

Minutes Of the Management Board of Swimming Southland

Held Tuesday 15th of August 2017

Venue Splash Palace, Invercargill

Start Time 6.30pm

Present Hilary Strang (Chair), Warren Joyce, Waric Cross, Anna Crosswell, Luciana Garcia, Bev Catto, Lisa Hansen (Executive Officer)

Apologies Jeremy Duncan, Lisa Pankhurst

Previous Minutes Management Meeting – 18th July 2017

Moved Waric Cross

Seconded Bev Catto

“That the minutes of the management board meeting held 18th July 2017, be accepted as a true correct record. ”CARRIED

Development Officers Report – Lisa Pankhurst

Nil

Head Coaches Report – Jeremy Duncan

Nil

Portfolio Reports –

- **Team Management** – Hilary Strang & Bev Catto
Nil
- **Technical** – Warren Joyce
Nil
- **Governance** – Hilary Strang & Bev Catto
Hilary read through her notes from the recent Regional Chairs teleconference
- **Publicity & Profile** – Anna Crosswell
Nil
- **Reward, Recognition, Retention** – Anna Crosswell
Nil
- **Officials Co-Ordinator** – Waric Cross
New rules from FINA coming through.
New FINA books should be out this year

Executive Officers Report

Correspondence Inwards

Sport Southland – Child Protection Seminar, aimed at Development Officers (forwarded to Lisa P)

Sport Southland – Coach Development 2 day Seminar (forwarded to Jeremy, Lisa P and Mariano)

Sport Southland – Regional Sport Forum (speaker, Wayne Goldsmith)

Correspondence Outwards

Nil

AGM – this Sunday 20th August, 10am at Sport Southland.

Do we put a presentation forward regarding the club amalgamation idea?

Yes, a good starting point. Lisa H to build presentation.

Touchpad Funding

Yahhh!! \$20,000.00 received from Southern Trust

The following pricing is GST ex;
 \$32,449.50 (10 touchpads)
 \$3,659.50 (trolley we may not require this..?)
 \$2,700.00 (sea freight from Switzerland)
\$38,809.00 (Total ex GST)

The trolley is not required, the current trolley will fit the new touchpads perfectly.
 Need to make sure to order the 2.4m touchpads
 Also make sure kit includes (clips, repair kit, tester), as per website

- \$20,000.00 (funding received from Southern Trust)
\$15,149.50 remaining required (excluding trolley)

Email out to clubs re: funding received from Southern Trust. Asking for donations to be put forward towards the remaining amount.

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	- \$12,679.68
Balance 31/7/17	\$9,995.20

Elite Development Reimbursement for Approval – August 2017

Name	Description	Full Amount	ED Funding Reimbursement
Total			\$0.00

Accounts for Payment (SBS) – August 2017

Name	Due Date	Description	Method	Amount
Lisa Hansen	4/8/17	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	4/8/17	Fortnightly Wage	AP	\$718.16
ICC	20/8/17	Pool Hire and photocopying	DD	\$168.95
ACC	20/8/17	Annual ACC Levy	DD	\$316.01
SNZ	20/8/17	Comp Swimmer Affiliations	DD	\$74.75
Uniforms NZ	20/8/17	Uniforms ordered online	DD	\$228.51
Crowe Horwath	20/8/17	Interim Fee for 2017 Audit	DD	\$1024.65
Warehouse Stationery	20/8/17	Toner and general stationery	DD	\$392.39
IRD	20/8/17	July PAYE and Kiwi saver	DD	\$999.26
Lisa Hansen	20/8/17	July Phone/Net expenses (note #1)	DD	\$51.49
H2O Dreams	20/8/17	Monthly Fee	AP	\$3,354.17
Lisa Hansen	18/8/17	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	18/8/17	Fortnightly Wage	AP	\$718.16
		Total		\$10,163.22

Note 1

Executive Officers Monthly Costs – July 2017

Monthly Phone/Internet Reimbursement	\$50.00
Plus tolls	\$1.49
Total	\$51.49

Moved Luciana Garcia
Seconded Waric Cross

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

SBS Star Account Summary of Transactions			
Opening Balance 30/6/17			\$16,597.18
Plus Deposits			
	Deposits	\$5,453.20	
	Plus Interest Received	\$5.07	
Less Payments			
	Payments (Cheques and Direct Debits)	\$11,713.94	
	Less Account Fees	\$0.00	
Balance as at 31/7/17			\$10,341.51

Westpac Travel Account Summary of Transactions			
Opening Balance 30/6/17			\$1,555.06
Plus			
	Transfers In	\$0.00	
	Interest Received	\$0.00	
Less			
	Expenses (cash for Winter Prize Money)	\$420.00	
Balance as at 31/7/17			\$1,135.06

SBS Call Deposit Account Summary of Transactions			
Opening Balance 30/6/17			\$17,333.42
Plus			
	Transfer in	\$0.00	
	Interest Received	\$0.00	
Less			
	Transfer out (Star Transactional)	\$0.00	
Balance as at 31/7/17			\$17,333.42
Placed on Call @ 1.60%			

SBS Plant Replacement Deposit Account Summary of Transactions			
Opening Balance 30/6/17			\$4,792.27
Plus			
	Transfers In	\$0.00	
	Interest Received	\$0.00	
Less			
	Transfers out	\$0.00	
Balance 31/7/17			\$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.

Receivables Reconciliation [Summary]

As of 31/07/2017

Name	Total Due	Jul	Jun	May	Pre-May
Bluff Swimming Club	\$1,017.35	\$65.70	\$0.00	\$951.65	\$0.00
Collegiate Swimming Club	\$349.32	\$102.20	\$65.70	\$181.42	\$0.00
Murihiku Swimming Club	\$976.70	\$976.70	\$0.00	\$0.00	\$0.00
Orca Swimming Club	\$19,083.05	\$448.00	\$734.20	\$10,972.49	\$6,928.36
Waverley Swimming Club	\$742.40	\$102.20	\$102.20	\$538.00	\$0.00
Total:	\$22,168.82	\$1,694.80	\$902.10	\$12,643.56	\$6,928.36

Balance Sheet Comparison as at 31/7/2017

<u>Assets</u>	31/7/17	31/7/16
SBS Bank Star Account	10,341.71	22,545.29
Westpac Trust Travel A/c	1,135.06	1,320.51
SBS Bank Call Deposit	17,333.42	31,737.87
SBS Plant Replacement	4,792.27	1,953.06
Accounts Receivable	22,168.82	20,588.55
SBS Bank Term Deposit	33,612.32	31,737.87
SBS Bank Term – Sthld Springboard	23,296.97	0.00
Equipment	20,178.76	10,535.55
TOTAL ASSETS	132,995.91	124,151.42
<u>Liabilities</u>		
Accounts Payable	9,666.47	8,074.03
Tax Payable	-7,709.79	-5,565.05
TOTAL LIABILITIES	1,956.68	2,508.98
Net Assets	131,039.23	121,642.44
<u>Equity</u>		
Net Income	-2,593.52	2,862.29
Total Equity	133,039.23	121,642.44

General Business – Notified items:

Massage Therapist to NZ Short Course?

The management agree this is a good idea to bring back for the team (as was in the past). Too late to for Short Course, but look into for NAGs 2018.

Application from interested therapists to be submitted

Lisa H to speak with Yvonne as to how the funding/process worked in the past with Zane.

Meeting Closed 8.30pm

Chairperson's Signature: _____

Date: _____

Next Meeting: 15th August 2017, Russell Cushen Room, Splash Palace