



MINUTES: Of the Management Committee of Swimming Southland

Held Tuesday 12th of May 2009
Venue Waihopai School - Invercargill
Start Time 7.30pm

Present Nigel Soper (Chair), Brian Richardson, Joka Wiegersma, Fiona Dooley, Shona Tomlins, Yvonne McDonald

In Attendance David Prattley Executive Officer

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

Apologies Andrew Holden (for lateness)

Moved Shona Tomlins
Seconded Joka Wiegersma

"That the apologies be sustained" CARRIED

Minutes Management Meeting 7th April 2009

Moved Shona Tomlins
Seconded Yvonne McDonald

"That the Management Minutes of 7th April 2009 be received"
CARRIED

Matters Arising

Nigel Soper advised he had been speaking with Crosbie Grieve and any additional fees to cover Aidan while he was away have been waived.

Andrew Holden arrived at 7.40pm.

Fundraising opportunity should be explored at all meets when Splash Palace shop is closed. Yvonne McDonald to investigate and report back. Scratchy Boards for swimmers travel fund to continue.

Yvonne McDonald reported on the meeting with Andrew Holden, Nigel Soper, herself with Jeremy Duncan.

Jeremy concerned and surprised that the concerns had come through as he had setup times when parents could come and talk and this had been used. Their meeting agreed that some form of feedback from parents is needed but how to compile this.

Initially agreed to explore an evaluation form going out but these don't always work as not completed or give limited feedback.

Yvonne has spoken with Alison Broad (facilitator) who has suggested that focus groups of parents with a facilitator are a much better way of communicating with the group.

Fiona Dooley suggested that parents of swimmers who have given up also be involved. Agreed

Brian Richardson suggested the need to look at wider issues rather than swimmer complaints. Agreed

Yvonne to look at what we need to ask the groups.

Meeting agreed that the proposal was a good idea and asked Yvonne McDonald to talk with Alison Broad.

EO advised that the Audit Report had been signed off with one major query surrounding internet banking and the safety from fraud. The auditors had advised they could provide advice on how best to handle this and the EO has asked them for a quote.

Holiday Records still to be completed.

Shona Tomlins reported on team management policies and documentation.

- **Job description completed and tabled at last meeting. Small wording change required about vetting.**
- **David has contacted the Police regarding the Vetting service and advised that the organisation is required to be registered for vetting services.**

EO & Shona to meet after Police have replied to finalise policy.

Nigel updated the meeting on the Timing equipment. He advised that Pam Soper was willing to learn the AOD operation. Tim Ward, Phil Tomlins and himself would be learning the setup.

Request needs to go to Crosbie for equipment upgrade. Crosbie has agreed in principle to purchase a new starter box only to be used for Swimming Southland meets at Splash Palace.

Need to create a secure storage unit in our cupboard in Russell Cushen room. Brian and Nigel to have organised in a couple of weeks.

Moved Shona Tomlins
Seconded Yvonne McDonald

"That the Minutes of the Management Meeting held 7th April 2009, be accepted as a true and correct record" CARRIED

Executive Officers Report – David Prattley

The executive officers March report was tabled for discussion:

Swim Sport/Recorder

Permission to swim outside the province at the Neptune Queens Birthday meet was approved for:



Amy Dickey, Molly Tomlins, Lilly Tomlins, Troy Tomlins, Hannah Morgan, Lucy Fisher, Taylor Holden, Mitchell Holden, Harrison Finnerty, Josh Hamilton, Alison Yorkstone, Emma Cumming (All MKU)
Liam Cullen, Hana Beck (WAV)
Emily Joyce, Molly Butt, Thomas Glew, Hannah Cocker, Ellice Soper, Felecity Soper (All COL)
Peter Hamilton (CSL)
April Miller, Kavan Chay (HOK)

Moved: **Brian Richardson**
Seconded: **Nigel Soper**

"That the permission be granted to all named swimmers" CARRIED

Permission to swim outside NZ during the USA tour was approved for:
Natalie Wiegiersma (WAV), Adam McDonald (COL), Lisa Pankhurst (COL)
All paperwork has been forwarded to Swimming NZ

Permission approved by Swimming Canterbury West Coast to swim in Southland but remain members of Aquagym granted to Richard and Chloe Harris. Aquagym have provided best times reports and I will do their entries for any meets.

Calendar has been forwarded out to all clubs and coaches seeking feedback. To date two clubs and one coach have made requests. I will outline these.

Jeremy's request to have H2O Dreams camp dates included approved.
Amendments made to League Meet 1 & 3 Dates due to clashes with other events.
Committee agreed to move to the Sunday after each meet. This is subject to pool availability.

National Competition review was supposed to be out to clubs by the end of last week from Swimming NZ. At this stage I have not seen anything. Jeremy has heard via Jan Cameron that it was possible that NZ Summers may not be happening. I emailed Swimming NZ and they have advised that this will be part of the Competition review.

High Performance Fund

Balance Fund 7/4/09	\$ 5349.70
Spent Period 7/4/09 – 12/5/09	<u>\$ 3777.76</u>
Carried Forward to next period	<u>\$ 1571.94</u>

Breakdown of expenditure (GST Excl)	
Airfares USA Tour Wiegiersma, Pankhurst, McDonald, Duncan	\$3777.76
Total	\$3777.76

Amended funding request from Jeremy Duncan for this tour to be tabled.

Amendment to previous High performance funding request tabled.

General discussion surrounded the allocation of the fund.

Brian Richardson felt that the fund should be for high performance only and some of the athletes receiving funding did not constitute high performance in his mind.



Moved: **Nigel Soper**
Seconded: **Andrew Holden**

"That funding totaling \$4250 from the High Performance fund to be split evenly between the named applicants is approved"

Motion lost on a show of hands

Conflict of interest noted: Yvonne McDonald, Joka Wiegersma. Did not vote.

Brian Richardson advised that as it stands no further funds can be allocated other than to Jeremy Duncan and Natalie Wiegersma.

Fiona Dooley expressed concern on her vote and said it is still Jeremy's discretion of where the funding can be allocated. David advised that Jeremy provides an annual budget prior to the funding application

Moved: **Andrew Holden**
Seconded: **Fiona Dooley**

"That funding totaling \$4450 from the High Performance fund to be split evenly between the named applicants is approved"

Brian Richardson said that the motion was an abuse of the process and shouldn't be allowed.

Motion carried on a show of hands.

Brian Richardson wished his vote against the motion to be recorded.

Shona Tomlins abstained.

Conflict of interest noted: Yvonne McDonald, Joka Wiegersma. Did not vote.

Brian Richardson left the meeting at 9.35pm

Moved: **Andrew Holden**
Seconded: **Fiona Dooley**

"That the additional funding requested from Jeremy from his High Performance Budget be declined" CARRIED

EO to advise Jeremy of outcome.

Records

NIL

Accommodation

NZ Springs accommodation booked at ILT owned Ashford Motor Lodge, Papanui Road.

We currently have 18 swimmers qualified for this meet.

Travel

Awaiting confirmation from travel agent on bookings for coach and manager so I can provide flight details to meet qualifiers so they can book their own tickets. After a couple of trials with this system I am suggesting that we adopt the policy of another club that I discussed this with at NAGS. If swimmers wish to travel outside the managers and coaches flights then this is permissible but the responsibility for getting to the accommodation is the responsibility of the swimmer. Likewise on the return journey if the swimmer wishes to leave on different flights then getting to the airport is their responsibility. This will resolve the issue of numerous trips to the airport by management when they are very busy.

It is swimmers prerogative to wait for the team at the airport should they arrive early.

Correspondence

Gear/Pool Liaison

Registrar

I am currently inputting all of the membership forms that I have received into the new Swimming NZ database.

This is quite involved and is taking a great deal of my time. I have currently completed 645 members and expect about another 1000 still to complete. Despite repeated requests and deadline I still have not received information from Matura and Oreti. I also have not received any information from Waiau but they have been in contact.

I will have a spreadsheet of information for viewing at the meeting.

Funding

Funding received from Community Trust of Southland and annual reporting form to be completed by 30/6/09.

We require a motion to be put through the minutes authorising the application for a scholarship for Adam McDonald to attend the Tri Series in Australia.

Moved:

Nigel Soper

Seconded:

Andrew Holden

"That the Management committee authorises the Executive Officer to proceed with a grant application to the ILT Foundation for a scholarship to assist NZ team selected member, Adam McDonald, with travel to the Trans Tasman Tri Series 4/7/09 – 11/7/09" CARRIED

Abstention: Conflict of Interest recorded Yvonne McDonald

Publicity/Promotion

This is now in the hands of Jeremy.

Website

Other

South Island Champs 2009 – Organising Committee

South Island Country & Town Competition 2010 – Organising Committee

Request to go out to clubs seeking organising committee members.

EO to approach Lyn Sutherland to act as Meet Director

EO to put together a checklist of organisational requirements

Winter League Meet Format 2009

EO outlined current format and advised that in light of budget restrictions that there should be a change. He outlined possible alternatives with one overall prize per age group, spot type prizes, addition of club relays. Fiona Dooley also suggested a swimmer of the meet award be made. All presentations to be made at the next meet



***therefore the prizegiving ceremony will not be required. Nigel Soper proposed that the entry fees be increased from \$4 per event to \$5.
Meet approved all changes.***

Update South Island Professional Consultant Coach – Don Talbot
***EO tabled email from Jan Cameron outlining the current status of this proposal.
Some funding will be required from regions and the management committee had previously passed a motion to apply for funding.***

Head Coaches Report – Jeremy Duncan

The Head coaches report was tabled for discussion

Splash Palace

1. All going well here, we have changed the pathway to get our 3.30 Competitive Sharks Group full, this is where our next wave of juniors will come from.

H2O Dreams Development Programme

2. Start of the term numbers are good, currently getting Neptune organized
3. All is in order for our trip to the USA
4. Next on the list is Wharenui

General

I am absolutely devastated that due to poor organization Swimming Southland could not get our application forms in for the ILT Sports person of the year. This is a major event on the sporting calendar within our province, with all of our major funders being present.

I recommend the following is undertaken by Swimming Southland, the following swimmers who I would have suggested be nominated

- Woman's Relay National Champions Lisa Pankhurst, Penny Hayes, Natalie and Joyce Wiegersma
- Joyce & Natalie Wiegersma for their medals at the Fina International World Cup series
- Adam McDonald selection for Australian Youth Olympic Festival , making a final and finishing 5th breaking the Southland Open record and a personal best

Are individually given a written letter explaining the mistake apologized to, and they were worthy of being nominated

***EO advised that Adam McDonald's achievements fell outside the award timeframe.
Nigel has been talking to Jeremy about this and agreed that a letter should go from him to the swimmers.***



Finance Report – David Prattley

The finance report was tabled for discussion

Accounts for Payment

Amount	Name	Description	Cheque
	H2O Dreams	Monthly Fees Apr DC	\$2910.94
	Aidan Withington	Wages FN ending 7/4/09 DC	\$733.03
	Aidan Withington	Wages FN ending 21/4/09 DC	\$567.65
	David Prattley	Wages FN Ending 7/4/09 DC	\$1086.39
	David Prattley	Wages FN Ending 21/4/09 DC	\$1086.39
	IRD	PAYE 180836	\$815.52
	Options Rentals	Van Hire NZ Opens 180837	\$525.00
	Orca Swimming Club	Regional Manager Travel SI C & T 180838	\$837.88
	Aquazone Swimming	Spyware Upgrade & Nortron Sub 180839	\$226.30
	Swimming NZ	Results Award Levy 180840	\$1402.50
	SwimZone Racing	Airfares USA Tour (HP Fund) DD	\$6060.00
	Waiau Swimming Club	Pay out Credit Balance 180841	\$2148.00
	Alysha Withington	Coaching Costs 180842	\$186.12
	ICC	Pool Hire 180843	\$158.40
	Alysha Withington	Coaching Costs 180844	\$38.88
	Aquazone Swimming	Telephone & Internet 180845	\$52.26
	Konica Minolta	Photocopier 180846	\$72.56
	Southern OPD	Stationery 180847	\$43.55
	SwimZone Racing	USA Tour Internal Costs (Swimmers) DC	\$3210.00
	SwimZone Racing	USA Tour Internal Costs (Coach) PD Budget DC	\$1070.00
	SwimZone Racing	USA Tour Internal Costs (Swimmers) DC	\$207.00
	SwimZone Racing	USA Tour Internal Costs (Coach) PD Budget DC	\$69.00

Travel Account Summary of Transactions

Opening Balance 7/4/09

\$1387.27 Cr

Transfer to Current account

\$1300.00

Balance as at 12/5/09

\$87.27Cr

Aged Balance Summary 12/5/09

	Current	30 days	60 days	90 days	Total
Bluff Swimming Club	39.00		19.50	715.69	774.19
Central Southland Swimming Club					
Collegiate Swimming Club	175.00				175.00
Fiordland Amateur Swimming Club	148.00				148.00



Hokonui Aquatics	2734.00	258.00		2992.00
Mataura Swimming Club				
Murihiku Swimming Club	234.00			234.00
Orca Swimming Club				
Oreti Swimming Club				
Riverton Swimming Club				
Waiau Swimming Club				
Waverley Swimming Club	237.50			237.50
Oscar van Stekelenborg			606.46	606.46
Adam McDonald	521.50			521.50
Natalie Wiegersma	69.00			69.00
Lisa Pankhurst	69.00			69.00
	4227.00	258.00	625.96	5826.65

Executive Officers Monthly Costs – Telecom

Homeline plus wire maintenance	\$47.55
Xtra Broadband	\$39.95
Total	\$87.50
50%	\$43.75
Plus Tolls	\$8.51
Total	\$52.26

Actual Annual result to 30/4/09 tabled

Budget 09/10 tabled

Budget with amendments to be circulated prior to next meeting

Development Officers Report

No report submitted

Portfolios

Team Management – Shona Tomlins

Previously dealt with under matter arising.

Team manager applications to go out to clubs and parents for NZ Springs. Closing Date to be 8th of June.

Uniforms – Yvonne McDonald

Currently have 40 Swimming Southland caps left so will be requiring more soon.

Technical – Brian Richardson

Nil



Selectors – Fiona Dooley

Nil

Trophy – Joka Wiegersma

Prizegiving ceremony under control.

Have purchased 5 new trophies for Open Water Champs. John Sutton is sponsoring one of these.

Four new trophies for Junior School relay competition have been donated by McLeay Jewellers, Soper Family and Alliance Group (2)

Hospitality –Shona Tomlins, Joka Wiegersma

Nil

Governance –

Nil

Coaches and Teachers – Andrew Holden

Urgently require a special meeting to sort out H2O Dreams contract. Nigel Soper to organise date and advise.

General

Nil

Meeting Closed 10.50pm

Chairperson's Signature: _____

Date: _____

Next Meeting: 9/6/09