



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

**Held** Thursday 13th of May 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 20th April 2010**

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

"That the Management Minutes of 20th April 2010 be received"  
CARRIED

**Matters Arising**

*Barbara Grant asked that a task list be set up by the EO after each meet to be circulated with the minutes in order for everything to be monitored.*  
**ACTION – Executive Officer**

*Joka Wiegersma asked Nigel and David if the data projector was needed for the prizegiving. Agreed it was.*

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

"That the Minutes of the Management Meeting held 20th April 2010, be accepted as a true and correct record" CARRIED

**Executive Officers Report – David Prattley**

***Swim Sport***

Team Managers report for NZ Age Groups submitted for ratification by Bev Catto (attached)  
NZ Age Groups Regional analysis (attached)  
Team Managers report for NZ Opens submitted for ratification by Vicki Finlay (attached)  
NZ Opens Regional analysis (attached)

**Moved** Yvonne McDonald  
**Seconded** Joka Wiegersma

"That the team managers reports for NZ Age Groups and NZ Opens be ratified"  
CARRIED



Shona requested the meeting move "in committee"

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

"That the meeting moves "in committee" CARRIED

Moved in committee at 7.00pm

Moved out of "committee" at 7.15pm

***The discussions being of a sensitive nature, remain the business of the committee***

The meet fliers and event files for the three Winter League Meets and Southland Winters have been distributed to clubs and put on the website. These have also been distributed to all Otago clubs.

**2010-2011 Competitive Calendar** – Further to our discussions at the April management meeting I continue to have difficulty in placing the Southland Champs in December. I have met with Jeremy and he has confirmed that he is taking a team to Queensland Champs. Daniela Byrne (Splash Palace) has enquired with me regarding the moving of the water polo tournament and they have advised that this is not possible.

We have got a couple of alternatives:

- Schedule the Southland Champs for the 3<sup>rd</sup>-5<sup>th</sup> of December 2010 which will fall on the same weekend as the Alexandra meet which we had tried to avoid.
- Leave the Southland Champs on the last weekend of January as per previous years in direct competition with Otago Champs
- Pursue the 3 regions format with Otago and Eastern Districts

This item needs to be sorted this month if possible. I am preparing a paper to go to Swimming Otago and Swimming Eastern Districts as well as the regions coaches. It will take time to convene a meeting however.

***After a great deal of discussion the committee decided to go back to the clubs at the AGM to overturn the request to move the Championships in 2010. The status quo to remain in 2010 and look to change in 2011.***

***ACTION – Executive Officer***

**NZ Team Selection Policy** - Fiona and I have prepared a draft NZ Team Selection Award policy as requested at the last meeting. This is with the attachments for you to have a look at.

***Shona suggested that a wording change was required to the objectives as this contradicted part over the overview.***

***Meeting agreed to change the Objective to read: Swimming Southland need to recognise the achievements of their members when officially named to represent New Zealand. Meeting agreed***

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

***"That the NZ Team Selection Award policy with amendment be approved" CARRIED***

***The EO advised that the policy project was one he had identified of being apriority for 2010.***

**NZ Juniors Proposal and Swimming NZ survey** – Swimming NZ have release their NZ Juniors proposal for feedback. They have also release an online survey regarding National competitions. Details have already been forwarded.



**A full discussion on the NZ Juniors proposal took place. It was agreed that much of the proposal did not suit Southland swimmers.**

**Meeting asked the Executive Officer to respond on their behalf with feedback.**

**ACTION – Executive Officer**

#### **High Performance Fund**

Balance Fund 20/4/10	\$ 6640.94
Spent Period 20/4/10 – 13/5/10	\$
Carried Forward to next period	<u>\$ 6640.94</u>
Expenditure made up as follows	
Total	\$0.00

#### **Records**

Nil

#### **Accommodation & Travel**

South Island Champs now confirmed for Queenstown. I am sourcing accommodation at present. An email has gone out to all qualified swimmers to check on whether they are attending or not to assist with organisation. A very limited response at present from the swimmers which does make life difficult. The same issue applies with the NZ Age Group Short Course Champs.

**2011 National Competitions** – Confirmation on website that NAGS is being held in Wellington. Div 2s in Christchurch. Opens in Auck. Emails have gone to accommodation places to source accommodation. NAGS has been brought forward one day.

#### **Correspondence**

Aidan Withington – Resignation

Aidan Withington – Annual Leave

**Aidan has acknowledged no annual leave owing in writing.**

**Nigel advised that he would be making an acknowledgment of Aidan at the prizegiving.**

**Employment subcommittee formed being Barbara, Shona and Yvonne to complete a position review, job description and begin employment process.**

**ACTION – Barbara Grant, Shona Tomlins, Yvonne McDonald**

Swimming NZ (Kent Stead) – NZ Juniors Zone event

H2O Dreams – Contract Review

**The committee acknowledged the need for the review and Nigel Soper and Shona Tomlins to complete with Jeremy. Meeting date to be set.**

**ACTION – Executive Officer**

Swimming Otago – South Island Champs (Queenstown)

Swimming NZ – Press Release

#### **Funding**

Six monthly funding received from CTOS totaling \$10107. This is for the period 1/4/10 – 30/9/10. Information required to be submitted by Swimming Southland to CTOS by 30/6/10.

#### **Other**

I seek 8 days annual leave for the period 12<sup>th</sup> to the 16<sup>th</sup> of July (5 days) along with the 5<sup>th</sup> to the 8<sup>th</sup> of August (3 days).

The period in July is the week prior the Swimming Southland AGM (Sunday 18<sup>th</sup> July)



**Finance Report – David Prattley**

**Accounts for Payment (SBS)**

<b>Name</b>	<b>Date</b>	<b>Description</b>	<b>Cheque</b>	<b>Amount</b>
Aquazone Swimming	21/4/10	Postage & Envelopes	111196	\$86.50
Suzie Harrington	21/4/10	SICT Tee Shirts & Postage	111197	\$1724.25
Nigel Soper	21/4/10	Flowers	111198	\$48.00
Ministry of Justice	21/4/10	Aidan Withington	111199	\$70.00
ICC	25/4/10	Pool Hire	111200	\$1575.27
Aquazone Swimming	30/4/10	Telephone & Internet	111201	\$52.70
Southern OPD	30/4/10	Paper	111202	\$32.51
Lisa Catto	30/4/10	NZ Team Selection Payment	111203	\$150.00#
Aidan Withington	4/5/10	Wages	DD	\$663.03
David Prattley	4/5/10	Wages	DD	\$1086.39
Ministry of Justice	7/5/10	Aidan Withington	111204	\$70.00
Lisa Catto	9/5/10	NZ Team Selection Payment	111205	\$100.00#
Andrew Bester	9/5/10	NZ Team Selection Payment	111206	\$100.00#
Lisa Pankhurst	9/5/10	NZ Team Selection Payment	111207	\$200.00#
Natalie Wiegiersma	9/5/10	NZ Team Selection Payment	111208	\$300.00#
Natalie Wiegiersma	9/5/10	NZ Team Selection Payment	111209	\$450.00#
Hannah Morgan	9/5/10	NZ Team Selection Payment	111210	\$50.00#
Bradley Catto	9/5/10	NZ Team Selection Payment	111211	\$50.00#
IRD	10/5/10	PAYE	111212	\$822.68
SNAP	10/5/10	Website License	111213	\$60.00
<b>Total</b>				<b>\$7691.33</b>

Items marked # are subject to approval of NZ Team Selection Award Policy

**Moved**                      **Fiona Dooley**  
**Seconded**                **Yvonne McDonald**

***“That the accounts totaling \$7691.33 as tabled be approved for payment” CARRIED***

<b>SBS Star Account Summary of Transactions</b>		
Opening Balance 21/4/10		<b>\$39652.45 CR</b>
<b>Plus Transfers In and Deposits</b>		
Transfers in	<b>\$10057.21</b>	
Deposits	<b>\$4268.30</b>	
<b>Less Transfers Out and Payments</b>		
Transfers out	<b>\$0.00</b>	
Payments (Cheques and Direct Debits)	<b>\$7691.33</b>	
<b>Plus Interest Received</b>	<b>\$0.00</b>	
<b>Less Account Fees</b>	<b>\$0.00</b>	
<b>Balance as at 10/5/10</b>		<b>\$46286.63CR</b>

<b>Westpac Cheque Account Summary of Transactions</b>		
Opening Balance 9/3/10		<b>\$0.00</b>
<b>Plus</b>		
Deposit from Community Trust of Southland	<b>\$10107.00</b>	
Interest	<b>\$0.21</b>	
<b>Less</b>		
Westpac Auditors certificate	<b>\$50.00</b>	
Transfer to SBS Current Account	<b>\$10057.21</b>	
<b>Balance as at 10/5/10</b>		<b>\$0.00</b>



<b>Westpac Travel Account Summary of Transactions</b>		
Opening Balance 9/3/10		\$910.86 Cr
Plus		
Transfers In from Current Account	\$0.00	
Less		
Eftpos Transactions	\$0.00	
Balance as at 10/5/10		\$910.86 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	
30/4/10 Interest Accrual (Annual Balance)	\$43.59	
Balance as at 10/5/10		\$9391.61Cr
Invested for 12 months @ 4.60% maturing 24/05/2010 (Interest paid quarterly)		

The EO advised that the SBS term deposit will mature on the 24/5/10. The meeting agreed that the investment should be reinvested with the SBS for 12 months at the best rate.

**ACTION – Executive Officer**

<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 10/5/10		\$25421.18CR
Invested for 6 months @ 4.75% maturing 22/06/2010 (Interest paid quarterly)		

**Debtors**

**Aged Balance Summary  
10/5/10**

	Current	30 days	60 days	90 days	Total
Bluff Swimming Club					0.00
Central Southland Swimming Club					0.00
Collegiate Swimming Club	968.00				968.00
Fiordland Amateur Swimming Club	633.50	367.50	457.50		1458.50
Hokonui Aquatics	1014.30				1014.30
Mataura Swimming Club					0.00
Murihiku Swimming Club	25.00	459.00			484.00
Orca Swimming Club	413.00				413.00
Oreti Swimming Club				56.25	56.25
Riverton Swimming Club					0.00
Waiau Swimming Club	184.00	75.50			259.50
Waverley Swimming Club					0.00
April Miller		25.94			25.94
Barbara Grant		163.50			163.50
Lisa & Bradley Catto		337.14			337.14
Rimu School		9.00			9.00
Oscar van Stekelenborg		103.68			103.68



3237.80	1541.26	457.50	56.25	5292.81
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**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	\$7.70
Total	\$52.70

**Note 2**

Actual YTD result to 30/4/10. This is in expanded format as well.

**Note 3**

2010/2011 Draft budget submitted for consultation

*The EO presented the annual budget for 2010/2011. Some amendments and adjustments were requested and made. An updated budget to be forwarded out for approval.*

**ACTION – Executive Officer**

Nigel requested the meeting move “in committee”

Moved: Nigel Soper  
 Seconded: Fiona Dooley

“That the meeting moves “in committee” CARRIED

Moved in committee at 8.30pm

Moved out of “committee” at 8.40pm

***The discussions being of a sensitive nature, remain the business of the committee***

**Balance Sheets Comparison as at 30/4/10**

<u>Assets</u>	20/4/10	30/4/09
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
Total Assets	<u>95802.84</u>	<u>71354.88</u>
<u>Liabilities</u>		
Accounts Payable	0.00	0.00
Tax Payable	-1162.03	-1967.61
Income in Advance	7486.65	7077.78

<b>Accruals</b>	<b>0.00</b>	<b>-212.89</b>
<b>Other Current Liabilities</b>	<b>688.55</b>	<b>328.55</b>
<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>
<b><u>Equity</u></b>		
<b>Opening Balance</b>	<b>62256.70</b>	<b>62256.70</b>
<b>Retained Earnings</b>	<b>3872.35</b>	<b>13662.52</b>
<b>Net Income</b>	<b>22660.62</b>	<b>-9790.17</b>
<b>Total Equity</b>	<b><u>88789.67</u></b>	<b><u>66129.05</u></b>

Please note that there are still 2009/2010 entries to be processed which will affect the final 2009/2010 balance sheet.

### **Head Coaches Report – Jeremy Duncan**

#### **Splash Palace**

1. All swimmers who have moved into the competitive programme are progressing well. These are the highest skilled swimmers from Splash Palace we have had.
2. We are due to have a meeting to discuss job sharing with Oscar re Aidans departure

#### **H2O Dream's**

1. All swimmers have returned from a break in good shape and we are now progressing into the winter season.
2. There will be a big emphasis on athlete communication regarding training attendance and the balance of other winter sports and school commitments'
3. I am organizing Queensland Champs in December, coaching services will only be offered to those swimmers who stay with the team, parents who travel will accommodate elsewhere
4. We are putting protocols and routines in place with these swimmers when we travel away which will mimics routines at Age Groups opens and National teams. The earlier swimmers can form these and be independent the better.
5. I will be taking a female manager
6. We are in the process of getting Aidans position covered; this is an exciting opportunity for us both.
7. Chocolate Fish meet is coming up I want to include our competitive swimmers also and make it a mixture of both with separate races
8. Cover for June sorted with Clive Power

#### **General Discussion**

Please come back to me in writing on these queries

1. The communication and understanding between coaches and Swimming Southland was at its best when the role of coach liaison officer was working. All coaches are wondering when this valuable tool is going to be used again?
2. Give some thought to paying the Development Officers money directly to H2O Dreams so it is responsible for sourcing the role and managing a coach and the relationships with external parties.
3. To make my contract clearer is it possible for all the Assistant Coach money plus the money for my professional development and 5 clinics a year to be paid to H2O Dreams in full?

***The meeting confirmed that the review with H2O Dreams to take place would cover these areas off.***

***ACTION - EO***



**Development Officers Report – Aidan Withington**

No report

**Portfolios**

*Due to insufficient time available the portfolio reports were unable to be received. Fiona Dooley asked that the management committee consider a day meeting during a weekend to consider all the actions required.*

*President to circulate emails to confirm date.*

**ACTION - Nigel Soper**

**Team Management – Shona Tomlins**

**NIL**

**Uniforms – Yvonne McDonald**

**NIL**

**Technical – Barbara Grant**

**NIL**

**Selectors – Fiona Dooley**

**NIL**

**Trophy – Joka Wiegersma**

**NIL**

**Hospitality – Shona Tomlins, Joka Wiegersma**

**NIL**

**Governance – Nigel Soper**

**NIL**

**Coaches and Teachers – Nigel Soper**

**NIL**

**General**

**Meeting Closed 9.15pm**

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

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

**Next Meeting: Tuesday 8/6/10**