

<u>Minutes</u>	Of the Management Board of Swimming Southland
Held	Tuesday 14 th of March 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>	Lisa Pankhurst
<u>In Attendance</u>	Jeremy Duncan
<u>Previous Minutes</u>	Management Meeting – 8th February 2017 Moved Anna Crosswell Seconded Luciana Garcia “That the minutes of the management board meeting held 8 th February 2017, be accepted as a true correct record.” CARRIED

Matters Arising – No letter needed in regards to Swimming Southland disagreeing with the Team Manager and Coach Accreditation Fees – SNZ did a complete back flip and whipped the fee, until further discussion.

Development Officers Report – Lisa Pankhurst
 Nil

Head Coach Report – Jeremy Duncan

NZ Junior Festival Timaru
Travel

Vans were a great way to travel that distance – any longer I recommend flying. To keep the costs down I recommend travelling up the day before – given that the meet doesn’t start until the following afternoon.

Accommodation

Clean tidy and off the beaten track which meant no road noise.

Performances

See managers report. I will add that with our points combined Southland finished third on 2160 points well clear of the next team on 1700.

The team was well managed with enough managers for that sized team. Neil, Caroline and Sue are managers we need to bring through into other away trips for the future. See my recommendations for coaches and managers verse team size

- 0-10 athletes 1 coach 1 manger
- 10-15 athletes 1 coach 2 managers
- 15-25 athletes 2 coaches 2-3 managers

Where possible a split of a male and female manager when we need 2 or more is ideal – but not vital if we develop our managers through the poolside local meets - T&C- Jnrs - Div2- Nags pathway.

Clubs

To date I have visited
 Waverly Collegiate Oreti Murhihiku – reports are on their way.

Clinics

I will be running a clinic in the warmup of Ribbon day to put at ease the young swimmers around things like starts , turns , what all the whistles mean.

2017 Calender

I have attached our draft calender – there is a real lack of anything for the 12 and under swimmers in the winter. We are investigating sending a team to Canterbury Short Course for all swimmers who are not going to South Islands or Short Course.

I also see a need to add a 4th winter meet in the series to fill the gap from NAGS – to Neptune. This would be on the 13 May . Pool hire paid for by H2O Dreams – called the H2O meet . Entries through SS – H2O takes the entry fees and donates a percentage back to the clubs.

Draft Calender

May 13 H2O Meet

June 2-4 Neptune Meet

July 1 Winter Meet 1

July 21 -23 Canterbury Short Course champs all swimmers who haven't qualified for South Islands or Short Course

August 5 Winter Meet 2

September 9 Winter Meet 3

September 23 Southland Winters on a Saturday

October 3 NZ Short Course Champs

October 20 -23 Orca Meet

November 11 Short Course time trials for 12 and unders to get a medley time for the NZ Junior Festival

November 25 Murihiku Meet

December 1-3 Otago 12 and under

December 14-17 Southland Long course Champs

Portfolio Reports –

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

TM apps for SI Country and Town received. Team Manager = Nicola Stout, with Sarah Low and Sue White assisting (Jeremy and Shaun coaching)

NZ Juniors 2017 – team managers report received, no matters arising.

▪ **Technical** – Warren Joyce

Splash Palace are replacing the missing fans from the control room (Steve had taken these to clean/fix)

Splash Palace have asked to borrow 1 x touchpad and starter (also need AOD), to run the 'Underwater Man' Event coming to town – Saturday 8th April. Warren and Lisa H to man the gear on the day.

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

SNZ Regulations – SS happy to approve proposed changes/updates

▪ **Publicity & Profile** – Anna Crosswell

March Past for NAGs, Country and Town, Opens – performed at Collegiate Age Group Meet

Swim Southland to hold an info meeting for new parents (maybe pre-meet? Aim for July 1st meet) Everyone to make a list of 5 things (to be to April Meeting) to be within this info meeting.

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

Anna to look at Sporty App (for things like flyers due, qual times, etc)

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

Numbers are looking good, with officials progressing through to JOS, Starter and Referees also.

Executive Officers Report

Correspondence Inward

SNZ – confirming there will be no fee for coach/TM accreditation at this stage – until further investigation has taken place

Rhys Pryde-Wall – Is moving on from Hokonui, to the Selwyn Club (following Country and Town)

SNZ – draft regulations change (submissions to SNZ by 27th March)

SNZ Regulations

Any feedback for SNZ?

- The team agreed all proposed changes were straight forward and Swim Southland support them

Prize Giving 2017

Organising underway

Ideas on speaker

- a few ideas spoken about, EO to follow up

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	-\$7,645.86
Balance 28/2/17	\$15,029.02

Elite Development Reimbursement for Approval – March 2017

Name	Description	Full Amount	ED Funding Reimbursement
Total			\$0.00

Accounts for Payment (SBS) – March 2017

Name	Due Date	Description	Method	Amount
Cleveland Motor Lodge	5/3/17	Division II - Final Accom	DD	\$5450.44
SNZ	5/3/17	Division II – team entries	DD	\$1455.00
Lisa Hansen	3/3/17	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	3/3/17	Fortnightly Wage	AP	\$718.16
Brentwood	15/3/2017	Nags accom final	DD	\$5,274.00
IRD	15/3/17	February PAYE and Kiwi saver	DD	\$999.26
Lisa Hansen	15/3/17	February Phone/Net expenses (note #1)	DD	\$53.56
Lisa Hansen	17/3/17	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	17/3/17	Fortnightly Wage	AP	\$718.16
ICC	20/3/17	Pool Hire (Sthld Champs, including swimmer entry)	DD	\$8,172.00
ICC	20/3/17	Photocopier charges	DD	\$109.00
Uniform NZ	20/3/17	Uniforms purchased online by swimmers	DD	\$1,094.77
Warehouse Stationery	20/3/17	Stationery	DD	\$96.40
Riverside Rentals	20/3/17	Van rental – NZ Juniors to Timaru	DD	\$2223.00
SNZ	20/3/17	Affiliations (comp swimmers and tech officials)	DD	\$128.00
H2O Dreams	20/3/17	Monthly Fee	AP	\$3,354.17
Lisa Hansen	31/3/17	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	31/3/17	Fortnightly Wage	AP	\$718.16
		Total		\$33,739.16

Note 1

Executive Officers Monthly Costs – February 2017

Monthly Phone/Internet Reimbursement	\$50.00
Plus tolls	\$3.56
Total	\$53.56

Moved Luciana Garcia

Seconded Hilary Strang

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

SBS Star Account Summary of Transactions			
Opening Balance 31/1/17			\$20,019.46
Plus Deposits			
	Deposits	\$13,787.51	
	Plus Transfer in from Call Account	\$15,000.00	
	Plus Interest Received (February)	\$4.58	
Less Payments			
	Payments (Cheques and Direct Debits)	\$27,877.79	
	Less transfer to Westpac Travel Account	\$10,000.00	
	Less Account Fees	\$0.00	
Balance as at 28/2/17			\$10,933.76

Westpac Travel Account Summary of Transactions			
Opening Balance 31/1/17			\$416.41
Plus			
	Transfers In	\$4,000.00	
	Interest Received	\$0.00	
Less			
	NZ Junior Eftpos Expenses	\$1,098.92	
Balance as at 28/2/17			\$3,317.49

SBS Call Deposit Account Summary of Transactions			
Opening Balance 31/1/17			\$77,024.93
Plus			
	Transfer in	\$0.00	
	Interest Received	\$0.00	
Less			
	Transfer out (Star Transactional)	\$15,000.00	
Balance as at 28/2/17			\$62,024.93
Placed on Call @ 1.60%			

SBS Plant Replacement Deposit Account Summary of Transactions			
Opening Balance 31/1/17			\$4,496.70
Plus			
	Southland Age Group Meet	\$84.30	
	Interest Received	\$0.00	
Less			
	Transfers out	\$0.00	
Balance 28/2/17			\$4,581.00

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 28/2/2017		
<u>Assets</u>	28/2/17	29/2/16
SBS Bank Star Account	10,933.76	9,998.12
Westpac Trust Travel A/c	3,317.49	2,660.48
SBS Bank Call Deposit	62,024.93	70,889.74
SBS Plant Replacement	4,581.00	1,680.40
Accounts Receivable	36,707.06	12,288.42
SBS Bank Term Deposit	33,612.32	31,470.59
SBS Bank Term – Sthld Springboard	23,296.97	0.00
Equipment	20,760.04	15,015.01
TOTAL ASSETS	195,233.57	144,002.76
<u>Liabilities</u>		
Accounts Payable	5,986.10	2,909.26
Tax Payable	-896.86	-1,471.58
TOTAL LIABILITIES	5,089.24	1,437.68
Net Assets	190,144.33	145,565.08
<u>Equity</u>		
Net Income	29,986.95	-8,198.32
Total Equity	190,144.33	145,565.08

Records

Female 12-13 800m Free

Sophie Shallard (at the 2017 Otago Anniversary Meet) – 9.42.90
(breaking Hannah Morgan’s 9.44.63 in 2011)

Male 14-15 200m Free

Jacob Blomfield (at the 2017 SNZ Zonal Champs) – 1.57.73
(breaking his own record from 2016 – 1.59.53)

Moved Warren Joyce

Seconded Anna Crosswell

“The above records be ratified as a true and correct Swimming Southland Record.” CARRIED

General Business – Notified items:

Insurance

Following the near drowning at Splash palace within another water sport, we have looked into our insurance policies. It appears that our policy does not cover the clubs correctly (certainly in any instance like this). Marsh (our insurer) has sent through some info on what is best for our clubs. It is fairly confusing. Lisa to get the cost for the clubs package, and see if they send through clearer information. Hilary to speak to a friend who is an insurer to get their opinion on what may be best practise.

Health & Safety / Child Protection

Member Protection Policy from SNZ – it appears we are covered by this policy, we need to read thoroughly and if agree, adopt at the next meeting.

Meeting Closed 8.50pm

Chairperson’s Signature: _____

Date: _____

Next Meeting: 19th April 2017, Russell Cushen Room, Splash Palace