

MINUTES: Of the Management Committee of Swimming Southland

Held Tuesday 8th of November 2011
Venue Splash Palace - Invercargill
Start Time 6.30pm

Present Nigel Soper (Chair), Warren Joyce Joka Wiegiersma, Barbara Grant, Jane Fisher, Yvonne McDonald

In Attendance David Prattley (Executive Officer)

Apologies Paul Harrington, Geoff Finnerty for lateness

Moved Warren Joyce
Seconded Jane Fisher

“That apologies be sustained” CARRIED

Welcome Nigel welcomed everyone to the meeting.

Minutes **Management Meeting 11th October 2011 (including in committee section)**

Moved Yvonne McDonald
Seconded Jane Fisher

“That the Management Minutes of 11th October 2011 (including in committee section) be received” CARRIED

Matters Arising Nil

Moved Yvonne McDonald
Seconded Jane Fisher

“That the Minutes of the Management Meeting held 11th October 2011 (including in committee section) , be accepted as a true and correct record” CARRIED

PORTFOLLIO REPORTS

Team Management and Uniforms –Yvonne McDonald & Jane Fisher

Team manager applications to be called for by 11/11/11 with a deadline of 30/11/11. These will be reviewed and recommendations made for ratification at the management committee meeting on the 13th of December 2011. **EO to action**

Technical – Jane Fisher, Warren Joyce & Barbara Grant

Two pads failed at Orca meet and have been put aside to be dumped.

Starting blocks all tightened before the Orca meet.

The pool staff are currently exploring all non-slip block options.

Confirmation received in correspondence that the Waverley club wishes to purchase a touch pad (\$2500) and have challenged other clubs to do the same.

Barbara asked that a sub committee work with pool manager and negotiate the gifting of the pads and maintenance options. Meeting agreed that Barbara and the Executive Officer should proceed and report back with recommendations and following this an email be sent out to clubs.

Nigel advised that the Waverley club have also proceeded with the purchase of an Olympic Starting Block to be used for practice at Splash Palace. They have discussed this with the pool manager directly. The pool are fully aware that this block will need to be removed when a meet is taking place.

Nigel asked that a letter of thanks be sent to the Waverley club. **EO to action.**

Trophies and Hospitality – Joka Wiegersma

Southland Champ medals have arrived. EO to forward medal presentation list.
 Food to be part of duty club responsibility
 Jane Fisher confirmed as meet director and in charge of tech officials appointments

Governance –Nigel Soper & Geoff Finnerty

Nigel handed over the sealed file containing the confidential mediation agreement he had signed along with all correspondence. EO to store.
 SPARC have paid for mediation costs
 Nigel advised the outcomes of the SNZ AGM and terms of reference for the review. Working party review 1st draft due April 2012
 Waikato report presented by Nigel and asked EO to put on website

Coaches & Teachers – Paul Harrington & Geoff Finnerty

The Head Coaches report from Jeremy Duncan was tabled:

High Performance Fund requests

- ✓ I have paid for NSW airfares for me from my money until the next round of funding comes through for the HP fund. I will also pay accommodation for Lisa Pankhurst and Natalie Wiegersma from this fund.
- ✓ I will also allocate \$300.00 to Michael Finlay Lisa Pankhurst and Natalie Wiegersma for Queensland

Splash Palace

- ✓ All new swimmers in and started for term 4 2011
- ✓ Helping staff when they ask poolside

Clubs

- ✓ Riverton has started last week, we have 55 swimmers
- ✓ A lot of work involved to help put sustainable systems in place to ensure consistency
- ✓ I am setting up a basic excel data base for there swimmers, currently nothing in place
- ✓ Have asked for a meeting with Cameron Murphy Collegiate to look at establishing pathways into the competitive programme, waiting to hear back
- ✓ Pre competitive squad with Murihiku is taking shape, being discussed at meeting on Monday 31/10/11

New Developments

- ✓ I am in the process of setting up a scholarship coach to work underneath Stephen Hill-Haas strength and conditioning sports science testing for H20 Dreams
- ✓ I have emailed David to ask to go over logistics of travel and plans moving forward so everyone is on the same page
- ✓ Have been approached by Judi Devine re Winton to set up a feeder into the competitive programme
- ✓ I have 3 coaches from the Riverton Swim Club working along side me so I can educate them, eventually they will be become paid employees of H20 Dreams Ltd to manage / run Riverton on long term basis
- ✓ Finalising roles and responsibilities within the Academy of Sport, due to the name and structure change.
- ✓ It is now High Performance Sport NZ, new structure provides more accountability for service providers and consistency of best practise through out the country

New Swimmers	
Source	Number
Orca	0
Waverley	0
Collegiate	0
Oreti	0
Murihiku	0
Splash Palace	0
Country	0
Adult Fitness	0
Penguin Squad	n/a

Geoff to discuss structural changes to report with Jeremy.
 Jeremy to be extended open invitation to meetings as required

The Development Officers report from Oscar van Stekelenborg was tabled:

Meetings were held with all the schools using the pool for next terms school swimming and all these schools took part in a 3 hour workshop during school holiday break on the Swimming NZ Swimsafe programme run by Chris Morgan Swimming NZ School Swimming Manager.

As mentioned in my September report this is a major break through in the teaching of swimming in the schools.

On Sunday 2nd of October I ran a 2 hour coaching session for members of the Central Southland club in Winton.

The pool is a great asset to the community and its members are very keen to learn new skills to help the development of swimming in the area.

As it was school holidays for two weeks no schools were visited.

Barbara advised that Oscar's 12 month anniversary was coming up and a performance review was required with him and to discuss projects and outcomes for coming year.

Meeting agreed that Geoff Finnerty and Nigel Soper would contact Oscar and conduct the review. Barbara offered to provide assistance. Oscar to be extended open invitation to meetings as required

EXECUTIVE OFFICERS REPORT – DAVID PRATTLEY

The EO tabled his report for consideration:

High Performance Fund

Balance brought forward from previous period	\$59.96
Spent period 11/10/11-8/11/11	\$0.00
Balance 11/10/11	\$59.96

Details of expenditure - Nil

Records

Course	Stroke	Dist.	Age	Name	Club	Old Time	New time	Date	Event/Where	Who/Date
NIL										

Correspondence- Outward

Nigel Soper – Memo to stakeholders re mediation and review

Correspondence- Inward

Swimming NZ – Terms of Reference

Waverley Swimming Club – Starting Block

Waverley Swimming Club – Touch Pads

Waverley Swimming Club NZ Rep Photos

EO advised that the photos get taken for the individuals anyway.

General feeling of the meeting that there should be individual annual recognition in the form of a framed photo.

EO to reply to Waverley

Swimming NZ – XLR8 Points Winners

Funding

On Wednesday the 2nd of November Nigel and I met with the ILT Foundation Manager, Ann Eustace. Usually the ILT General Manager, Greg Mulvey would have been in attendance but had another meeting.

The meeting was to review our annual funding application. Ann advised that the total ILT and ILT Foundation funding would allow for no increases with all reserves now used (taken up by Stadium) and operating on a year to year basis. We should expect no increase in funding in the coming years.

She commented that we need to look outside the ILT for continued funding with the TTCF (3 in Ingill plus MLT), Lion Foundation (1 in Ingill) and Southern Trust (1 in Ingill) being other options for funding.

The trustees who were new at our funding round last year are now more experienced and were looking critically at all applications and asking many more questions.

I was asked to supply some additional information regarding squad fee comparisons, total Invercargill based membership and our annual budget which was supplied on Thursday the 3rd of November. We also agreed that the ILT and ILT Foundation logo should appear on our website which has now been actioned.

Finally she also queried why we had made an additional application for the technical officials tops when we received the \$100K funding. Need to aware of this in the future that in the current climate we cannot make additional applications each year.

The funding application went up before the trustees on Thursday evening the 3rd of November for consideration.

Equipment

The brother laser printer used in my role as well as used at meets continually kept jamming. Upon discussion with a local technician I decided to purchase a new one worth \$103.50 (GST excl) as the R & M to the old one could well have been more. Because of the low value this was expensed to R & M rather than an equipment purchase.

At the same time I proceeded with the purchase of a Sony Digital Camera as agreed at a previous meeting. I purchased a high quality one to enable the team managers to get some good shots at national meets and we can put these on our website and in annual reports. The total cost was \$299.12 (GST excl) and this has been coded as an equipment purchase and will be depreciated over 3 years.

General

On Tuesday the 18th of October I met with Diving NZ Board Member and National Youth Development Manager, Lindsay Stone. Lindsay was on a tour of the South Island and had previously met with Splash Palace staff, ILT and Roger Eagles (in his position of the President of Aquatics NZ) Diving NZ is looking to revitalise the sport in the south initially at an instructional level through the school programme and ultimately to employ a coach and form a club. This will take some time to come to fruition.

As they currently have no club structure they are unable to apply for funding with the ILT and at the meeting with Ann Eustace it was suggested that Swimming Southland could be the conduit for the funding and paying of a coach. I felt that this was not a problem if the ILT were comfortable. I also went through Oscar's role as development officer with the schools programme.

Lindsay also advised that an Instructional level course would be held in Dunedin with an Auckland based coach in January and that Splash Palace indicated that they would send two staff members (\$100 each) to provide an extension to the school programme.

We also spoke about the CTOS and I supplied contact information to him.

We resolved to meet again next time Lindsay was down in a round the table discussion with all stakeholders and also to include Sport Southland.

In light of the proposed performance review for Oscar the EO advised that he had never received an performance review despite twice previously requesting one in the past two years.

Meeting agreed that Barbara Grant and Nigel Soper would conduct the review.

FINANCE

The EO tabled the Finance report for consideration:

Accounts for Payment (SBS)

Name	Date	Description	Cheque	Amount
McCallums	12/10/11	Penguin Squad Tees	111581	\$483.00
Southern OPD	13/10/11	Stationery, Postage, Paper	111582	\$359.27
David Prattley	18/10/11	Wages	DD	\$1097.96
Oscar van Stekelenborg	18/10/11	Wages	DD	\$759.30
ICC	19/10/11	Pool Hire	111583	\$3092.00
Travelcard	20/10/11	Coach & manager Airfares	DD	\$2788.03
H2O Dreams	20/10/11	Oct Fees	DD	\$3354.17
David Prattley	26/10/11	Printer & Camera	111584	\$463.97
Riverside Rentals	28/10/11	Div 2 Van Rental	111585	\$390.00
Aquazone	31/10/11	Phone & Internet Reimb	111586	\$55.45
David Prattley	1/11/11	Wages	DD	\$1097.96
Oscar van Stekelenborg	1/11/11	Wages	DD	\$759.30
Travelcard	3/11/11	Travel – AGM Adjustment	DD	\$70.00
IRD	3/11/11	PAYE	111587	\$955.54
Craigs OPD	7/11/11	Stationery	111588	\$16.91
David Prattley	7/11/11	Printer Cartridge	111589	\$79.99
Total				\$15822.85

Accounts for Payment (Westpac Travel Account)

Name	Date	Description	Cheque	Amount
Countdown	16/9/11	Battery for Mouse	Eft	\$2.89
Total				\$2.89

Moved Geoff Finnerty
 Seconded Jane Fisher

"That the accounts as presented be approved for payment" CARRIED

SBS Star Account Summary of Transactions		
Opening Balance 12/10/11		\$20374.49
Plus Deposits		
Deposits	\$4550.85	
Transfer ex Travel Account	\$	
Less Payments		
Payments (Cheques and Direct Debits)	\$15822.85	
Plus Interest Received	\$	
Less Account Fees	\$	
Balance as at 8/11/11		\$9102.49

Westpac Travel Account Summary of Transactions		
Opening Balance 12/10/11		\$61.64
Plus		
Transfers In from Current Account	\$	
Less		
Eftpos Transactions	\$2.89	
Transfers to Current Account	\$	
Account fees	\$	
Balance as at 8/11/11		\$58.75

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)		

SBS Term Deposit Account Summary of Transactions		
Opening Balance 22/9/11		\$27155.03
22/12/11 Interest	\$294.50	
22/03/12 Interest	\$297.70	
Balance as at 22/3/12		\$27747.23 Cr
Reinvested for 6 months @ 4.35% maturing 22/3/2012 (Interest paid quarterly)		

Debtors

Aged Balance Summary
 8/11/11

	Current	30 days	60 days	90 days	Total
Bluff				416.50	416.50
Central Southland					
Collegiate					
Fiordland	247.50				247.50
Hokonui Aquatics	247.50				247.50
Mataura					

Murihiku	82.50			82.50
Orca	82.50			82.50
Oreti				
Riverton				
Waiau				
Waverley				
SS Fundraising			155.50	155.50
	660.00	0.00	155.50	416.50
				1232.00

Note 1

Executive Officers Monthly Costs – Telecom

Total	\$106.16
50%	\$53.08
Plus Tolls	\$2.37
Total	\$55.45

VARIATIONS TO BUDGET EXPLANATIONS

- **Revenue**

ILT Funding received for Tech Officials Tees \$1160
Forecast for drop in affiliated competitive swimmers 7% in line with previous YTD

- **Expenditure**

Annual Report Expenses up \$496 due to increased photocopying costs. Will be quoting out in 2012
Gifts up \$216 on budget for Crosbie farewell
Legal fees for mediation now being paid by SPARC
Postage up at present but will come back into line during year
Stationery up due to purchase of new mouse
Unbudgeted complimentary tickets for Sports Awards \$115
Unbudgeted expenditure for Penguin Squad expenses \$792
Tracksuits and Uniforms up as tech officials tops expensed
NZ Short Course Coach and Manager \$786 more than budget
Div 2 Travel for coach and manager up due to snow \$243

- **Other Revenue and Expenses**

Awaiting final account for photocopying for South Island Champs but appears that we will be well ahead of projected profit (\$4600) being \$5475
GST Refund completed for 6 months ended Oct 2011 \$3091.19

- **Total**

Net Profit now reforecast to \$3693

Balance Sheets Comparison as at 31/10/11

Assets	31/10/11	31/1010
SBS Bank Star Account	10128.85	6576.49
Westpac Trust Travel A/c	58.75	33.22
SBS Bank Term Deposit	10086.95	9582.75
SBS Bank Term Deposit	27155.03	25595.63
Accounts Receivable	3185.34	10068.24
Prepayments	641.00	373.34

Equipment	4088.17	4206.26
TOTAL ASSETS	55344.09	56435.93
<u>Liabilities</u>		
Accounts Payable		
Affiliations Due		
Tax Payable	-1023.58	-1496.95
Income in Advance		
Accruals		
Other Current Liabilities	328.55	328.55
TOTAL LIABILITIES	-695.03	-1168.40
NET ASSETS	56039.12	57604.33
<u>Equity</u>		
Opening Balance	62256.70	62256.70
Retained Earnings	25344.52	23697.41
Net Income	-31562.10	-28349.78
Total Equity	56039.12	57604.33

GENERAL

Barbara advised that our Patron, John Sutton, celebrated his 80th birthday recently.

One-Club subcommittee on the backburner due to Vanguard but sub committee that was formed (Nigel, Geoff, Barbara and Fiona Dooley) to meet with Oscar and formulate action plan to take to next step

Yvonne asked about the Collegiate meet that was normally when Southland Champs now is. EO to suggested that the Age Group Open meet could be hosted by Collegiate. EO to provide I & E report and Management committee to vote by email.

Nigel suggested that the Wharenui meet in August could be held in Invercargill. Swimming Southland to write and offer. Concern expressed by Barbara that senior swimmers being withdrawn from local meets.

Meeting Closed 8.45pm

Chairperson's Signature: _____

Date: _____

Next Meeting: **Tuesday 13/12/11 6.30pm Splash Palace**