

<u>Minutes</u>	Of the Management Board of Swimming Southland
Held	Tuesday 16 th of May 2017
Venue	Russell Cushen Room, Splash Palace, Invercargill
Start Time	6.00pm
<u>Present</u>	Hilary Strang (Chair), Warren Joyce, Waric Cross, Luciana Garcia, Bev Catto, Lisa Hansen (Executive Officer)
<u>Apologies</u>	Anna Crosswell
<u>In Attendance</u>	Jeremy Duncan, Lisa Pankhurst
<u>Previous Minutes</u>	<p>Management Meeting – 19th April 2017</p> <p>Moved Warren Joyce</p> <p>Seconded Bev Catto</p> <p>“That the minutes of the management board meeting held 19th April 2017, be accepted as a true correct record.” CARRIED</p>

Development Officers Report – Lisa Duncan

Schools

- Visiting and helping out schools each week day, talking to teachers in both pools and looking at top level swimmers who aren't in swimming programs already
- Asked by Newfield School to provide a PD day for their teachers one afternoon in June before their school starts their swimming lessons in term 3

Swimming Southland Talent ID

- 25 turned up to the first session
- These swimmers will be ready to enter the first league meet in June
- Have been moved to a Thursday morning due to lack of pool space

ASCTA Conference

- Great for all levels of coaching and teaching
- Full report with head coach being worked on to be passed onto club coaches

Biggest take home was tools on how to consistently keep on top of athlete monitoring and tips and skills on building each stroke. We are definitely on the right track

NAGS Report

Results

See team managers report for full results. Jacob 3 gold, 2 silver, Ben/Daniel/Storm 1 silver relay, Sophie 1 silver, 1 bronze, Jack 1 bronze. PBs were all around, and practicing race structure under the pressure and atmosphere has definitely improved from Short course.

Accommodation

Brentwood – easy location.

Food

Catered by the Brentwood. Afternoon teas were healthy and tasty.

Travel

Walking to and from the pool makes things very easy. Pinnacle meets such as the Olympics, Commonwealth games etc involve a lot of walking around the village and to and from buses is great to practice this.

All of the swimmers were well behaved and performed well on race day. We have our consistent racers who can produce extraordinary performances in any atmosphere. Looking forward in the future I will be making sure we have a team that is able to perform to their absolute best in any circumstance. Having two managers with the amount of swimmers there, allowed the discipline to be tough but flexible and swimmers could head to and from the pool to allow for rest time.

OPENS Report

Results

Jane performed out of her skin and achieved all PBs bar one. Which means each race she PB'ed in she broke her own NZ record for the S14 Category. She came away with one gold medal in the 200 freestyle.

Food

We fended for ourselves and had a lot of subway. Once Jane's mum and dad arrived into Auckland they were able to do a big grocery shop and cook meals for a fraction of the price we were spending at the cafés.

Travel

Flights were well timed. We travelled in town via taxi, uber, bus and by foot.

This meet I chose to go to with one swimmer as the Para structure in NZ is completely different to the able bodied swimming structure. I sat down with each of the coaches and educated myself on how it all works with getting classified etc for future para swimmers we have in the region. I learnt a lot about Jane and her disabilities and what needs to be done to allow her to perform at her best.

Head Coaches Report – Jeremy Duncan

Verbal report given on Australia Coaches Conference – with full written report to follow

Portfolio Reports –

▪ **Team Management** – Hilary Strang & Bev Catto

South Islands – flight issues. (prices skyrocketing by the hour, flight times being changed, etc) To speak with travel agent to see if booking through them will help us?

Team Manager - Fenton Herrick

travel issues aside, the team numbers are climbing – an assistant team manager is to be assigned.

▪ **Technical** – Warren Joyce

The lane module cord was taken into Southland Electronics – there was a broken wire fixed

▪ **Governance** – Hilary Strang & Bev Catto

By Laws – the team ran through the rest of the by-laws, with the trophies part remaining (Lisa H to look through an update these for next meeting). Hilary to sort through by law changes made. Nearly there!

▪ **Publicity & Profile** – Anna Crosswell

New Parents Meeting – possible timings from Jeremy

Thursdays 7-8 am - and also to get the new splash palace kids Who go into our Sharks squad and aren't in a club Tuesday 4.30-5.30 Thursday 3.30-4.30 there is 20 of them here and 25 in the TID. They are the 2 feeders.

- Hilary, Waric, Anna, Lisa to attend this meeting – Tuesday 5pm is a good time for all. To book date

▪ **Reward, Recognition, Retention** – Anna Crosswell

Masterchief date to be revised

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

Nil

Executive Officers Report

Prize Giving 2017

Great night, speakers well received.

Audit 2017 - underway

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	- \$10,879.68
Balance 30/4/17	\$11,795.20

Elite Development Reimbursement for Approval – May 2017

Name	Description	Full Amount	ED Funding Reimbursement
Jackson Corkery	Annual Lump Sum 2017.18	500.00	500.00
Jacob Blomfield	Annual Lump Sum 2017.18	500.00	500.00
Amelia McKenzie	Annual Lump Sum 2017.18	500.00	500.00
Total			\$1500.00

Accounts for Payment (SBS) – May 2017

Name	Due Date	Description	Method	Amount
Lisa Hansen	12/5/17	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	12/5/17	Fortnightly Wage	AP	\$718.16
Lisa Hansen	20/5/17	Reimburse – extra flight for South Islands Coach	DD	\$270.00
Lisa Hansen	20/5/17	Reimburse – lane module cord, fix	DD	\$58.65
Lisa Hansen	20/5/17	Reimburse – postage, Sthld Schools Ribbons	DD	\$20.00
Warehouse Stationery	20/5/17	Stationery	DD	\$455.29
Nicola Stout	20/5/17	Reimburse – SI Country and Town Expenses	DD	\$215.64
Sthld Girls	20/5/17	SI country and town catering	DD	\$328.60
Wellington Aquatic	20/5/17	Lane Hire, NAGs 2017	DD	\$96.60
Diocesan School, Auck.	20/5/17	Accom for NZ Short Course 2016 (very late invoice)	DD	\$8657.78
IRD	20/5/17	April PAYE and Kiwi saver	DD	\$999.26
Lisa Hansen	20/5/17	April Phone/Net expenses (note #1)	DD	\$53.94
H2O Dreams	20/5/17	Monthly Fee	AP	\$3,354.17
Lisa Hansen	26/5/17	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	26/5/17	Fortnightly Wage	AP	\$718.16
		Total		\$18,062.97

Note 1

Executive Officers Monthly Costs – April 2017

Monthly Phone/Internet Reimbursement	\$50.00
Plus tolls	\$3.94
Total	\$53.94

Moved Hilary Strang

Seconded Luciana Garcia

“That the above records as tabled be approved for payment.” CARRIED

SBS Star Account Summary of Transactions			
Opening Balance 31/3/17			\$7,511.83
Plus Deposits			
	Deposits	\$20,681.55	
	Plus Interest Received	\$2.92	
Less Payments			
	Payments (Cheques and Direct Debits)	\$17,787.04	
	Less Account Fees	\$0.00	
Balance as at 30/4/17			\$10,409.86

Westpac Travel Account Summary of Transactions			
Opening Balance 31/3/17			\$2,565.06
Plus			
	Transfers In	\$0.00	
	Interest Received	\$0.00	
Less			
	Expenses (annual audit fee)	\$50.00	
Balance as at 30/4/17			\$2,515.06

SBS Call Deposit Account Summary of Transactions			
Opening Balance 31/3/17			\$27,292.56
Plus			
	Transfer in	\$0.00	
	Interest Received	\$0.00	
Less			
	Transfer out (Star Transactional)	\$10,000.00	
Balance as at 30/4/17			\$17,292.56
Placed on Call @ 1.60%			

SBS Plant Replacement Deposit Account Summary of Transactions			
Opening Balance 31/3/17			\$4,691.08
Plus			
	Interest Received	\$0.00	
Less			
	Transfers out	\$0.00	
Balance 30/4/17			\$4,691.08

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.

NB: This is a 5 year agreement, commencing November 2016, finishing November 2020.

Balance Sheet Comparison as at 30/4/2017		
<u>Assets</u>	30/4/17	30/4/16
SBS Bank Star Account	10,409.86	26,728.89
Westpac Trust Travel A/c	2,515.06	1,790.51
SBS Bank Call Deposit	17,272.56	31,574.81
SBS Plant Replacement	4,691.08	1,953.06
Accounts Receivable	36,312.27	22,069.35
SBS Bank Term Deposit	22,069.35	31,470.59
SBS Bank Term – Sthld Springboard	23,296.97	0.00
Equipment	23,572.06	10,535.55
TOTAL ASSETS	140,139.21	126,122.72
<u>Liabilities</u>		
Accounts Payable	5,035.41	1,910.00
Tax Payable	-5,561.51	-1,986.24
TOTAL LIABILITIES	-526.10	-76.24
Net Assets	139,613.11	126,046.48
<u>Equity</u>		
Net Income	12,532.96	-1,596.86
Total Equity	139,613.11	126,046.48

General Business – Notified items:

Health and Safety

Hilary went to a Sport Southland seminar on this, and has some ideas on where to start now. It highlighted the need for us to get it done.

To ask SNZ if they have a policy to go from as yet.

Expenses Credit Card

Luciana suggested we look into an expenses credit card for Lisa H to use (instead of own account and getting reimbursed) – would be easier, and also keep a nice paper trail for the auditors. Lisa to look into with SBS (not likely for a club if we remember right), also try Westpac.

Country Meet

Approach country clubs to see if keen to host a meet through their season (in 2017.18), town kids to come out, officials, running support.

Meeting Closed 8.40pm

Chairperson's Signature: _____

Date: _____

Next Meeting: 20th June 2017, Russell Cushen Room, Splash Palace