

<u>Minutes</u>	Of the Management Board of Swimming Southland
Held	Tuesday 8 th of February 2017
Venue	Russell Cushen Room, Splash Palace, Invercargill
Start Time	6.30pm
<u>Present</u>	Hilary Strang (Chair), Warren Joyce, Anna Crosswell, Bev Catto, Luciana Garcia, Waric Cross, Lisa Hansen (Executive Officer)
<u>Apologies</u>	Jeremy Duncan
<u>In Attendance</u>	Lisa Duncan
<u>Previous Minutes</u>	<p>Management Meeting – 13th December 2016</p> <p>Moved Luciana Garcia</p> <p>Seconded Anna Crosswell</p> <p>“That the minutes of the management board meeting held 13th December 2016, be accepted as a true and correct record.” CARRIED</p>

Development Officers Report – Lisa Pankhurst

Talent ID Squad – sitting at 12 swimmers

Agenda has come out for Aussie Coaches Conference, some great sport science topics included.

Head Coach Report – Jeremy Duncan

For the start of all clubs I am currently working on

- Liaising with the RDO – re any lesson plan changes for each club
- Arranging visits for all clubs – each club will get a brief report on my observations along with an offer for PD for each club
- Clinic for the club kids only leading into ribbon day to try to get more entered
- Anna and I are now sharing the publicity portfolio – I will take care of the media side of things with the Southland Times. Next article Wednesday next week regarding the backstroke wedges.

Portfolio Reports –

- **Team Management** – Hilary Strang & Bev Catto
TM apps for Nags received
Team Manager = Hilary Strang with Anna Crosswell assisting.
Applications for SI Country and Town to be sent out asap.

2017 NZ Short Course dates have been released by SNZ (nice and early for a change) – 3rd – 7th October (Albany Oak has been secured for our accommodation)

- **Technical** – Warren Joyce
Backstroke Wedges have arrived. Warren has had some ‘holding bars’ made up for safe storage of the wedges.
- **Governance** – Hilary Strang & Bev Catto
Further work done on the by-law updating (half way through now!)
- **Publicity & Profile** – Anna Crosswell
Nil
- **Reward, Recognition, Retention** – Anna Crosswell
the team agreed to allow Anna to spend up to \$50 per month for reward/recognition expenses. (Anna has been surprising the swimmers with treats, etc at a training)

Moved Warren Joyce

Seconded Waric Cross

“To allow a budget of up to \$50 per month for reward and recognition expenses.”

CARRIED

▪ **Officials Co-Ordinator – Waric Cross**

Nil

Executive Officers Report

Correspondence Outward

Reply to Hartley Family

Correspondence Inward

SNZ – confirming the appointment of new CEO – Steve Johns

SNZ – dates released for NZ Short Course and NZ Secondary Schools 2017

SNZ – advising of a \$60 ‘accreditation charge’ for all coaches and team managers going to SNZ meets (apart from Juniors)

SNZ – after many complaints, the above charge has been lowered to \$20

Touchpad Funding

A no from our first funder, EO to try Southern Trust.

Moved Warren Joyce

Seconded Anna Crosswell

“That the Swimming Southland Management team allow the Executive Officer to apply to the Southern Trust for \$15,000 towards the new touchpads.” CARRIED

Finance Report – Lisa Hansen

Elite Development Fund

Balance brought forward from previous period	\$13,674.88
Income from ILT Foundation – received October 2016	\$9,000.00
Spend period 01/11/16 - 01/11/17	-\$6,918.36
Balance 31/1/17	\$15,756.52

Elite Development Reimbursement for Approval – February 2017

Name	Description	Full Amount	ED Funding Reimbursement
Kees Herrick	Gym Fees	390.00	390.00
Amelia McKenzie	Annual Pool Entry	337.50	337.50
Total			\$727.50

Accounts for Payment (SBS) – February 2017

Name	Due Date	Description	Method	Amount
IRD	15/2/17	December PAYE and Kiwi saver	DD	\$999.26
Lisa Hansen	3/2/17	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	3/2/17	Fortnightly Wage	AP	\$718.16
Lisa Hansen	15/2/17	Reimburse Nags Team Manager flight	DD	\$463.00
Anna Crosswell	15/12/17	Reimburse Nags Assist. Team Manager flight	DD	\$356.00
Lisa Hansen	15/12/17	Reimburse Div 2 Team Manager flight	DD	\$776.00
Knightsbridge Motel	15/12/17	South Islands 2017 – Accom Deposit	DD	\$625.00
Albany Oak Motel	15/12/17	NZ Short Course 2017 – Accom Deposit	DD	\$2251.20
SNZ	15/12/17	Comp Swimmer Affiliations	DD	\$226.00
IRD	15/2/17	January PAYE and Kiwi saver	DD	\$999.26
Lisa Hansen	15/2/17	December/January Phone/Net expenses (note #1)	DD	\$106.98
Lisa Hansen	17/2/17	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	17/2/17	Fortnightly Wage	AP	\$718.16
H2O Dreams	20/2/17	Monthly Fee	AP	\$3,354.17
AUT Millenium	20/2/17	Opens – accom deposit	DD	\$686.00
		Total		\$14,395.91

Note 1

Executive Officers Monthly Costs – December 2016 / January 2017

Monthly Phone/Internet Reimbursement	\$100.00
Plus tolls	\$6.98
Total	\$106.98

Moved Bev Catto

Seconded Warren Joyce

“That the above accounts be approved for payment.” CARRIED

SBS Star Account Summary of Transactions			
Opening Balance 30/11/16			\$36,970.18
Plus Deposits			
	Deposits	\$11,845.71	
	Plus Interest Received (December)	\$12.12	
	Plus Interest Received (January)	\$6.93	
Less Payments			
	Payments (Cheques and Direct Debits)	\$28,815.48	
	Less Account Fees	\$0.00	
Balance as at 31/1/17			\$20,019.46

Westpac Travel Account Summary of Transactions			
Opening Balance 30/11/16			\$416.41
Plus			
	Transfers In	\$0.00	
	Interest Received	\$0.00	
Less			
	Nil	\$0.00	
Balance as at 31/1/17			\$416.41

SBS Call Deposit Account Summary of Transactions			
Opening Balance 30/11/16			\$76,874.05
Plus			
	Transfer in	\$0.00	
	Interest Received	\$150.88	
Less			
	Transfer out (Star Transactional)	\$0.00	
Balance as at 31/1/17			\$77,024.93
Placed on Call @ 1.60%			

SBS Plant Replacement Deposit Account Summary of Transactions			
Opening Balance 30/11/16			\$4,342.98
Plus			
	Southland Long Course Champs	\$143.70	
	Interest Received	\$10.02	
Less			
	Transfers out	\$0.00	
Balance 31/1/17			\$4,496.70

SBS Term Deposit Account Summary of Transactions			
Opening Balance 26/09/16			\$33,612.32
	26/03/18 Interest	\$1,810.09	
Balance as at 26/03/18			\$35,422.41
Reinvested for 18 months @ 3.60% maturing 26/3/2018 (Interest paid on maturity)			

NB: Term Deposit, this account is registered for an automatic roll over to the best rate at the time.

SBS Term Deposit Account – Southland Springboard Diving (Holding Account)			
Opening Balance 17/11/16			\$23,269.97
	17/11/17 Interest	\$860.99	
Balance as at 17/11/17			\$24,130.96
Invested for 12 months @ 3.60% maturing 17/11/2017 (Interest paid on maturity)			

NB: Term Deposit, this account is registered for an automatic roll over to the best rate at the time.

Balance Sheet Comparison as at 31/1/2017		
<u>Assets</u>	31/1/17	31/1/16
SBS Bank Star Account	20,019.46	34,526.80
Westpac Trust Travel A/c	416.41	397.80
SBS Bank Call Deposit	77,024.93	70,889.74
SBS Plant Replacement	4,496.70	1,680.40
Accounts Receivable	4,978.71	15,632.05
SBS Bank Term Deposit	33,612.32	31,470.59
SBS Bank Term – Sthld Springboard	23,296.97	0.00
Equipment	20,760.04	14,743.21
TOTAL ASSETS	184,606.54	169,340.59
<u>Liabilities</u>		
Accounts Payable	3,873.74	1,910.00
Tax Payable	-1,109.13	-629.52
TOTAL LIABILITIES	-239.35	1,280.48
<u>Net Assets</u>	184,367.19	168,060.11
<u>Equity</u>		
Net Income	11,223.43	-4,191.48
Total Equity	184,367.19	168,060.11

Records

Male 14-15 years - 200 Free

1:59.53 Richard Tapper

31/03/1984

1:59.53 Jacob Blomfield

15/12/2016 (at 2016-2017 Southland Long Course Championships)

Moved Anna Crosswell

Seconded Hilary Strang

“That the above record be ratified as true and correct.” CARRIED

General Business – Notified items:

SNZ Accreditation – discuss further

Hilary to write a letter to SNZ, disapproving the introduction of an accreditation charge for team managers and coaches to attend national meets (currently this charge is sitting at \$20 per TM or Coach, this is down from the original \$60)

Swimming Southland Management Meeting dates

To be moved to the 3rd Tuesday of each month, after the March meeting.

Meeting Closed 8.50pm

Chairperson’s Signature: _____

Date: _____

Next Meeting: 14th March 2017, Russell Cushen Room, Splash Palace