

| | |
|--------------------------------|--|
| <u>Minutes</u> | Of the Management Board of Swimming Southland |
| Held | Tuesday 19 th of September 2017 |
| Venue | Splash Palace, Invercargill |
| Start Time | 6.30pm |
| <u>Present</u> | Hilary Strang (Chair), Warren Joyce, Waric Cross, Anna Crosswell, Luciana Garcia, Bev Catto, Lisa Hansen (Executive Officer) |
| <u>In Attendance</u> | Jeremy Duncan, Lisa Pankhurst |
| <u>Apologies</u> | Nil |
| <u>Previous Minutes</u> | Management Meeting – 15 th August 2017 Moved Luciana Garcia Seconded Waric Cross “That the minutes of the management board meeting held 15 th August 2017, be accepted as a true correct record. ”CARRIED |

Development Officers Report – Lisa Duncan

SWIMMING SOUTHLAND DEVELOPMENT OFFICER'S MONTHLY REPORT

| AREA | KPI | August/September |
|---|--|--|
| TALENT ID THROUGH CLUBS | Town Clubs visited | Orca, Murihiku, Waverley |
| | Country Clubs visited | Nil |
| | New swimmers identified for Talent/Squad programmes from Clubs | Murihiku 9 swimmers contacted, Orca 5 swimmers, Waverley 6 swimmers - 1 swimmer has joined TID |
| TALENT ID THROUGH SCHOOLS & LEARN-TO-SWIM PROGRAMMES | Schools visited | Ascot, Otatara |
| | New swimmers identified for Talent/Squad programmes from Schools | Nil |
| | PD/workshops offered to teachers | Nil |
| TALENT ID SQUAD | Brief update on Talent ID Squad | 5 swimmers entered in League 3. Focus has been on dives in practice for the swim meet. 9-15 swimmers in attendance regularly |

| | | |
|---------------------------------|--|--|
| HEALTH & SAFETY | Incidents reported | Nil |
| | Training attended | Nil |
| PROFESSIONAL DEVELOPMENT | PD opportunities attended | Silver license is being marked, opportunity for regional coaches to be apart of the National development pathway swimmers camp as the coaches one has been cancelled |
| | PD learnings shared with Swim Southland coaching community | In collaboration with Head coach on tips emailed to coaches. |
| REGIONAL LEADERSHIP | Update on any meeting attended | Swim safe meeting missed due to South Islands. 2 Makos committee meetings - mainly around town and country qualifying times and age groups |
| OTHER | Comments/Notes | Nil |

Head Coaches Report – Jeremy Duncan

Swim Southland Head Coaches Regional Report

Splash Palace

I am assessing their mussel's squad swimmers in week of this term. The swimmers who are technically proficient and done two terms will move up.

I will be forwarding the details of these new swimmers to the EO to circulate information regarding joining a club.

I am also working on a PD workshop date for this term with their coaches.

Clubs

My first club coach workshop was on August 13 it went well with 26 coaches in attendance from Waverly, Collegiate and Murihiku. Mariano was also present as part of his on going PD.

I have attached my notes from this session and also circulated in my weekly club coach email.

Since the workshop I have been asked to come into Waverly to over see their learners pool and junior teachers.

I have also been asked to visit Murihiku twice since the workshop and have also provided them with a pathway progression from their learners pool to main pool . (Attached)

I have also circulated this via my weekly email for other clubs to use. I am happy to modify this for their club.

I have also been asked to run a parent meeting for Murihiku to explain the pathway, what the aim is for their children answer any questions around this.

I have spoken with the Collegiate Head Coach and will visit once they are up and running.

My second club coach workshop is on September the 10th. I have changed the location to the Makarewa school pool as we can have the entire pool and there will be no charge to SS.

I will follow up and circulate my notes after this.

I have been in touch with SWNZ to facilitate a learn to swim qualification and coaching course down here in Term 4. Once I hear back I can circulate the dates.

Social Media Posting

Please find attached my guidelines for team managers on facebook posting while they are a page admin on SS trips away.

Swimmers Agreement

Please see my attached Swimmers agreement with Social Media clause

Any questions on my regional report are welcomed.

Jeremy Duncan,
Swim Southland Head Coach.

Portfolio Reports –

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

Nil

▪ **Technical** – Warren Joyce

The lane module cords keep getting 'platted', not sure who by. This is bending the expensive and extremely important cords, thus damaging them internally. EO to send an email out to other aquatic clubs and ask them to monitor this.

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

SBS Scholarships Policy – review

The team agreed to revise the scholarship funding allocations (following the change in NZ Juniors)

The allocations will be as follows;

NZ Opens - \$1000

NZ Age Groups - \$1000

NZ Short Course - \$1000

NZ DIV 2 - \$750

NZ Juniors - \$250

Para Swimmer of the year - \$1000

Total = \$5000.00 per year.

Changes will come into effect in 2018

It was also added to the policy, if any of the scholarship funds are not awarded due to lack of swimmers, or criteria not being satisfied in order to be won, then the remaining funding would be allocated to the South Island Representative meets or NZ Open Water meets, as the management board sees fit.

Swimmers Agreement – accommodation wording needs updating to fit in with Para swimmers needs. – to come into effect for next season.

SNZ AGM – Hilary attended this in Auckland. A forum was held prior to the AGM, fairly heated! One topic on everyones radar was the need for Zonal High Performance Hubs (rather than the one national one, that doesn't seem to be working). A forum committee was formed to work on ideas moving forward to make this happen.

Appeals and Disputes Policy – we need to development one under our constitution.

Anna to look at the SNZ one. Put on October agenda

▪ **Publicity & Profile** – Anna Crosswell

Sport App ready for review – Anna to send through log in details for the team to view.

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

Swimmer profiles – to make up a profile template and send out to our competitive swimmers – feature one a week on website/facebook.

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

The need for further officials moving through the system was highlighted a the last SBS Wayne Evans Meet, with only 6 lanes being able to be used.

Waric to contact Alan Hale (National Examiner for our zone), he may be able to come down to the Sthld Short Course Champs and test those asking for national qualifications.

There are also a couple of training IOT's that should be tested and moved through on Saturday by Jane.

Executive Officers Report – Lisa Hansen

Touchpad Funding

| | |
|-----------------------------|-------------------|
| Southern Trust | \$20,000.00 |
| <u>Donations from Clubs</u> | <u>\$7,000.00</u> |
| Total received to date | \$27,000.00 |

Remaining required \$8,149.50 (total required = \$35,149.50 ex GST)

Lisa to put out a chaser email to see if any other clubs are able to help with the remaining amount, otherwise seek local business sponsorship.

Funding

ILT Annual Funding 2017.18

Time to apply for our annual funding from ILT and ILT Foundation, EO requires permission to apply on Swimming Southland's behalf.

Moved Hilary Strang
Seconded Bev Catto

"Swimming Southland Management Board authorises the Executive Officer to proceed with a grant application to the ILT Foundation and the ILT to fund the coach, development officer, executive officer and high performance fund." 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 | - \$12,679.68 |
| Balance 31/8/17 | \$9,995.20 |

Elite Development Reimbursement for Approval – September 2017

| Name | Description | Full Amount | ED Funding Reimbursement |
|-------|-------------|-------------|--------------------------|
| Total | | | \$0.00 |

Accounts for Payment (SBS) – September 2017

| Name | Due Date | Description | Method | Amount |
|----------------|----------|-------------------------------------|--------|--------------------|
| Lisa Hansen | 1/9/17 | Fortnightly Wage | AP | \$1,058.36 |
| Lisa Pankhurst | 1/9/17 | Fortnightly Wage | AP | \$718.16 |
| Lisa Hansen | 15/9/17 | Fortnightly Wage | AP | \$1,058.36 |
| Lisa Pankhurst | 15/9/17 | Fortnightly Wage | AP | \$718.16 |
| Blenheim Pool | 20/9/17 | Lane Hire, South Island Champs 2017 | DD | \$301.00 |
| SNZ | 20/9/17 | Swimmer Affiliations | DD | \$4784.70 |
| IRD | 20/9/17 | August PAYE and Kiwi saver | DD | \$999.26 |
| Lisa Hansen | 20/9/17 | August Phone/Net expenses (note #1) | DD | \$55.65 |
| H2O Dreams | 20/9/17 | Monthly Fee | AP | \$3,354.17 |
| Lisa Hansen | 29/9/17 | Fortnightly Wage | AP | \$1,058.36 |
| Lisa Pankhurst | 29/9/17 | Fortnightly Wage | AP | \$718.16 |
| | | Total | | \$14,824.34 |

Note 1

Executive Officers Monthly Costs – August 2017

| | |
|--------------------------------------|----------------|
| Monthly Phone/Internet Reimbursement | \$50.00 |
| Plus tolls | \$5.65 |
| Total | \$55.65 |

Moved Anna Crosswell
Seconded Bev Catto

"That the above payments as recorded be approved for payment. "CARRIED

| | | |
|---|--|-------------|
| SBS Star Account Summary of Transactions | | |
| Opening Balance 31/7/17 | | \$10,341.51 |
| Plus Deposits | | |
| | Deposits | \$16,848.94 |
| | Funding received from Southern Trust (Touchpads) | \$20,000.00 |
| | Plus Interest Received | \$3.57 |
| Less Payments | | |
| | Payments (Cheques and Direct Debits) | \$21,918.19 |
| | Less Account Fees | \$0.00 |

| | |
|-----------------------|-------------|
| Balance as at 31/8/17 | \$25,276.03 |
|-----------------------|-------------|

| | | | |
|---|-------------------------------------|------------|------------|
| Westpac Travel Account Summary of Transactions | | | |
| Opening Balance 31/7/17 | | | \$1,135.06 |
| Plus | | | |
| | Transfers In | \$2000.00 | |
| | Interest Received | \$0.00 | |
| Less | | | |
| | Expenses (South Island Champs 2017) | \$2,935.68 | |
| Balance as at 31/8/17 | | | \$199.38 |

| | | | |
|---|-----------------------------------|--------|-------------|
| SBS Call Deposit Account Summary of Transactions | | | |
| Opening Balance 31/7/17 | | | \$17,333.42 |
| Plus | | | |
| | Transfer in | \$0.00 | |
| | Interest Received | \$0.00 | |
| Less | | | |
| | Transfer out (Star Transactional) | \$0.00 | |
| Balance as at 31/8/17 | | | \$17,333.42 |
| Placed on Call @ 1.60% | | | |

| | | | |
|--|-------------------|--------|------------|
| SBS Plant Replacement Deposit Account Summary of Transactions | | | |
| Opening Balance 31/7/17 | | | \$4,792.27 |
| Plus | | | |
| | Transfers In | \$0.00 | |
| | Interest Received | \$0.00 | |
| Less | | | |
| | Transfers out | \$0.00 | |
| Balance 31/8/17 | | | \$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 31/08/2017

| Name | Total Due | Aug | Jul | Jun | Pre-Jun |
|--------------------------|-------------|-------------|------------|----------|------------|
| Bluff Swimming Club | \$1,685.39 | \$668.04 | \$65.70 | \$951.65 | \$0.00 |
| Collegiate Swimming Club | \$1,122.90 | \$1,020.70 | \$102.20 | \$0.00 | \$0.00 |
| Murihiku Swimming Club | \$19,853.09 | \$18,876.39 | \$976.70 | \$0.00 | \$0.00 |
| Orca Swimming Club | \$8,438.65 | \$5,097.42 | \$448.00 | \$0.00 | \$2,893.23 |
| Waverley Swimming Club | \$1,823.09 | \$1,618.69 | \$204.40 | \$0.00 | \$0.00 |
| Total: | \$32,923.12 | \$27,281.24 | \$1,797.00 | \$951.65 | \$2,893.23 |

Balance Sheet Comparison as at 31/8/2017

| <u>Assets</u> | 31/8/17 | 31/8/16 |
|--------------------------|-----------|-----------|
| SBS Bank Star Account | 25,276.03 | 35,936.57 |
| Westpac Trust Travel A/c | 199.38 | 1,320.51 |
| SBS Bank Call Deposit | 17,333.42 | 31,737.87 |
| SBS Plant Replacement | 4,792.27 | 3,400.07 |
| Accounts Receivable | 32,923.12 | 21,756.96 |

| | | |
|-----------------------------------|-------------------|-------------------|
| SBS Bank Term Deposit | 33,612.32 | 31,470.59 |
| SBS Bank Term – Sthld Springboard | 23,296.97 | 0.00 |
| Equipment | 20,178.76 | 10,535.55 |
| TOTAL ASSETS | 157,612.27 | 136,706.36 |
| <u>Liabilities</u> | | |
| Accounts Payable | 6,597.65 | 7,390.76 |
| Tax Payable | -3,815.67 | -761.32 |
| TOTAL LIABILITIES | 2,781.98 | 6,629.44 |
| <u>Net Assets</u> | 154,830.29 | 130,076.92 |
| <u>Equity</u> | | |
| Net Income | -2,593.52 | 8,774.13 |
| Total Equity | 154,830.29 | 130,076.92 |

Records

Female 14-15 50 Fly

29.59 1/07/2017 Amelia McKenzie at 2017 SBS Wayne Evans Memorial Series_Meet #1
29.56 25/08/2017 Amelia McKenzie at South Island Championships 2017

Female 14-15 100 Fly

1:05.66 6/08/2005 Natalie Wiegersma
1:05.57 25/08/2017 Amelia McKenzie at South Island Championships 2017

Moved Luciana Garcia

Seconded Bev Catto

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

General Business – Notified items:

Syncro Swimming have approached us asking if there is any option for them to enter into some our local swim meets (their swimmers are after some racing experience to pick up some speed).

An idea is;

The local clubs might be able to sign these swimmers up under their clubs, and charge the \$14.95 club swimmer fee (and maybe a minimal admin fee). This would keep SNZ happy with the correct affiliation, and the Syncro swimmers would receive no further advantages from their chosen swimming club.

The board agreed this was a good opportunity for both Syncro and Swimming, more swimmers in the water, possibility of some crossing over to swimming.

The Syncro swimmers would be required to pay the \$14.95 club swimmer affiliation fee, plus any other admin fee the swimming club deemed necessary. The Syncro swimmers would receive no other benefits from the swimming club.

Entry would be via online as per normal.

Moved Hilary Strang

Seconded Anna Crosswell

“The board approves the trial of Pheonix Syncro to join a club of their choice as a club swimmer to compete at local meets. ”CARRIED

Meeting Closed 8.45pm

Chairperson’s Signature: _____

Date: _____

Next Meeting: 17th October 2017, Russell Cushen Room, Splash Palace