

MINUTES: Of the Management Committee of Swimming Southland

Held Monday 19th of September 2011
Venue Splash Palace - Invercargill
Start Time 7.00pm

Present Nigel Soper (Chair), Paul Harrington, Barbara Grant, Joka Wiegersma, Jane Fisher, Yvonne McDonald

In Attendance David Prattley (Executive Officer)

Apologies Warren Joyce, Geoff Finnerty

Moved Jane Fisher
Seconded Joka Wiegersma

“That apologies be sustained” CARRIED

Welcome Nigel welcomed everyone to the meeting.

Minutes **Management Meeting 11th August 2011**

Moved Yvonne McDonald
Seconded Jane Fisher

“That the Management Minutes of 11th August 2011 be received” CARRIED

Matters Arising

Barbara Grant to be added to Technical Portfolio
Yvonne to cut down evaluation forms for swimmers
EO advised that Digital camera not actioned but would do in Oct

Moved Yvonne McDonald
Seconded Nigel Soper

“That the Minutes of the Management Meeting held 11th August 2011, be accepted as a true and correct record”
CARRIED

Minutes **Management Meeting 23rd August 2011**

Moved Yvonne McDonald
Seconded Jane Fisher

“That the Management Minutes of 23rd August 2011 be received” CARRIED

Matters Arising

Nigel commented that Murray Coulter and Jan Cameron had resigned but no job appointments had yet been made

Moved Jane Fisher
Seconded Paul Harrington

“That the Minutes of the Management Meeting held 23rd August 2011, be accepted as a true and correct record”
CARRIED

PORTFOLIO REPORTS

Team Management and Uniforms –Yvonne McDonald & Jane Fisher

ILT Funding for Tech Officials uniforms approved and tops purchased

Yvonne and Jane met with Jeremy at his request about team manager appointments. Jeremy wanted to be involved with appointments. Yvonne and Jane advised him verbally that while they would consult with him the appointments would be made by the sub committee and ratified by the management committee.

Paul Harrington raised an issue that Jeremy had wanted clarification regarding the roles of a club coach with a Southland Team, After discussion the management committee agreed that the club coaches should have direct responsibility for their own swimmers. The Swimming Southland appointed Head Coach has full team duties and the final say poolside of any decisions regarding the team. Any club coaches must apply to the Swimming Southland Management committee to attend a South Island or National Meet with the team.

Technical – Jane Fisher & Barbara Grant

Jane reported quite a good response for the SI Champs roster

Barbara Grant reported that the ICC still confirming USA quote

AOD machine backup still to be checked. Testing being done on Wednesday

Pool Survey form required. EO to check with Daniela

Trophies and Hospitality – Joka Wiegiersma

Joka thanked everyone for their support and understanding

Raffles for South Islands underway

Tech Officials draw – Jane to approach Liquorland

Governance –Nigel Soper

NIL

Coaches & Teachers – Paul Harrington

Paul advised that Jeremy had issues with the CTOS scholarship process not being transparent. The EO advised that Fiona Dooley and he had formulated a policy for this in September 2009 when Jeremy raised this issue previously. The policy had been approved and had been used since that point. Paul asked that this be posted on the Swimming Southland website. EO to action.

Paul asked about the likelihood of getting scholarships for coaches and technical officials. EO to action.

HEAD COACHES REPORT – JEREMY DUNCAN

Meet summary

- ✓ NZ Spring Championships, 23 Medals and 22 Southland Records

Splash Palace

- ✓ Have finalised contract with Crosbie prior to his departure. Paul Harrington, Geoff Finnerty & Daniela Byrne all have copies.
- ✓ Due to Rugby World Cup I will be assessing pathway program swimmers who will move into the competitive program in Week 8 of term.
- ✓ This was agreed upon by, head of learn to swim and myself. We had a meeting on the 29th of August.

Clubs

- ✓ Riverton Swimming Club confirmed for terms 4 and 1. H2O Dreams will be assessing their swimmers on the 6th of October at 5.30pm.
- ✓ Riverton Swimming Committee understands the contractual arrangement is between H2O Dreams and Riverton Swimming Club.(This will be formalised in writing prior to the term starting)
- ✓ H2O Dreams will be at club night every Thursday to further develop staff, help put structures in place and take a Talent ID group; which will feed into the Penguins Squad in the winter.

New Developments

- ✓ Due to huge popularity the adult technique class is now fortnightly

- ✓ I have presented Geoff Finnerty with the Talent ID proposal for club swimmers to run in the summer terms, this is the summer equivalent of the Penguins Squad. This will be open to all clubs and feed into the competitive program.
 - ✓ SS selectors and I met to put in writing a formalised process about how representative relays and teams/awards are selected this will enable consistency of process/selection when new selectors come on board. (Jane Morgan finalising written document).
 - ✓ I have emailed David and Oscar asking for their input into what their respective roles are as appointed head/assistant/club coach when travelling away to meets. (Jeremy will formalise document once completed).
- EO asked to forward document**
- ✓ I met with Jane Fisher and Yvonne McDonald to give coaches input into the selection of managers. I have asked for the process to be the following:
 1. Applicants called for
 2. Applications shortlisted
 3. Jane, Yvonne and appointed head coach for the selected meet to meet and discuss applicants
 4. Successful candidate will be announced
 5. Manager/head coach to formally meet before departure
 - ✓ I have asked for these things to be put in writing so the next person responsible for the portfolio on management can maintain transparency and consistency in the selection process.

New Swimmers	
Source	Number
Orca	0
Waverley	0
Collegiate	0
Oreti	0
Murihiku	0
Splash Palace	3
Country	0
Adult Fitness	0
Penguin Squad	3 TBC

DEVELOPMENT OFFICERS REPORT – OSCAR VAN STEKELENBORG

With the new term starting school visits were resumed with the following schools graced with my guidance, St Pats, Newfield, Ascot, Fernworth and New River.

Both St Pats and New River schools scheduled 4 days per week and I attended each school twice to offer guidance.

On Sunday 14th Aug I started the first of my Coach Smart coaching seminars. However after contacting all the clubs was disappointed with the attendance with only 5-7 club coaches in attendance. Thank you Orca, Murihiku and Waiau for your support. I can only offer the water to drink. The Penguin squad on Friday continues and improvements can now be seen in their skills. From the original number of 32 we are now down to a regular attendance of 22. Two of the boys have moved up to H20 squad already and not sure what happen to the rest.

EXECUTIVE OFFICERS REPORT – DAVID PRATTLEY

High Performance Fund

Balance brought forward from previous period	\$2081.07
Spent period 11/8/11-13/9/11	\$0
Balance 11/8/11	\$2081.07

Request for expenditure from Jeremy Duncan Queensland Champs to be approved \$2243.48. This item is for airfares for the coach, manager and massage therapist that have already been paid.

Jeremy has asked for a letter from Tim Ward to be tabled regarding the High Performance Fund (attached)

Moved Nigel Soper
Seconded Barbara Grant

“That Jeremy Duncan’s full costs and the High Performance swimmers share (being 3/7ths) of the team managers full costs shall be paid for by the High Performance fund to attend the Queensland Championships 2011” CARRIED

Jeremy to be advised that his 2011/2012 HP budget has to be presented by the 1/10/11 to be approved at the October meeting. Any future requests outside of the budget must be applied for (and approved) in writing prior to any costs being met.

Records

Course	Stroke	Dist.	Age	Name	Club	Old Time	New time	Date	Event/Where	Who/Date
Short	Back	200	U14	Hannah Morgan	MKU	2.25.17	2.25.16	4/9/11	Southland Winters	H Morgan 6/8/11

Correspondence- Outward

Swimming New Zealand – Clarification on SPARC funding
 Swimming New Zealand – Clarification on tabling of North Shore letter at AGM

Correspondence- Inward

Swimming New Zealand – AGM Material and Annual Report
 Swimming NZ CEO – Comments on remits (Previously forwarded to management committee)
 Swimming BOP – Comments on Remits (Previously forwarded to management committee)
 Swimming Auckland – Comments on Remits (Previously forwarded to management committee)
 Swimming BOP – Open Letter to regions (Previously forwarded to management committee)
 Murray Coulter – Resignation (Previously forwarded to management committee)
 Swimming NZ Board – Update (Previously forwarded to management committee)
 NZ Swim Coaches and Teachers – Support for Neville Sutton to Swimming NZ board (Previously forwarded to management committee)
 Wanganui Swimming Club – Open Letter to Regions (Previously forwarded to management committee)
 Murray Coulter – SPARC Funding
 Mike Byrne – North Shore Letter

Swimming Canterbury West Coast – Thank you letter for donation
 Jane Morgan – Selectors guidelines
 Southland Secondary School Sport – SISS Champs 2012
 Orca Swimming Club – Request for use of Equipment (approved)
 Wiegiersma Family – Letter of Appreciation

Funding

Six monthly funding received from CTOS \$9950. Total received for 2011/2012 is \$20250

FINANCE

Accounts for Payment (SBS)

Name	Date	Description	Cheque	Amount
Mayer & Toye	24/8/11	Medals South Island Champs	111491	\$3959.80
Bev Catto	12/8/11	Food & Accom NZ Short Course	111492	\$2993.50
Jane Fisher	12/8/11	Meet Expenses	111493	\$24.47
Bev Catto	12/8/11	Food NZ Short Course	111494	\$222.00
Swim Southland	12/8/11	Entry Fees NZ Short Course	111495	\$1215.00
David Prattley	12/8/11	Accom NZ Short Course	111496	\$5000.00
Foreshore Motor Inn	12/8/11	Accom SNZ AGM	111497	\$140.00
Jacques & Topping	17/8/11	Flights Coach PD Feb 2012	111498	\$437.00
H2O Dreams	19/8/11	Aug Fees	DD	\$3354.17
David Prattley	23/8/11	Wages	DD	\$1097.96
Oscar van Stekelenborg	23/8/11	Wages	DD	\$759.30
IVS	23/8/11	Printer Toner	111499	\$113.84
Eziweb	23/8/11	Website Hosting Fee	111500	\$153.33
ICC	25/8/11	Pool Hire	111501	\$250.80
IVS	1/9/11	Printer Toners	111502	\$158.70
Aquazone	31/8/11	Telephone & Internet	111503	\$62.55
David Prattley	6/9/11	Wages	DD	\$1097.96
Oscar van Stekelenborg	6/9/11	Wages	DD	\$759.30
Thomas Heaton	10/9/11	Prize Draw Winter Meet 3	111504	\$20.00
Olivia Thornbury	10/9/11	SOM Winter Meet 3	111505	\$30.00
Olivia Thornbury	10/9/11	PB Competition Winter Meets	111506	\$50.00
Finn Rogers	10/9/11	Participation Draw Winter meets	111507	\$50.00
Cromwell Top 10	10/9/11	Accom Deposit SICT	111508	\$200.00

Southern OPD	10/9/11	Paper and Stationery	111509	\$68.25
UniformNZ	10/9/11	Managers Uniform	111510	\$31.05
IRD	10/9/11	PAYE & Kiwisaver	111561	\$955.54
Collingwood	10/9/11	Meet Expenses	111562	\$35.00
Creative Screen Print	19/9/11	Ribbons & Tech Officials Uniform	111563	\$1500.29
Total				\$24739.81

Accounts for Payment (Westpac Travel Account)

Name	Date	Description	Cheque	Amount
Sundry Eft	12/8/11	Eftpos Trans NZ Short CourseDD		\$906.15
		Transfer Funds to SBS Acc		\$1600.00
Total				\$2506.15

Moved Barbara Grant
Seconded Nigel Soper

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

SBS Star Account Summary of Transactions			
Opening Balance 12/8/11			\$24230.19
Plus Deposits			
Deposits		\$21873.72	
Transfer ex Travel Account		\$1600.00	
Less Payments			
Payments (Cheques and Direct Debits)		\$24739.81	
Plus Interest Received		\$13.61	
Less Account Fees		\$	
Balance as at 19/9/11			\$22997.71

Westpac Travel Account Summary of Transactions			
Opening Balance 12/8/11			\$2568.79
Plus			
Transfers In from Current Account		\$0.00	
Less			
Eftpos Transactions		\$906.15	
Transfers to Current Account		\$1600.00	
Account fees		\$1.00	
Balance as at 11/8/11			\$61.64

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 22/6/11			\$26919.44Cr
22/09/11 Interest		\$237.46	
Balance as at 22/9/11			\$27156.90 Cr
Invested for 3 months @ 3.50% maturing 22/09/2011 (Interest paid on maturity)			
Reinvested for 6 months @ 4.35% maturing 22/3/2012 (Interest paid quarterly)			

Moved Yvonne McDonald
Seconded Paul Harrington

"That the SBS Term Deposit be reinvested" CARRIED
EO to action

Debtors
Aged Balance Summary
 19/9/11

	Current	30 days	60 days	90 days	Total
Bluff			416.50		416.50
Central Southland					
Collegiate	161.50				161.50
Fiordland	34.00		302.00		336.00
Hokonui Aquatics	1953.34				1953.34
Mataura					
Murihiku	981.50				981.50
Orca	2271.20			54.00	2325.20
Oreti	25.00		302.00		327.00
Riverton					
Waiau			302.00		302.00
Waverley					
Canterbury West Coast	5782.00				5782.00
Eastern District	1412.50				1412.50
Otago	4769.00				4769.00
Gillespie	107.58				107.58
SS Fundraising	705.50				705.50
	18095.54		1322.50	54.00	19579.62

Note 1
Executive Officers Monthly Costs – Telecom

Total		\$106.16
50%		\$53.08
Plus Tolls	\$9.47	
Total		\$62.55

VARIATIONS TO BUDGET EXPLANATIONS
- Revenue

No major revenue differences to date

- Expenditure

Annual Report Expenses up \$496 due to increased photocopying costs. Will be quoting out in 2012

Swim NZ Meeting Travel up due to extra meeting \$308

Unbudgeted complimentary tickets for Sports Awards \$115

Unbudgeted expenditure for Penguin Squad expenses \$620

Div 2 Travel for coach and manager up due to snow \$243

- Other Revenue and Expenses

NIL

- Total

Net Profit now reforecast to \$3000

Balance Sheets Comparison as at 31/8/11

Assets	31/8/11	31/8/10
SBS Bank Star Account	9097.82	18292.76
Westpac Trust Travel A/c	61.64	1356.46
SBS Bank Term Deposit	10086.95	9582.75

SBS Bank Term Deposit	26917.57	25595.63
Accounts Receivable	14504.49	17833.00
Prepayments	641.00	
Equipment	3789.06	4206.26
Total Assets	<u>65098.53</u>	<u>76866.86</u>
<u>Liabilities</u>		
Accounts Payable		
Affiliations Due		
Tax Payable	503.04	1414.85
Income in Advance		
Accruals		
Other Current Liabilities	328.55	328.55
Total Liabilities	831.59	1743.40
Net Assets	64266.94	75123.46
<u>Equity</u>		
Opening Balance	62256.70	62256.70
Retained Earnings	25344.52	23697.41
Net Income	-23334.28	-10830.65
Total Equity	64266.94	75123.46

GENERAL

Nigel gave an update on the coalition. Swimming NZ, SPARC and the coalition to go into mediation on Wednesday the 21st of September.

Moved Nigel Soper
Seconded Yvonne McDonald

“That Swimming Southland pays \$1000 to the coalition to cover legal representation at the mediation with Swimming NZ” CARRIED

Delegates meeting still to be held on Tuesday the 20th of September.

Meeting Closed 9.10pm

Chairperson’s Signature: _____

Date: _____

Next Meeting: Tuesday 11/10/11 6.30pm Splash Palace