

MINUTES: Of the Management Committee of Swimming Southland

Held Tuesday 14th of June 2011
Venue Splash Palace - Invercargill
Start Time 6.30pm

Present Joka Wiegiersma (Chair) Geoff Finnerty, Jane Fisher, Fiona Dooley, Paul Harrington

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

Apologies Nigel Soper, Yvonne McDonald, Barbara Grant for lateness

Moved Geoff Finnerty
Seconded Jane Fisher

“That apologies be sustained” CARRIED

Welcome Joka Wiegiersma assumed the chair in Nigel Soper’s absence and opened the meeting and welcomed everyone.

Minutes **Management Meeting 10th May 2011**

Moved Fiona Dooley
Seconded Geoff Finnerty

“That the Management Minutes of 10th May 2011 be received” CARRIED

Matters Arising

Joka commented that the Junior School Champs were very successful with very good feedback from parents and swimmers.

Geoff pointed out that a sub committee had been appointed to work with Oscar on the one-club proposal but this had not been recorded in the minutes. Minutes to note that Fiona Dooley, Geoff Finnerty and Barbara Grant were appointed to the sub committee.

Moved Jane Fisher
Seconded Paul Harrington

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

PORTFOLLIO REPORTS

Team Management and Uniforms –Jane Fisher
NIL

Technical – Barbara Grant & Jane Fisher
Jane to check with Barbara on Tech Officials for Winter Meet 1

Trophies and Hospitality – Joka Wiegiersma
Joka advised she had sent a note of thanks to Tim Ward (MC) and the Ascot Park Hotel following the Prizegiving. She advised she had booked the Ascot Park for the 15th of May 2012
Joka advised she would be away for the period 2/7/11-22/8/11 and Yvonne McDonald would be handling any hospitality.

Governance – Geoff Finnerty

Geoff reported that there was ongoing politics over Project Vanguard. Adopt a wait and see approach.

Coaches and Teachers – Paul Harrington and Geoff Finnerty

HEAD COACHES REPORT – JEREMY DUNCAN

- ✓ Amendments' to my contract need to be made
- ✓ Clarify for me the process of communication when selecting a manger for a meet, along with who is involved
- ✓ Clarify the process of selectors deciding annual awards, along with who is involved

New Numbers

Orca	0
Collegiate	0
Waverley	0
Murihiku	1
Country	5
Splash Palace	1
Oreti	0
Adult	3

Paul spoke to Jeremy's report and asked the committee what they want to see in his report. Feedback included – Meet feedback, Exceptional swimmer achievements, Numbers in & out, Red Flag issues

Paul and Geoff to follow up contract amendments and request in writing from H2O Dreams

The EO to advise Jeremy in writing regarding the selection of Team Managers.

Paul Harrington advised he had already verbally clarified the annual awards process with Jeremy.

Discussion was held on the upcoming changes to marshalling at meets etc. Jane Fisher to discuss with Jeremy as part of the Southland Technical Committee.

Publicity and Profile – Jane Fisher and Fiona Dooley

Great to see Natalie and Lyn shortlisted at Sports Awards and John Sutton to receive a Service to Sport Award.

EXECUTIVE OFFICERS REPORT – DAVID PRATTLEY

Swim Sport

The Swimming Southland Calendar has been circulated along with the Meet Fliers for the three Winter Meets on the 18th of June, 9th July and 20th of August. (Copy attached)

I will be forwarding out fliers for Southland Winters and the August Development meet very soon.

The Team Managers report for the South Island Country & Town meet has been submitted by Erna Allison for approval.

The Team Managers report for NZ Opens has been submitted by Vicki Finlay for approval.

Both reports were reviewed and approved

High Performance Fund

Balance brought forward from previous period	\$4814.97
Spent period 11/5/11-14/6/11	\$4772.25
Balance 14/6/11	\$42.72

This expenditure relates to:

Natalie Wieggersma Funding Miami Training Camp	\$500.00
Lisa Pankhurst Funding Cairns Training Camp	\$3254.33
Lisa Pankhurst Funding Aussie Short Course Accommodation balance	\$226.09
Michael Finlay Funding Auckland Winters	\$200.00



Lisa Pankhurst Funding Aussie Short Course Entry Fees \$91.83
 HP Funding for Massage Therapist Travel to NZ Short Course Champs \$500.00
 Total \$4772.25

The entire budget is now spent up until the 31st of October which is the start of our funding round with the ILT Foundation. I have communicated this to Jeremy and advised there can be no further expenditure until then.

Lisa Pankhurst advised me that she has written to the ILT Foundation thanking them for their support for her High Performance Funding.

Records

Course	Stroke	Dist.	Age	Name	Club	Old Time	New time	Date	Event/Where	Who/Date
Short	IM	100	U10	Daniel Strang	MKU	1.34.55	1.33.83	3/6/11	Neptune	N Thorne Feb 00
			Moved	Jane Fisher						
			Seconded	Joka Wiegiersma						

"That the records as tabled be ratified" CARRIED

Correspondence

NZ Swimming Trust (see below under funding)
 Community Trust of Southland (see below under funding)
 Orca Swimming Club Advising changes to their constitution
 Sport Southland ICC Sport Forum Minutes

Funding

The **Swimming NZ Trust** of which Swimming Southland is a member has recently written to all regions asking donations that will be invested in interest bearing securities with all interest earned to be distributed annually. The Trust has recently made their grant rounds for 2011 and 28 swimmers and 1 Synchro swimmer received grants. This included \$6000 allocated to the 8 swimmers attending the Youth Commonwealth Games in the Isle of Man. Only two Southland swimmers applied for grants. Lisa Catto received a \$500 and Natalie Wiegiersma did not receive any funding. I have ensured that Lisa has written to the trust to thanking them for their support.

The **Community Trust of Southland** have confirmed their base funding for the 2011/2012 year and I have received the annual reporting form to be completed after our affiliations are finalised. Our base funding is \$3880 and we receive \$10 per player and official from our 30th of June affiliation returns.

General

All Rep Photos checked and have been forwarded back to Geoff Horrell

Affiliations

Reminders have been forwarded to clubs about affiliation database. Affiliation numbers at present stand at:

	Administrator	Club Swimmer	COACH	Competitive Swimmer	Learn to imSw	Technical Official	Swim Sth Life Members	Total June 2011	Total June 2010	Difference
Bluff	1	41	2	1	14			59	54	5-
Central Southland Collegiate				10			2	12	144	132-
Fiordland ASC	6	168	9	13		3		199	192	7
Hokonui Aquatics	3	74	9	52	2		1	140	119	21
		56	1	36	22		1	115	132	17-

Mataura								0	64	64-
Murihiku	12	24	12	27	144	6	2	225	279	54-
Orca	3	84	8	37	79	13	4	224	218	6
Oreti			6		59			65	65	0-
Riverton		34	1		42			77	96	19-
Waiau		30	5	8	25	1		69	91	22-
Waverley		17		9	131		4	161	230	69-
Total	25	528	53	193	518	23	14	1354	1684	330-

As you can see Central Southland and Mataura have yet to start their affiliation process and it appears that Waverley are part way through the process. If these are not completed by the 30th of June this jeopardises Swimming Southlands voting strength at the Swimming NZ AGM and more importantly effects our funding with the Community Trust of Southland. This will also mean that the clubs involved will not have any voting strength at the Swimming Southland AGM. While I have been affiliating competitive swimmers on behalf of club according to the SNZ constitution this is a responsibility of the club. If these are not completed it also could mean that competitive swimmers will not be eligible to compete.

AGM

The notice of meeting was sent to all clubs, life members and management members on the 30th of May. A further reminder about the deadlines was sent on Friday the 10th June.

No nominations for any officers received at this point for AGM (Nominations close 17/6/11 @ 5pm)

Three clubs have supplied their Presidents reports for the Annual report (These are due on 17/6/11) I will not be chasing these this year. If clubs do not supply by the deadline they will have no report in the Swimming Southland Annual report.

I require the Swimming Southland Presidents report and Swimming Southland Management Committee portfolio reports by 17/6/11 for inclusion in the Annual report.

Fiona Dooley asked that a Head coaches report and a Development Officers report be included in the Annual Report. Meeting agreed

I have a number of rule changes to be forwarded by the Management Committee to the AGM for approval. These will be sent as soon as possible or tabled at the meeting. Lyn Sutherland has submitted a change to rule 42 which will be tabled. There has been no other alteration to rules submitted at this point (close 24/6/11 @ 5pm)

Two clubs (Waverley & Central Southland) have submitted all of their financial reports, list of office bearers and delegates. The deadline for these reports is the 10th of July. Murihiku have supplied office bearers and delegates. I have received no other reports from clubs.

Awards

All nominations for awards received have been forwarded to the Awards Committee (John Sutton, Graeme Mulligan & Ethel Naylor). I believe that there are more to come.

FINANCIAL REPORT – DAVID PRATTLEY

The following reports were tabled for consideration

- 2010 – 2011 Financial Report compared to Budget**
- 2010 – 2011 Financial Report compared to Previous year**
- 2010 - 2011 Balance Sheet Comparison to Previous year**
- 2010 – 2011 Explanations of Variations to Budget**

2011 – 2012 Budget

2011 – 2012 Explanations of Variations to Previous Year

2011 – 2012 Actual Result for May 2011 and Forecast for June 11 to April 12

Moved Jane Fisher
Seconded Joka Wiegersma

“That 2011-2012 Budget be adopted” CARRIED

Accounts for Payment (SBS)

Name	Date	Description	Cheque	Amount
Southern OPD	11/5/11	Paper	111433	\$33.49
David Prattley	17/5/11	Wages	DD	\$1097.96
Oscar van Stekelenborg	17/5/11	Wages	DD	\$759.30
Creative Screen Print	18/5/11	Screenprinting	111434	\$24.15
Makarewa School	18/5/11	Refund Entry Fees	111435	\$17.50
Winton School	18/5/11	Refund Entry Fees	111436	\$45.00
Otatara School	18/5/11	Refund Entry Fees	111437	\$14.00
McLeay Engravers	18/5/11	Trophies and Engraving	111438	\$1515.00
H2O Dreams	20/5/11	May Fees	DD	\$3354.17
Swimming NZ	25/5/11	HP Funding Cairns Camp	111439	\$3742.48
Lisa Pankhurst	25/5/11	HP Funding Aussie Short Crse	111440	\$260.00
Michael Finlay	25/5/11	HP Funding Auckland Winters	111441	\$200.00
Nigel Soper	27/5/11	Flowers at prizegiving	111442	\$85.00
Ascot Park	27/5/11	Prizegiving	111443	\$2145.00
David Prattley	31/5/11	Wages	DD	\$1097.96
Oscar van Stekelenborg	31/5/11	Wages	DD	\$759.30
Creative Screen Print	31/5/11	Ribbons	111444	\$31.05
Swimming NZ	31/5/11	HP Funding Aussie SC Entries	111445	\$105.60
Aquazone Swimming	31/5/11	EO Telephone & Internet	111446	\$64.33
Collingwood Foodcentre	3/6/11	Expenses Sth Junior Schools	111447	\$293.40
NZ Swimming Trust	7/6/11	Subscription	111448	\$30.00
Aquazone Swimming	9/6/11	Accom Deposit opens & flowers	111449	\$834.25
Southern OPD	10/6/11	Stationery, Postage, Paper	111450	\$147.34
IRD	10/6/11	PAYE & Kiwisaver	111451	\$1433.31
David Prattley	14/6/11	Wages	DD	\$1097.96
Oscar van Stekelenborg	14/6/11	Wages	DD	\$759.30
Total				\$19946.85

Accounts for Payment (Westpac Travel Account)

Name	Date	Description	Cheque	Amount
Gore Take Note	27/5/11	Pre Paid Envelopes	Eft	\$138.60
Total				\$138.60

SBS Star Account Summary of Transactions

Opening Balance 11/5/11		\$36719.65
Plus Deposits		
Deposits	\$15323.97	
Less Payments		
Payments (Cheques and Direct Debits)	\$19946.85	
Plus Interest Received	\$35.18	
Less Account Fees	\$	
Balance as at 14/6/11		\$32131.95

Westpac Travel Account Summary of Transactions		
Opening Balance 11/5/11		\$486.04
Plus		
Transfers In from Current Account	\$	
Less		
Eftpos Transactions	\$138.60	
Balance as at 14/6/11		\$347.44

SBS Term Deposit Account Summary of Transactions		
Opening Balance 24/5/11		\$9971.33Cr
24/8/11 Quarterly Interest	\$115.61	
24/11/10 Quarterly Interest	\$116.95	
24/2/12 Quarterly Interest	\$118.31	
24/5/12 Quarterly Interest	\$117.08	
Balance as at 24/5/12		\$10439.28Cr
Invested for 12 months @ 4.60% maturing 24/05/2012 (Interest paid quarterly)		

The meeting approved the EO request to reinvest for three months at the best possible rate as projected cashflow could dictate a funding requirement during September and October

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

Debtors

Aged Balance Summary 14/6/11

	Current	30 days	60 days	90 days	Total
Bluff					
Central Southland					
Collegiate					
Fiordland					
Hokonui Aquatics	2270.40				2270.40
Mataura					
Murihiku	1537.60			-96.50	1441.10
Orca	1629.60				1629.60
Oreti					
Riverton					
Waiau		525.80			525.80
Waverley					
H2O Dreams		60.71			60.71
SS Fundraising		677.54			677.54
Natalie Wieggersma	32.00				32.00
Lisa Pankhurst	32.00				32.00
Ascot School	24.50				24.50
James Hargest	101.00				101.00

Salford School	73.00		73.00
SBHS	10.00		10.00
St Peters College	14.00		14.00
Waihopai School	17.50		17.50
Woodlands School	76.50		76.50
	5818.10	1264.05	-96.50
			6985.65

Note 1

Executive Officers Monthly Costs – Telecom

Total	\$114.04
50%	\$57.02
Plus Tolls	\$7.31
Total	\$64.33

Note 2

2011.2012 Budget tabled for approval

VARIATIONS TO BUDGET EXPLANATIONS

- Revenue	
NIL	
- Expenditure	
NIL	
- Other Revenue and Expenses	
NIL	
- Total	

Balance Sheets Comparison as at 31/5/11

Assets	31/5/11	31/5/10
SBS Bank Star Account	36465.51	41667.07
Westpac Trust Travel A/c	347.44	797.06
SBS Bank Term Deposit	9971.34	9455.25
SBS Bank Term Deposit	26237.27	25421.18
Accounts Receivable	7247.65	741.25
Prepayments		
Equipment	3789.06	4206.26
Total Assets	84058.27	82288.07
Liabilities		
Accounts Payable		
Affiliations Due		360.00
Tax Payable	1204.97	1069.23
Income in Advance		
Accruals		
Other Current Liabilities	328.55	328.55
Total Liabilities	1533.52	1757.78

Net Assets	82524.75	80530.29
<u>Equity</u>		
Opening Balance	62256.70	62256.70
Retained Earnings	25344.52	23697.41
Net Income	-5076.47	-5423.82
Total Equity	82524.75	80530.29

DEVELOPMENT OFFICERS REPORT – OSCAR VAN STEKELENBORG

School visits made this month were to the following: St Johns, Rimu, Aurora, Seven Day Adventist, Salford, Donovan Park, Verdon and SBHS. A very busy month and at times I had to provide relief cover for schools without teacher support to take the class.

On Sun 15 May I attended the Southland primary school sports which attracted a good numbers of entries. This was a good chances to look at potential talent and I made contact with a few and were pleased to see that most of them were already in swimming clubs but I offered them the opportunity to join my new grassroots Penguin squad which I will detail later on in this report.

One consideration is to maybe to run this meet during the week as per Primary School Athletics Meet who are given the afternoon off to attend and therefore attracting bigger numbers.

Preparations for a start on Fri 10 June of my new grassroots Penguin Squad got underway where clubs would select their best swimmers less than 11yrs not already involved in any professional coaching programme to a 10 week one hour skills and stroke development course. At present I have 28 little Penguins enrolled.

I would like Management to consider some support for this group in either financial eg pick up tab for lane hire or t/shirt or cap acknowledging this talent id group. I hope that these children will enter in Swimming Southland development meets.

After discussion the committee agreed that this initiative required Swimming Southland's full support and agreed to fund all lane space, supply caps for use during the course along with tee-shirts and certificates at the conclusion of the course. EO to action

On Thursday 12th of May I had a good meeting with Chris Morgan, Swimming New Zealand Manager School swimming programme.

General

Fiona Dooley advised that Waverley and Zenith were proposing an interclub meet. Date to be advised.

Paul Harrington asked that Crosbie Grieve's retirement be recognised with a gift from Swimming Southland. Suggestion of glass platter or the likes from Escape Glass or Chantilly's

Joka asked for and 800 and 1500m event to be included in the Winter Meet series, The EO to include in Winter Meet 2 Amended programme to be sent out.

Meeting Closed 8.40pm

Chairperson's Signature: _____

Date: _____

Next Meeting: Tuesday 12/7/11 6.30pm Splash Palace