

<b><u>Minutes</u></b>	Of the Management Board of Swimming Southland
<b>Held</b>	Tuesday 19 <sup>th</sup> of April 2017
<b>Venue</b>	Russell Cushen Room, Splash Palace, Invercargill
<b>Start Time</b>	6.30pm
<b><u>Present</u></b>	Hilary Strang (Chair), Warren Joyce, Anna Crosswell, Bev Catto, Lisa Hansen (Executive Officer)
<b><u>Apologies</u></b>	Waric Cross, Luciana Garcia
<b><u>In Attendance</u></b>	Jeremy Duncan, Lisa Pankhurst
<b><u>Previous Minutes</u></b>	<p><b>Management Meeting – 14<sup>th</sup> March 2017</b></p> <p><b>Moved</b> Anna Crosswell</p> <p><b>Seconded</b> Bev Catto</p> <p>“That the minutes of the management board meeting held 14<sup>th</sup> March 2017, be accepted as a true correct record.” CARRIED</p>

**Development Officers Report** – Lisa Pankhurst  
Schools/Meets

- Massive turn out to the Southland Schools meet with 248 swimmers attending. From 38 schools.
- Have a Go meet was run by Murihiku and the SS Head coach, there was a great turn out and was highly enjoyed by all
- Ribbon day meet was lower in numbers this year, with a few factors being the cause. The timing of the meet and the absence of the RDO the week prior seemed to be the major causes. Looking forward planning to have this meet on a week/weekend that I am here to allow maximum entries into the meet. All swimmers who entered expressed their enjoyment of the carnival.

Swimming Southland Talent ID

- 2017 Term 2 Squad up and running starting in week 2 of May currently have 30 registered for this. EDF Swimmers will be asked to help assist at this.
- H2O Dreams is no longer providing the lane space coverage, therefore extra lanes have been booked. The number of swimmers paying \$10 for the term should cover this.

Swim Southland Club Visits

- All town clubs were visited over the past term in between trips away.
- Clubs who are following the lesson plans have a steady progression of swimmers through all levels.
- There will be a new set of lesson plans for the new season, which will show some changes to allow coaches and swimmers to have a change – with the same important basics included. Body position, breathing and kick.

**Head Coachs Report** – Jeremy Duncan

**Month – April 2017**

Club reports sent to

- Collegiate
- Murihiku
- Waverly

**2017 Town & Country**

A well run meet by Otago swimming – well managed by the three managers. See feedback Nicola. Accommodation is great provided its not in the winter.

### **Term 1 Have a Go Meet**

62 swimmers in attendance. It's important that all clubs are well represented at these meets as we all work together to grow the sport

### **Ribbon Meet 2017**

Lower numbers but still worthwhile for the swimmers in attendance. Its important to grow the sport that all clubs are represented at these meets.

### **Schools Meet 2017**

Great numbers – a well run meet and much better format.

### **Portfolio Reports –**

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

TM call put out for South Islands and NZ Short Course (close 30<sup>th</sup> May)

TM report for NAGs tabled (no matters arising)

#### ▪ **Technical** – Warren Joyce

New 4 prong lane module extension ordered (for AOD)

- EO to put this on hold with Omega until we check how they are doing the 4 prong plug? This may be a Daktronics only situation.

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

SNZ Member Protection Policy – SS to adopt

The board agree this policy fits the requirements for Swimming Southland appropriately.

To add into the 2017.18 Swimmers Agreement, 'swimmers are to have read and agree to abide by this policy document' referring to specific clauses. EO to update.

Each club within the region will need to adopt the document individually for full coverage.

Swimming Southland to keep a register of all members police vetted within the region (clubs are to inform EO of all police vetting of their members)

**Moved** Warren Joyce

**Seconded** Hilary Strang

"Swimming Southland agree to adopt the current Swimming New Zealand Member Protection Policy, and recommend that all Swimming Southland clubs do the same." CARRIED

EO to send document out to all clubs, advising SS have formally adopted and we recommend they also adopt within their club.

#### ▪ **Publicity & Profile** – Anna Crosswell

Sporty App sample – looks great. Will take place of handbooks. Will work better if internet connection is not required all the time – this will require pdf's loaded instead of links.

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

Master Chief evening – 13<sup>th</sup> May

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

Nil

### **Executive Officers Report**

#### ***Correspondence Inwards***

SNZ – confirming Kent Stead and Sharon Courtney (marketing) are moving on from SNZ.

#### ***Correspondence Inwards***

Ribbons sent to all schools for Southland Schools Meet.

#### ***Schools Meet***

So much better – well done everybody. We have had so much great feedback from the schools.

Ideas for next year; include a fastest 8 final for each age group.

#### **Prize Giving 2017**

Speaker Confirmed – Hannah Pascoe

Meals – alternate drop (Sausages, mash, onion and gravy and Shepherd's Pie)

**SBS W. Evans – merchandise ideas for 2017 winter meets**

Drink bottles, swim caps, badges?? - EO to look at Drink bottle options for this year.

**EDF Merch**

It would be great to give the EDF swimmers an item of clothing when they make the team/fund. This would promote within the community that the swimmers have made the EDF.

- Hoodies would work best – EO to look at options

**Open Water Account**

The open water account (has not been used for a very long time!), currently has Wayne Evans and myself as signatories. I have spoken with Foveaux Masters and they agree the best thing is for Swimming Southland to hold this account under their banner, using the current signatories for Swimming Southland accounts.

**Moved** Bev Catto

**Seconded** Hilary Strang

“The Swimming Southland Board agree to take the Open Water Account under the Swimming Southland banner, using the current signatories as signing authority.” **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	- \$10,879.68
<b>Balance 31/3/17</b>	<b>\$11,795.20</b>

**Elite Development Reimbursement for Approval – April 2017**

Name	Description	Full Amount	ED Funding Reimbursement
<b>Total</b>			<b>\$0.00</b>

**Accounts for Payment (SBS) – April 2017**

Name	Due Date	Description	Method	Amount
Lisa Hansen	14/4/17	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	14/4/17	Fortnightly Wage	AP	\$718.16
IRD	20/4/17	March PAYE and Kiwi saver	DD	\$1,498.89
Warehouse Stationery	20/4/17	Stationery	DD	\$58.00
Lisa Hansen	20/4/17	Officials Food (Sthld Age Group and Sthld Schools)	DD	\$63.98
Lisa Hansen	20/4/17	Reimburse Flights – Short Course, Coach	DD	\$319.00
Lisa Hansen	20/4/17	Reimburse Flights – South Islands, Coach	DD	\$144.00
ICC	20/4/17	Photocopier charges, March	DD	\$6.00
UniformNZ	20/4/17	Uniforms ordered online	DD	\$1247.96
HTS Group	20/4/17	2 x Omega BackStroke ledges	DD	\$3233.82
Swim Otago	20/4/17	SI Country and Town relays	DD	\$90.00
ICC	20/4/17	Pool Hire - Sthld Age Meet	DD	\$971.00
SNZ	20/4/17	Comp Swimmer Affiliation fees	DD	\$71.50
SNZ	20/4/17	Comp Swimmer Affiliation Fees	DD	\$399.00
Creative Screen Prints	20/4/17	Ribbons and gold tee printing	DD	\$1198.30
McDermotts Coach	20/4/17	SI Country and Town Coach Hire	DD	\$1667.35
Lisa Hansen	20/4/17	March Phone/Net expenses (note #1)	DD	\$62.11
H2O Dreams	20/4/17	Monthly Fee	AP	\$3,354.17
Lisa Hansen	28/4/17	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	28/4/17	Fortnightly Wage	AP	\$718.16
		<b>Total</b>		<b>\$17,938.12</b>

**Note 1****Executive Officers Monthly Costs – March 2017**

Monthly Phone/Internet Reimbursement	\$50.00
Plus tolls	\$2.11
<b>Total</b>	<b>\$62.11</b>

SBS Star Account Summary of Transactions		
Opening Balance 28/2/17		\$10,933.76
Plus Deposits		
	Deposits	\$8,524.25
	Plus Transfer from Call Account	\$25,000.00
	Plus Interest Received	\$2.07
Less Payments		
	Payments (Cheques and Direct Debits)	\$36,948.25
	Less Account Fees	\$0.00
<b>Balance as at 31/3/17</b>		<b>\$7,511.83</b>

Westpac Travel Account Summary of Transactions
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Opening Balance 28/2/17			\$3,317.49
Plus			
	Transfers In	\$2,500.00	
	Interest Received	\$0.00	
Less			
	NZ Div 2 2017 Expenses	\$1,807.41	
	NZ Age Groups 2017 Expenses	\$945.42	
	NZ Opens 2017 Expenses	\$498.60	
Balance as at 31/3/17			\$2,566.06
<b>SBS Call Deposit Account Summary of Transactions</b>			
Opening Balance 28/2/17			\$62,024.93
Plus			
	Transfer in	\$0.00	
	Interest Received	\$267.63	
Less			
	Transfer out (Star Transactional)	\$15,000.00	
	Transfer out (Star Transactional)	\$10,000.00	
Balance as at 31/3/17			\$37,292.56
Placed on Call @ 1.60%			

<b>SBS Plant Replacement Deposit Account Summary of Transactions</b>			
Opening Balance 28/2/17			\$4,581.00
Plus			
	Collegiate Age Group Meet	\$73.50	
	Ribbon Day Meet	\$25.50	
	Interest Received	\$0.00	
Less			
	Transfers out	\$11.08	
Balance 31/3/17			\$4,691.08

<b>SBS Term Deposit Account Summary of Transactions</b>			
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.

<b>SBS Term Deposit Account – Southland Springboard Diving (Holding Account)</b>			
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.

<b>Balance Sheet Comparison as at 31/3/2017</b>		
<u>Assets</u>	31/3/17	31/3/16
SBS Bank Star Account	7,511.83	15,747.81
Westpac Trust Travel A/c	2,566.06	2,660.48
SBS Bank Call Deposit	37,262.56	50,889.74
SBS Plant Replacement	4,691.08	1,859.46
Accounts Receivable	31,713.85	15,017.16
SBS Bank Term Deposit	33,612.32	31,470.59
SBS Bank Term – Sthld Springboard	23,296.97	0.00
Equipment	20,760.04	15,318.49
<b>TOTAL ASSETS</b>	<b>161,414.71</b>	<b>132,963.73</b>
<u>Liabilities</u>		
Accounts Payable	2,611.82	1,864.48
Tax Payable	-3,569.50	-2,390.99
<b>TOTAL LIABILITIES</b>	<b>-957.68</b>	<b>-526.97</b>
<u>Net Assets</u>	<b>160,457.03</b>	<b>132,436.76</b>
<u>Equity</u>		
Net Income	-9512.68	-37,536.45
<b>Total Equity</b>	<b>160,457.03</b>	<b>132,436.76</b>

## Records to Ratify

### Female 12-13 800 Free

9.42.90	Sophie Shallard at 2017 Otago Anniversary LC Meet	25/02/2017	HOKSL	-SL
9:36.58	Sophie Shallard at 2017 NZ Age Group Championships	21/03/2017	HOKSL	-SL

### Male 14-15 200 Free

1:57.73	Jacob Z. Blomfield at 2017 Zonal Championships	11/02/2017	MKUSL	-SL
1:57.50	Jacob Z. Blomfield at 2017 NZ Age Group Championships	21/03/2017	MKUSL	-SL

### Male 14-15 400 Free

4:12.57	Josh Hamilton at 2013 Mayfair Pools NZ Age Groups	26/02/2013	MKUSL	-SL
4:09.26	Jacob Z. Blomfield at 2017 NZ Age Group Championships	21/03/2017	MKUSL	-SL

### Male 14-15 1500 Free

16.59.20	Jared Sandri	6/03/2004	MKUSL	-SL
16:53.86	Jacob Z. Blomfield at 2017 NZ Age Group Championships	21/03/2017	MKUSL	-SL

**Moved** Bev Catto

**Seconded** Warren Joyce

"That the above records are ratified as a true and correct Swimming Southland record." CARRIED

## General Business – Notified items:

1. Food for local meets  
talk to Pool Café and see what pricing would be. Could also speak with Yvonne again.  
Otherwise, could put it out to all clubs – that one club per season be contracted to provide food at all swim southland meets for that season. EO to look into
2. 2017 ILT Sports Awards – nominations due 26<sup>th</sup> April (see attached award categories/criteria)  
Jacob Blomfield to be nominated for Junior Sports person
3. New Parent Meeting  
Most of the information required is in the Swimming in Southland Flyer  
Also things like, why the officials are there and that we need new parents to come forward and help out  
Take your marks and the SNZ database  
Where to buy good quality swimming gear

Check if the TID squad has a night training session, otherwise look to hold pre-meet at the first winter meet.

**Meeting Closed 8.40pm**

**Chairperson's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Next Meeting:** 16<sup>th</sup> May 2017, Russell Cushen Room, Splash Palace