

MINUTES: Of the Management Committee of Swimming Southland

Held Thursday 10th of March 2011
Venue Splash Palace - Invercargill
Start Time 6.30pm

Present Geoff Finnerty, Paul Harrington, Yvonne McDonald, Jane Fisher, Barbara Grant, Joka Wiegersma

In Attendance David Prattley (Executive Officer),

Apologies Yvonne McDonald for lateness
Nigel Soper

Moved Geoff Finnerty
Seconded Jane Fisher

“That the apologies be sustained” CARRIED

Welcome Barbara Grant assumed the chair until Yvonne McDonald arrives and welcomed all members to the meeting

Minutes **Management Meeting 10th February 2011**

Moved Barbara Grant
Seconded Joka Wiegersma

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

Matters Arising

NIL

Moved Jane Fisher
Seconded Paul Harrington

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

Portfolio Reports

Team Management and Uniforms –Jane Fisher

Jane asked that the EO email out to clubs a call for applications for team managers for the NZ Short Course Champs and South Island Champs

Cap update after request from Natalie Wiegersma. Aqualine advised that printing wouldn't last. A sample cap now with Creative Screen Print for testing. The EO was asked to reply to Natalie advising that Swimming Southland is currently investigating the options.

Samples of potential uniform upgrade presented. Now able to finally secure maroon & gold in adults and children's sizing.

Polo tops, T Shirts, Singlets and Jackets are all available from supplier.

Coaches will get one of the new uniform polo tops for trial.

The new uniform would be presented at the next delegates meeting. The EO to arrange.

Technical – Barbara Grant & Jane Fisher

Barbara Grant reported that the ICC had a confirmed budgeted for 4 replacement touch pads in their 2011/2012 budget and planned to budget for another 4 pads in 2012-13
Letter to go to ICC as follow up to order in July.

Barbara asked the EO about the status of the Olympic starting block. EO explained that not ordered due to high cost
Barbara suggested go back to clubs and ask for funding assistance and apply for additional external funding.
Paul Harrington asked that a fixed price be confirmed and a decision made in the next three months. The EO to action.

Yvonne McDonald joined the meeting at 6.50pm

Barbara Grant asked that an email be sent to Swimming Canterbury inviting swimmers down affected by the earthquake. Approach ICC to provide free swimming and ask for billets. EO to send an email to Canterbury gauge interest.

Trophies and Hospitality – Joka Wiegiersma

Ribbons purchased for Ribbon Day and Southland Junior School Champs. Paul queried costs.

Joka asked the EO to check the medal tally for Southland Champs with visitors

Joka asked the EO to check Ribbon count for Southland Winters

EO to send out trophy recall for prizegiving

Joka advised that she would be away for much of July and August and Yvonne McDonald agreed to act as Chief IOT during that period.

Governance – Geoff Finnerty and Nigel Soper

Geoff advised that Nigel and he had attended the SPARC CEO visit and presentation at the Ascot Park Hotel.

Key message was there is limited funding so very focused.

Coaches and Teachers – Paul Harrington and Geoff Finnerty

Paul was asked to invite Oscar and Jeremy to the next meeting being held on Thursday the 14/4/11 for a general discussion.

Publicity and Profile – Jane Fisher and Fiona Dooley

Executive Officers Report – David Prattley

Swim Sport

Annual Calendar review completed by coaches along with Southland Champ format

Requires input from Swimming Southland management and clubs. My suggestion is to form an events committee with the mandate from clubs and management to set the calendar. Representatives from clubs, coaches, tech officials and management.

Committee asked that the EO complete and get out to clubs and coaches for confirmation ASAP.

Meet fliers and entry files to be completed

Confirmation of date for Junior School Champs in Term 2 required

Due to unavailability of key officials and EO it was agreed to move this event to the 15th of May.

High Performance Fund

Balance brought forward from previous period	\$9696.16
Spent period 8/2/11-10/3/11	\$1455.10
Balance 10/3/11	\$8241.06

This expenditure relates to:

Jacques & Topping	Airfare Adj NSW Opens	\$70.43
Lisa Pankhurst	NSW Opens	\$500.00
H2O Dreams	Accommodation NSW Opens	\$169.57
Stephen Hill Haas	TRX Training Machine	\$715.10
		\$1455.10

Records

Course	Stroke	Dist.	Age	Name	Club	Old Time	New time	Date	Event/Where	Who/Date
LC	IM	400	Open	N Wiegersma	Wav	4.41.15	4.40.16	11/2/11	NSW Opens	N Wiegersma 4/10
LC	Free	100	U14	H Morgan	Mku	1.03.17	1.02.06	12/2/11	Age/Open Meet	A Miller 11/09
LC	Free	400	Open	N Wiegersma	Wav	4.19.47	4.18.63	12/2/11	NSW Opens	N Wiegersma 8/09
LC	Free	400	Open	N Wiegersma	Wav	4.18.63	4.15.78	12/2/11	NSW Opens	N Wiegersma 2/11
LC	Free	400	U14	H Morgan	Mku	4.43.73	4.38.48	1/3/11	NAGS	H Morgan 1/11
LC	Back	200	U14	H Morgan	Mku	2.31.76	2.30.99	1/3/11	NAGS	C Davies 4/04
LC	IM	200	U14	J Hamilton	Mku	2.27.48	2.25.37	1/3/11	NAGS	W Rogers-Hoff 3/98
LC	Free	100	U14	H Morgan	Mku	1.02.06	1.01.72	2/3/11	NAGS	H Morgan 2/11
LC	Free	200	U14	H Morgan	Mku	2.14.33	2.11.32	3/3/11	NAGS	H Morgan 1/11
LC	Free	100	U14	J Hamilton	Mku	58.44	57.84	3/3/11	NAGS	A Hamilton 7/84
LC	Free	800	U14	H Morgan	Mku	9.48.90	9.44.63	4/3/11	NAGS	N Wiegersma 12/03
LC	Back	50	U14	H Morgan	Mku	33.26	32.47	4/3/11	NAGS	H Morgan 1/11
LC	Back	50	U14	H Morgan	Mku	32.47	32.36	4/3/11	NAGS	H Morgan 3/11

Moved Yvonne McDonald
Seconded Joka Wiegersma

"That the records as tabled be ratified" CARRIED

Correspondence

Natalie Wiegersma – Southland Caps

The EO was asked to reply to Natalie advising that Swimming Southland is currently investigating the options.

Sport Southland – Change of qualification period for Sports Awards

Central Southland – Complaint about non running of Southland Country Club Championships

The EO was asked to reply to Central Southland advising that the Country Club Champs would be included in the 11/12 calendar currently under review and a management committee member would be appointed to liaise with the country clubs about the running.

Central Southland - Complaint about proposed change for Junior School Championships

All options explored and date of 15 May agreed upon.

Finance Report – David Prattley

Accounts for Payment (SBS)

Name	Date	Description	Cheque	Amount
Jacques & Topping	8/2/11	Airfare Adj	111347	\$81.00
Adventure Outfitters	10/2/11	Uniforms	111348	\$167.10
South Island Swimming	11/2/11	Share of Operational Costs	111349	\$100.00
Lisa Pankhurst	11/2/11	HP Pymt NSW Opens	111350	\$500.00
ICC	14/2/11	Pool Hire	111351	\$2682.80
Swimming NZ	14/2/11	NAGS Entry Fees	111352	\$870.00
Swimming Canterbury	14/2/11	SICT Entry Fees	111353	\$1945.00
H2O Dreams	14/2/11	Accom Expenses NSW opens	111354	\$195.00
H2O Dreams	18/2/11	Feb Fees	DD	\$3354.17
RJB Engineering	18/2/11	Filming Equipment	DD	\$5415.42
Haast Motor Park	18/2/11	Accom SICT	111355	\$971.00
Greymouth Top 10	18/2/11	Accom SICT	111356	\$2752.00
Travel Account	18/2/11	Transfer funds	111357	\$2000.00
NZ Post	18/2/11	PO Box Rental	111358	\$145.00
Stephen Hill-Haas	18/2/11	TRX Training System	111359	\$822.37
Adventure Outfitters	18/2/11	Uniforms	111360	\$46.52
			111361	Destroyed
			111362	Destroyed
Pegasus	18/2/11	Rental Van Opens	111363	\$675.00
			111364	Destroyed
				Destroyed

Haast Primary School	20/2/11	Catering SICT	111366	\$840.00
Diane Thornbury	21/2/11	Airfare Reimb NZ Juniors	111367	\$236.00
David Prattley	22/2/11	Wages	DD	\$1097.96
Oscar van Stekelenborg	22/2/11	Wages	DD	\$759.30
David Prattley	8/3/11	Wages	DD	\$1097.96
Oscar van Stekelenborg	8/3/11	Wages	DD	\$759.30
Swimming BOP	9/3/11	Entry fees	111368	\$494.00
Capital House	9/3/11	Meals & Accom NAGS	111369	\$10367.25
Eziweb	9/3/11	Domain Name Renewal	111370	\$44.85
IRD	9/3/11	PAYE	111371	\$955.54
Southern OPD	9/3/11	Paper/Envelopes/Stamps	111372	\$135.67
UniformNZ	9/3/11	Uniforms	111373	\$1314.05
Aquazone	9/3/11	Telephone Reimb	111374	\$52.35
McCallums	9/3/11	Monogramming	111375	\$68.52
Collingwood	9/3/11	Meet Expenses	111376	\$80.00
Air NZ Travelcard 9/3/11		Ticket reissue	111377	\$20.00
Swimming Auckland	9/3/11	Entry Fees	111378	\$55.80
Creative Screen Print	9/3/11	Ribbons & Screenprinting	111379	\$809.60
DCR Rentals	9/3/11	Rental Vans NAGS	111380	\$1630.00
Total				\$43540.53

Accounts for Payment (Westpac Travel Account)

Name	Date	Description	Cheque	Amount
Gore Take Note	11/2/11	Envelopes	Eft	138.60
Sundry	20/2/11	NZ Juniors Eftpos Trans	Eft	1587.61
Sundry	6/3/11	NAGS Eftpos Trans	Eft	1676.40
Total				\$3402.61

Moved Jane Fisher
 Seconded Geoff Finnerty

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

SBS Star Account Summary of Transactions

Opening Balance 9/2/11	\$78195.14
Plus Deposits	
Deposits	\$9736.42
Less Payments	
Payments (Cheques and Direct Debits)	\$43540.53
Plus Interest Received	\$82.30
Less Account Fees	\$
Balance as at 10/3/11	\$44473.73

Westpac Travel Account Summary of Transactions

Opening Balance 9/2/11	\$3033.22CR
Plus	
Transfers In from Current Account	\$2000.00
Less	
Eftpos Transactions	\$3402.61
Balance as at 10/3/11	\$1630.61

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 10/3/11

	Current	30 days	60 days	90 days	Total
Bluff			95.50	352.50	448.00
Central Southland	60.00				60.00
Collegiate					
Fiordland	518.12	2604.40			3122.52
Hokonui Aquatics	4029.00	2948.80			6977.80
Mataura					
Murihiku	4144.16	825.60			4969.76
Orca	2887.12	3027.20			5914.32
Oreti					
Riverton					
Waiau	354.00	825.60			1179.60
Waverley					
Aquazone	2707.71				2707.17
Natalie Wiegiersma		78.00			78.00
Lisa Pankhurst		46.80			46.80
Queenstown Swimming Club	280.00				280.00
SS Fundraising				56.00	56.00
	14980.11	10356.40	95.50	408.50	25840.51

Concern was expressed about the Bluff account and the EO advised he would make contact by phone to Sandra Johnson.

Paul Harrington asked the meeting to consider paying for NSW Open entry fees for Lisa Pankhurst and Natalie Wiegiersma. Joka Wiegiersma excused herself from discussion. Meeting agreed that this was a HP expenses not a Swimming Southland expenses and no allowance had been made in budget for HP expenses. By paying we would set precedence for other national and international meets.

Note 1

Executive Officers Monthly Costs – Telecom

Homeline plus wire maintenance	\$48.03
Xtra Broadband	\$48.03
Total	\$96.06
50%	\$48.03
Plus Tolls	\$4.32
Total	\$52.35

Note 2

Actual YTD result to 28/02/11 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 2010/11. Also the Junior School entry fees will now be in next years revenue although some costs (Ribbons) will be in this year

Affiliated competitive swimmer numbers are down compared to 2009 so I have made an adjustment down for the season of \$694.18 (-5.34%)

- **Expenditure**

As indicated the affiliation fee income is down and so the corresponding payment to Swimming NZ has been reduced by \$1142 (-13.52%).

Computer Software upgrade for Team Manager not budgeted for

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.

National Meet entry Fees down due to no Div2s (next years budget now)

Pool hire down due to Junior School Champs now in May

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

NZ Open Short course deposit for accommodation not able to be refunded

Increase in cost of NAGS (\$750) and Opens (\$250) travel

- **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 \$2194.24 against budget of -\$1495

Balance Sheets Comparison as at 28/2/11

<u>Assets</u>	28/2/11	28/2/10
Westpac Trust Current Account		740.00
Westpac Trust Online Saver		
SBS Bank Star Account	60331.90	58100.58
Westpac Trust Travel A/c	3307.01	3006.13
SBS Bank Term Deposit	9842.94	9348.02
SBS Bank Term Deposit	26237.27	25000.00
Accounts Receivable	27966.83	21691.66
Prepayments		600.89
Equipment	5414.06	6701.26
Total Assets	133100.01	125188.54
<u>Liabilities</u>		
Accounts Payable		58.14
Tax Payable	1048.44	874.10
Income in Advance		
Accruals		
Other Current Liabilities	328.55	328.55
Total Liabilities	1376.99	1260.79
Net Assets	131723.02	123927.75
<u>Equity</u>		
Opening Balance	62256.70	62256.70
Retained Earnings	23697.41	3872.35
Net Income	45768.91	57798.70
Total Equity	131723.02	123927.75

Head Coaches Report – Jeremy Duncan

No Report

Development Officers Report – Oscar van Stekelenborg

I have been promoting the Swim Teacher course in Invercargill on the 19th of February within the clubs. This has resulted in 9 people undertaking this course.

School visitations were undertaken with weekly visits to the following schools.

St Johns where a trainee teacher was assigned to me for training.

Sacred Hearts, Myross Bush and Te Wharekura where I provided assistance to them when required.



On Sunday 12th February I visited the Fiordland Swimming club for a full day coaching the coaches seminar .I presented to them a teaching progression for all the four strokes and provided them with handouts for reference. I really enjoyed this experience and hope other country clubs take up this opportunity.

My first Teach Smart assignment programme was done on Wednesday 16th of February with the Collegiate Swim Club. I observed their operations in both the Main pool and Learners pool and in general was impressed and feel they are providing a service as a low cost learn to swim and swim fit club. The following week I presented to them a written report where I feel improvements could be made.

On Monday 21st of February I visited the Matura club to offer assistances to a group of local people trying to offer the community a low cost swimming club. Help and advice was given with an offer of future visit in March.

EO asked to formalise job schedule and accountability form for DO ASAP.

General

Paul expressed concern about the availability of catering at Splash Palace at meets. Ongoing issue that has previously been tackled by Nigel. Raise again when major meets are on.

Meeting Closed 8.20pm

Chairperson's Signature: _____

Date: _____

Next Meeting: **Thursday 14/4/11 6.30pm Splash Palace**