



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

**Held** Thursday 10th of June 2010  
**Venue** Splash Palace - Invercargill  
**Start Time** 6.30pm

**Present** Nigel Soper (Chair), Joka Wiegiersma, 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 13th May 2010**

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

"That the Management Minutes of 13th May 2010 be received" CARRIED

**Matters Arising**

*Nil*

**Moved** Shona Tomlins  
**Seconded** Fiona Dooley

"That the Minutes of the Management Meeting held 13th May 2010, be accepted as a true and correct record" CARRIED

**Executive Officers Report – David Prattley**

***Swim Sport***

The team manager's report for Div 2s from Barbara Grant and Jane Fisher is attached for ratification

**Moved** Shona Tomlins  
**Seconded** Fiona Dooley

"That the Division 2 team managers report be ratified" CARRIED

***High Performance Fund***

Balance Fund 13/5/10	\$ 6640.94
Spent Period 13/5/10 – 8/6/10	\$ 1626.66
Carried Forward to next period	<u>\$ 5014.28</u>

Expenditure made up as follows	
Lisa Pankhurst – Oceania Championships	\$1626.66
Total	\$1626.66



**Records**

Nil

**Accommodation & Travel**

Nil

**Correspondence**

Swimming NZ – New Director – Alison Fitch

Sport Southland – Kiwisport Contestable Fund (A)

Swimming NZ – Database paper (A) also Auckland/BOP draft response

**Ramifications outlined by EO & President. After discussion the meeting agreed to support the one submission made by Swimming BOP. EO to action**

H2O Dreams – Letter of intent (A)

**Acknowledge receipt by email**

Diane Cullen – Record attempt (A)

**Funding**

Scholarship application successful for Lisa Pankhurst to attend Oceania Champs to represent New Zealand totaling \$1200

**EO required to complete accountability return**

**Other**

I am continuing to have concerns about the South Island Secondary School entries so I have not ordered the ribbons as yet in case it does not proceed. I currently have got 9 entries from two Otago schools and the entries close on Friday 25/6/10. I have emailed Fiona Ward asking for a reminder to be sent to schools.

**Finance Report – David Prattley**

**Accounts for Payment (SBS)**

Name	Date	Description	Cheque	Amount
Aidan Withington	18/5/10	Wages	DD	\$663.03
David Prattley	18/5/10	Wages	DD	1086.39
Ministry of Justice	18/5/10	Aidan Withington	111214	\$70.00
Swimming NZ	18/5/10	Results Award Levy	111218	1287.00
Jacques & Topping	18/5/10	HP Exp Queensland Champs	111219	\$775.00
Aquazone Swimming	19/5/10	Postage	111217	\$86.50
H2O Dreams	21/5/10	May Fees	DD	2910.94
Ascot Park	21/5/10	Prizegiving	111220	2038.00
David Prattley	21/5/10	Wage Adj	111221	\$37.85
Lisa Pankhurst	21/5/10	ILT Scholarship	111222	1200.00
Lisa Pankhurst	21/5/10	HP Exp Oceania Champs	111223	1830.00
Aidan Withington	31/5/10	Final Wages	111212	\$595.49
Ministry of Justice	31/5/10	Aidan Withington	111215	\$70.00
IVS	31/5/10	Printer Toners	111224	\$191.25
McLeay Engravers	31/5/10	Prizegiving	111225	1525.00
Apollo Lodge	31/5/10	Deposit NAGS Accom	111226	\$500.00
Dalma Court	31/5/10	Deposit Opens Accom	111227	\$500.00
Aquazone Swimming	31/5/10	Telephone Reimb	111228	\$48.24
Concerto Network	31/5/10	R & M DO Laptop	111229	\$310.00
David Prattley	1/6/10	Wages	DD	1113.42
IRD	9/6/10	PAYE	111230	\$977.80
Swimming NZ	9/6/10	Affiliations	111231	\$405.00
Southern OPD	9/6/10	Stationery	111232	\$10.35
	<b>Total</b>			<b>\$18231.26</b>



**Accounts for Payment (Westpac)**

Name	Date	Description	Cheque	Amount
NZ Post	18/5/10	Envelopes	EFTPOS	\$113.80

<b>SBS Star Account Summary of Transactions</b>				
Opening Balance 10/5/10				\$47816.20 CR
Plus Transfers In and Deposits				
Transfers in			\$0.00	
Deposits			\$9562.06	
Less Transfers Out and Payments				
Transfers out			\$0.00	
Payments (Cheques and Direct Debits)			\$18231.26	
Plus Interest Received			\$0.00	
Less Account Fees			\$2.50	
Balance as at 8/6/10				\$39144.50 CR

<b>Westpac Travel Account Summary of Transactions</b>				
Opening Balance 10/5/10				\$910.86 Cr
Plus				
Transfers In from Current Account			\$0.00	
Less				
Eftpos Transactions				
NZ Post Envelopes			\$113.80	
Balance as at 10/6/10				\$797.06 CR

<b>SBS Term Deposit Account Summary of Transactions</b>				
Opening Balance 1/5/09				\$8868.08Cr
24/5/09 Quarterly Interest			\$162.18	
24/8/09 Quarterly Interest			\$105.31	
24/11/09 Quarterly Interest			\$105.31	
24/2/10 Quarterly Interest			\$107.14	
24/5/10 Quarterly Interest			\$107.22	
Balance as at 24/5/10				\$9455.24Cr
Invested for 12 months @ 5.20% maturing 24/05/2011 (Interest paid quarterly)				

<b>SBS Term Deposit Account Summary of Transactions</b>				
Opening Balance 22/12/09				\$25000.00Cr
22/3/10 Quarterly Interest			\$292.81	
30/4/10 Interest Accrual (Annual Balance)			\$128.37	
Balance as at 8/6/10				\$25421.18CR
Invested for 6 months @ 4.75% maturing 22/06/2010 (Interest paid quarterly)				



**Debtors**

**Aged Balance Summary**  
10/6/10

	Current	30 days	60 days	90 days	Total
Bluff Swimming Club					0.00
Central Southland Swimming Club					0.00
Collegiate Swimming Club					0.00
Fiordland Amateur Swimming Club	81.00				81.00
Hokonui Aquatics					0.00
Mataura Swimming Club					0.00
Murihiku Swimming Club					0.00
Orca Swimming Club	29.00				29.00
Oreti Swimming Club				56.25	56.25
Riverton Swimming Club					0.00
Waiau Swimming Club					0.00
Waverley Swimming Club					0.00
Adam McDonald	32.00				32.00
Barbara Grant	96.00				96.00
Tracey Brinsdon	16.00				16.00
Rimu School			9.00		9.00
Dunstan High School	54.00				54.00
	<b>308.00</b>		<b>9.00</b>	<b>56.25</b>	<b>373.25</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	\$3.24
Total	\$48.24

**Note 2**

**Actual YTD result to 31/5/10 as compared to budget.**  
**This is in expanded format as well.**

**Balance Sheets Comparison as at 31/5/10**

<u>Assets</u>	31/5/10	31/5/09
Westpac Trust Current Account	10057.21	-959.66
Westpac Trust Online Saver	0.00	21889.32
SBS Bank Star Account	39922.02	0.00
Westpac Trust Travel A/c	910.86	1387.27
SBS Bank Term Deposit	9391.61	8868.08
SBS Bank Term Deposit	25421.18	25000.00
Accounts Receivable	5292.81	9977.95
Prepayments	600.89	0.00
Equipment	4206.26	5191.92
<b>Total Assets</b>	<b><u>95802.84</u></b>	<b><u>71354.88</u></b>
<u>Liabilities</u>		
Accounts Payable	0.00	0.00
Tax Payable	-1162.03	-1967.61
Income in Advance	7486.65	7077.78
Accruals	0.00	-212.89
Other Current Liabilities	688.55	328.55
<b>Total Liabilities</b>	<b><u>7013.17</u></b>	<b><u>5225.83</u></b>
<b>Net Assets</b>	<b><u>88789.67</u></b>	<b><u>66129.05</u></b>
<u>Equity</u>		
Opening Balance	62256.70	62256.70
Retained Earnings	3872.35	13662.52
Net Income	22660.62	-9790.17
<b>Total Equity</b>	<b><u>88789.67</u></b>	<b><u>66129.05</u></b>

**Head Coaches Report – Jeremy Duncan**

No report

**Development Officers Report – Aidan Withington**

No report

**Portfolios**

**Team Management – Shona Tomlins**

South Island Champs: We only have one application from Jane Morgan who prefers to be an assistant manager as she hasn't been away with senior swimmers before. We may need to look at team list and approach parents direct.

**Note from David re South Island Champs.**

**At this stage there are:**

**28 swimmers confirmed with 2 not requiring accommodation**

**14 swimmers confirmed not attending**



**4 still to confirm either way (3<sup>rd</sup> email request has been sent out)  
Jeremy is attending this meet only from Saturday pm.**

Age group short course: Bev Catto the only application

**Note from David re NZ Age Group Short Course Champs.**

**At this stage there are:**

**9 swimmers confirmed**

**5 swimmers confirmed not attending**

**1 still to confirm either way (3<sup>rd</sup> email request has been sent out)**

**Please note that neither Jeremy (Commonwealth Games) or Oscar (Overseas holiday) are not attending this meet.**

Opens short course: Vicki Finlay has showed interest but hasn't applied yet

**Note from David re NZ Open Short Course Champs.**

**At this stage there are:**

**0 swimmers confirmed**

**5 swimmers confirmed not attending**

**1 swimmer unsure**

NZ Opens and Commonwealth Games Trials: I have had debrief with Vicki for with no concerns there.

### **Uniforms – Yvonne McDonald NIL**

### **Technical – Barbara Grant**

New lane modules to be used for first time at League meet. They are being stored outside the control room in a better environment.

Need to action Southland Technical Committee at AGM

Splash Palace is going to provide vouchers for Tony and Allan for work done on gear maintenance over the past years. Barbara to arrange with Crosbie.

Moved	Shona Tomlins
Seconded	Joka Wiegiersma

“That Swimming Southland matches the ICC vouchers as a gesture of thanks” CARRIED

Claim for farewell gift for Aidan Withington \$143. Meeting agreed

### **Selectors – Fiona Dooley**

I have a concern about Alan Howie staying on as a selector. Several times over the last 2 years I have contacted him with e-mails asking for his input with no reply's coming forward.

For the Swimming Southland trophies this year I emailed him about a meeting to decide the trophies and had no reply so asked Jeremy to join us only for Alan to show up. We had another couple of trophies to choose by email which again I received no input.

I am standing down as selector this year and that would put Alan as Convener of Selectors.

### **Trophy – Joka Wiegiersma**

Joka advised that she had sent emails of thanks to Tim Ward and the Ascot Park. She has also booked the same venue for 2011

### **Hospitality –Shona Tomlins, Joka Wiegiersma NIL**



**Governance – Nigel Soper**  
**NIL**

**Coaches and Teachers – Nigel Soper**

Nigel Soper gave an update on meeting with H2O Dreams. Nigel and Shona met with Jeremy Duncan on Friday the 4<sup>th</sup> of June.

Explained contract details and also how the HP fund would be distributed going forward with 2 management members and Jeremy on a committee to disburse funds.

Shona advised that minutes were taken and she read these to the meeting.

Discussion on contract and the meeting agreed that the contract needs to reflect the way the committee wants all levels of swimming to be fostered with expectations and measurements.

**General**

Barbara Grant advised that the Sport Southland initiative for a “one stop shop” for athletes just below elite status (uncarded) with all sports to share facilities was gathering momentum. The surveys had been completed and results distributed. Sport Southland has had an initial meeting with the ILT on the 9/6/10

**Outstanding Action Sheet –**

Yvonne McDonald advised that Alison Broad away for all of July so unable to attend AGM. Reschedule for delegates meeting with Yvonne to advise best time.

Barbara Grant gave an update on Development Officer status.

**Meeting Closed 9.15pm**

**Chairperson’s Signature:** \_\_\_\_\_

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

**Next Meeting:           Wednesday 14/7/10**