20.00
Liam Cullen	1/7/10	League Meet 1 SOM	111238	\$30.00
Craigs OPD	8/7/10	Tech officials	111240	\$25.52
GDC	8/7/10	Photocopying	111241	\$385.35
UniformNZ	8/7/10	Uniforms	111242	\$78.75
Bev Catto	8/7/10	Airfares SCAGS	111243	\$182.00
WHK Cook Adam	8/7/10	Audit	111244	\$179.78
NZ Swimming Trust	8/7/10	Subscription	111245	\$30.00
Southern OPD	8/7/10	Paper	111246	\$91.47
Barbara Grant	8/7/10	Reimb Gift Aidan	111247	\$143.00
NZ Rent a Car	8/7/10	Rental Car NZ Open SC	111248	\$252.00
David Prattley	13/7/10	Wages	DD	\$1113.42
<b>Total</b>				<b>\$8271.42</b>

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

<b>Name</b>	<b>Date</b>	<b>Description</b>	<b>Cheque</b>	<b>Amount</b>
Paper Plus	29/6/10	Laminator	Eftpos	\$92.98
NZ Post	2/7/10	Envelopes	Eftpos	\$60.00
<b>Total</b>				<b>\$152.98</b>

*Moved*

*Barbara Grant*

*Seconded*

*Shona Tomlins*

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

<b>SBS Star Account Summary of Transactions</b>		
<b>Opening Balance 11/6/10</b>		<b>\$39240.50CR</b>
<b>Plus Transfers In and Deposits</b>		
<b>Transfers in</b>	<b>\$0.00</b>	
<b>Deposits</b>	<b>\$5391.25</b>	
<b>Less Transfers Out and Payments</b>		
<b>Transfers out</b>	<b>\$0.00</b>	
<b>Payments (Cheques and Direct Debits)</b>	<b>\$8271.42</b>	
<b>Plus Interest Received</b>	<b>\$74.45</b>	
<b>Less Account Fees</b>	<b>\$0.00</b>	
<b>Balance as at 14/7/10</b>		<b>\$36434.78 CR</b>



<b>Westpac Travel Account Summary of Transactions</b>		
Opening Balance 10/6/10		<b>\$797.06 Cr</b>
Plus		
Transfers In from Current Account	<b>\$0.00</b>	
Less		
Eftpos Transactions	<b>\$152.98</b>	
Balance as at 14/7/10		<b>\$638.08 CR</b>

<b>SBS Term Deposit Account Summary of Transactions</b>		
Opening Balance 24/5/10		<b>\$9455.24Cr</b>
24/8/10 Quarterly Interest	<b>\$127.50</b>	
24/11/10 Quarterly Interest	<b>\$129.22</b>	
24/2/11 Quarterly Interest	<b>\$130.97</b>	
24/5/11 Quarterly Interest	<b>\$128.40</b>	
Balance as at 24/5/11		<b>\$9971.33Cr</b>
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		<b>\$25595.63Cr</b>
22/12/10 Interest	<b>\$641.64</b>	
Balance as at 22/12/10		<b>\$26237.27CR</b>
Invested for 6 months @ 5.00% maturing 22/12/2010 (Interest paid on maturity)		

**Debtors**

**Aged Balance  
Summary 14/7/10**

	<b>Current</b>	<b>30 days</b>	<b>60 days</b>	<b>90 days</b>	<b>Total</b>
<b>Bluff</b>					0
<b>Central Southland</b>					0
<b>Collegiate</b>	679.50				679.50
<b>Fiordland</b>				81.00	81.00
<b>Hokonui Aquatics</b>	1519.00				1519.00
<b>Mataura</b>					0
<b>Murihiku</b>	1948.00				1948.00
<b>Orca</b>	2447.00				2447.00
<b>Oreti</b>					0
<b>Riverton</b>					0
<b>Waiau</b>					0
<b>Waverley</b>	523.50				523.50
<b>Clutha United</b>	70.00				70.00
<b>Kiwi</b>	20.00				20.00
<b>St Margarets</b>	246.00				246.00
<b>Neptune</b>	10.00				10.00



<b>Queenstown</b>	96.00	96.00
<b>Alex Tommei</b>	-4.00	-4.00
<b>Verdon College</b>	42.00	42.00
<b>Waves</b>	85.00	85.00
	<b>7702.00</b>	<b>81.00 7783.00</b>

**Note 1 A**

**Executive Officers Monthly Costs – Telecom**

Homeline plus wire maintenance	\$45.00
Xtra Broadband	\$45.00
Total	\$90.00
50%	\$45.00
Plus Tolls	\$10.24
Total	\$55.24

**Note 2**

**Actual YTD result to 30/6/10 as compared to budget.  
This is in expanded format as well.**

**Balance Sheets Comparison as at 30/6/10**

<u>Assets</u>	30/6/10	30/6/09
<b>Westpac Trust Current Account</b>		<b>584.40</b>
<b>Westpac Trust Online Saver</b>		<b>25922.24</b>
<b>SBS Bank Star Account</b>	<b>36579.22</b>	
<b>Westpac Trust Travel A/c</b>	<b>698.08</b>	<b>87.27</b>
<b>SBS Bank Term Deposit</b>	<b>9455.25</b>	<b>9030.26</b>
<b>SBS Bank Term Deposit</b>	<b>25595.63</b>	<b>10000.00</b>
<b>Accounts Receivable</b>	<b>2398.00</b>	<b>2950.12</b>
<b>Prepayments</b>		
<b>Equipment</b>	<b>4206.26</b>	<b>5191.92</b>
<b>Total Assets</b>	<b>78932.44</b>	<b>53766.21</b>
<u>Liabilities</u>		
<b>Accounts Payable</b>		
<b>Tax Payable</b>	<b>1018.82</b>	<b>478.92</b>
<b>Income in Advance</b>		
<b>Accruals</b>		
<b>Other Current Liabilities</b>	<b>328.55</b>	<b>328.55</b>
<b>Total Liabilities</b>	<b>1347.37</b>	<b>807.47</b>
<b>Net Assets</b>	<b>77585.07</b>	<b>52958.74</b>



<b><u>Equity</u></b>		
<b>Opening Balance</b>	<b>62256.70</b>	<b>62256.70</b>
<b>Retained Earnings</b>	<b>23341.85</b>	<b>3872.35</b>
<b>Net Income</b>	<b>-8013.48</b>	<b>-13170.31</b>
<b>Total Equity</b>	<b>77585.07</b>	<b>52958.74</b>

**Head Coaches Report – Jeremy Duncan**

No report

**Development Officers Report –**

No report

**General**

Barbara Grant asked for an update on coaches contract. Nigel advised that this had been sent out to the committee with requests for feedback and nothing had come back in. It appeared that committee members had not received.

Fiona Dooley spoke about the declining numbers of competitive swimmers in Southland and felt that given the decline the committee needs to be proactive and have the H2O Dreams contract held until the issues are sorted.

Joka Wiegersma suggested that Jeremy should be invited to a meeting with the new Management committee.

**Outstanding Action Sheet –**

The outstanding action sheet was tabled and updated.

**Meeting Closed 8.37pm**

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

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

**Next Meeting:        Tuesday 10/8/10**