

<u>Minutes</u>	Of the Management Board of Swimming Southland
Held	Tuesday 20 th of June 2017
Venue	Toothworks, Invercargill
Start Time	6.00pm
<u>Present</u>	Hilary Strang (Chair), Warren Joyce, Waric Cross, Anna Crosswell, Bev Catto, Lisa Hansen (Executive Officer)
<u>Apologies</u>	Luciana Garcia
<u>In Attendance</u>	Jeremy Duncan, Lisa Pankhurst
<u>Previous Minutes</u>	<p>Management Meeting – 16th May 2017</p> <p>Moved Hilary Strang</p> <p>Seconded Warren Joyce</p> <p>“That the minutes of the management board meeting held 16th May 2017, be accepted as a true correct record.”CARRIED</p>

Development Officers Report – Lisa Duncan

Schools/Meets

- Continual visits to the schools with 3 selected into the Talent ID squad
- PD session with Newfield Park school teachers, was positively received and will follow up with their pool sessions in term 3

Swimming Southland Talent ID

- Massive improvements technically and skilfully over the past 6 weeks.
- Swimmers are ready to race at the first league meet on the 1st of July – with club members entering through their clubs and non-club swimmers entering as Have A Go. Being it will be the 1 July – the start of the new season, this would be a great time to start those non club swimmers in a club to enter races

Swim Southland Club Visits

- Waverley has a scheduled visit on the 26th June – where they are running two “competitive” swimmer lanes where they learn competitive skills and technique. The SS Head coach and I are educating the coach to teach these
- Lesson plans are still under construction and will be sent out in two weeks with the aid of the learning’s and information from the ASCTA conference back in May

Head Coaches Report – Jeremy Duncan

ASCTA Conference

Please refer to the attached notes and course content for this

Clubs

I have visited Waverly and the learn to swim aspect of Murihiku. I was able to answer any questions about how to fix various aspects of swimmers technique, while provide clarity around what should be being taught.

We have also contacted the clubs , asking them to come back to us with a date we can run some in house training for their coaches.

Swimsafe Southland

I have been in touch with Vanessa Hughesy regarding trying to find the best medium we can send our weekly coaching and teaching information to the teachers who run this programme.

General Items

- Costs
- Makos Feedback
- Comms

Jeremy Duncan,
Swim Southland Head Coach.

Coach allocations - 2017.18

South Islands – Lisa, Shaun
Short Course - Lisa
NZ Open Water Champs - Lisa
Town & Country - Jeremy
Juniors - Jeremy
DIV2 - Lisa
NAGS - Lisa / Jeremy if the team is big enough

Portfolio Reports –

- **Team Management** – Hilary Strang & Bev Catto
- **Technical** – Warren Joyce
- **Governance** – Hilary Strang & Bev Catto
- **Publicity & Profile** – Anna Crosswell
- **Reward, Recognition, Retention** – Anna Crosswell
- **Officials Co-Ordinator** – Waric Cross

Executive Officers Report

Correspondence Inwards

SNZ – 2017.18 Affiliation Fees to increase by 5% (\$2.50) – bringing competitive swimmer fee to \$93.00
Makos Committee – asking for feedback by end of June
Sport Southland – Confirming Jack's acceptance to the Academy Southland program
SNZ – Swimming New Zealand AGM 2017 – date set to Saturday 2nd September
Splash Palace – lane hire increase
SNZ – Replacement of Kent Stead (Andrew Kent, commencing July 3rd)
NZ Swimming Trust – new donation structure (SS to agree best option for us) (email attached)

Correspondence Outwards

To all SS Clubs – details on Marsh Insurance options for clubs
To all SS Clubs – Member Protection Policy, advising all clubs to adopt this policy if they agree with the wording

Sport Southland - Financial Capability workshop (a 2hour session each month)
Lisa H to attend, great opportunity

Prize Giving 2018 – discuss day's... stick with Tuesday, or maybe go to weekend (thinking of the out of town kids) Also Opens being later next year.
Try for a Saturday, better for country swimmers to come in, and not such a mid week rush! Open trophies can be awarded following the meet in July (as it may not be the same time again the following year!)

AGM 2017 – date set for Sunday 20th August

SBS Merch 2017 – 150 drink bottles coming, PB ribbon also

Credit Card – SBS are no go with a credit card for an account like ours. But Westpac is easy, we are set up to get a debit/credit card, \$10 fee per annum. Just needs to be signed off in our minutes.

Moved Hilary Strang
Seconded Warren Joyce

“The management board gives the Executive Officer permission to apply for a Westpac Debit/Credit card on their current travel expenses account at Westpac, with a limit of \$2,000.” CARRIED

Southland Champs

Any updates to flyer (attached)

Medals – ok with current design (southland and visitor medals), as need to order more

Visitor Medals – we mentioned last year making it just 1st and 2nd visitors to receive medals (not 3rd also)

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	- \$12,379.68
Balance 31/5/17	\$10,295.20

Elite Development Reimbursement for Approval – June 2017

Name	Description	Full Amount	ED Funding Reimbursement
Nil			
Total			\$

Accounts for Payment (SBS) – June 2017

Name	Due Date	Description	Method	Amount
Lisa Hansen	9/6/17	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	9/6/17	Fortnightly Wage	AP	\$718.16
Ascot Park	20/6/17	2017 Prize Giving Expenses (food, room and projector hire)		\$2950.00
SNZ	20/6/17	Comp Swimmer Affiliation	DD	\$56.50
Dynamic Gift	20/6/17	Drink Bottles for SBS Merch (x150)	DD	\$876.88
AUT Millennium	20/6/17	Opens Accom 2017, final amount	DD	\$788.90
ICC	20/6/17	Photocopy charges May	DD	\$11.50
Albany Oak	20/6/17	Deposit - 2018 Opens Accom	DD	\$650.00
Swim Nelson Marl.	20/6/17	2017 Zonals, regional share of coaches/managers costs	DD	\$201.47
IRD	20/6/17	May PAYE and Kiwi saver	DD	\$999.26
Lisa Hansen	20/6/17	May Phone/Net expenses (note #1)	DD	\$51.60
H2O Dreams	20/6/17	Monthly Fee	AP	\$3,354.17
Lisa Hansen	23/6/17	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	23/6/17	Fortnightly Wage	AP	\$718.16
		Total		\$13,493.32

Note 1

Executive Officers Monthly Costs – May 2017

Monthly Phone/Internet Reimbursement	\$50.00
Plus tolls	\$1.60
Total	\$51.60

SBS Star Account Summary of Transactions			
Opening Balance 30/4/17			\$10,409.86
Plus Deposits			
	Deposits	\$6,228.60	
	Com Trust Funding 2017	\$18,870.00	
	Plus Interest Received	\$4.08	
Less Payments			
	Payments (Cheques and Direct Debits)	\$21,536.10	
	Less Account Fees	\$0.00	
Balance as at 31/5/17			\$13,975.84

Westpac Travel Account Summary of Transactions			
Opening Balance 30/4/17			\$2,565.06
Plus			
	Transfers In	\$0.00	
	Interest Received	\$0.00	
Less			
	Expenses – Prize Money withdrawn for H2O Meet Prize Money 2017	\$960.00	
Balance as at 31/5/17			\$1,555.06

SBS Call Deposit Account Summary of Transactions			
Opening Balance 30/4/17			\$17,292.56
Plus			
	Transfer in	\$0.00	
	Interest Received	\$40.86	
Less			
	Transfer out (Star Transactional)	\$0.00	
Balance as at 31/5/17			\$17,333.42
Placed on Call @ 1.60%			

SBS Plant Replacement Deposit Account Summary of Transactions			
Opening Balance 30/4/17			\$4,691.08
Plus			
	H2O Sprints Meet	\$93.90	
	Interest Received	\$7.29	
Less			
	Transfers out	\$0.00	
Balance 31/5/17			\$4,792.27

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 31/5/2017		
<u>Assets</u>	31/5/17	31/5/16
SBS Bank Star Account	13,975.84	55,657.73
Westpac Trust Travel A/c	1,555.06	1,790.51
SBS Bank Call Deposit	17,333.42	31,574.81
SBS Plant Replacement	4,792.27	1,953.06
Accounts Receivable	26,098.65	9,081.34
SBS Bank Term Deposit	33,612.32	31,470.59
SBS Bank Term – Sthld Springboard	23,296.97	0.00
Equipment	23,572.06	10,535.55
TOTAL ASSETS	132,693.62	142,063.59
<u>Liabilities</u>		
Accounts Payable	1,296.62	2,613.80
Tax Payable	296.12	514.25
TOTAL LIABILITIES	1,592.74	3,128.05
Net Assets	131,100.88	138,935.54
<u>Equity</u>		
Net Income	8,628.52	12,188.30
Total Equity	131,100.98	138,935.54

General Business – Notified items:

EDF Policy – due for annual review
Minimal updates made to the policy, Lisa H to update

Makos Committee Feedback;

Feedback – Southland prefer 10th-11th March (the later of the 2 dates) for SI Country and Town
Qualifying criteria needs to be made much clearer than previous years, much confusion to the newer parents

Meeting Closed 8.50pm

Chairperson's Signature: _____

Date: _____

Next Meeting: 18th July 2017, Russell Cushen Room, Splash Palace