

Minutes Of the Management Board of Swimming Southland

Held Tuesday 17th of October 2017
Venue Splash Palace, Invercargill
Start Time 6.30pm

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

In Attendance Jeremy Duncan, Lisa Pankhurst

Apologies Luciana Garcia

Previous Minutes Management Meeting – 19th September 2017
Moved Warren Joyce
Seconded Anna Crosswell
 “That the minutes of the management board meeting held 19th September 2017, be accepted as a true correct record. ”CARRIED

Development Officers Report – Lisa Duncan

AREA	KPI	September/October - School holidays
TALENT ID THROUGH CLUBS	Town Clubs visited	Nil
	Country Clubs visited	Nil
	New swimmers identified for Talent/Squad programmes from Clubs	Nil
TALENT ID THROUGH SCHOOLS & LEARN-TO-SWIM PROGRAMMES	Schools visited	Ascot, Aurora, home school
	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	6 swimmers contacted to move into next level - new wave of TID to start first week of November for new squad
HEALTH & SAFETY	Incidents reported	Nil
	Training attended	Nil
PROFESSIONAL DEVELOPMENT	PD opporutnities attended	Wayne Goldsmith seminar
	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	Makos committee & NZSCTA Coaches meeting at short course
OTHER	Comments/Notes	Nil

Head Coaches Report – Jeremy Duncan
Report to October 12th 2017

Splash Palace

On Friday 6th October I ran a 2 hour coach session with the Splash Palace main pool coaches. The aim of this session was give them the tools to teach the swimmers the competitive swimming skills earlier in their progression.

Clubs

Murihiku

I assisted them on assessment night identifying swimmers to move up levels. As well as providing feedback on the other swimmers who were not moving up and the reasons why.

Orca,Waverly,Collegiate

I have emailed each offering my services to coach the coaches every 3 weeks on club night. I am waiting to hear back what they require from me.

The following coaches and teachers have also attended the SWNZ Swim Teacher Award run down here on Sunday October 1

Kathy White

Tara Trounson

Neil Jamieson

Ethan Sullivan

Rebecca Smith

Bailey Paul

Greig Stephens

I am going to organize another one for mid way through term 4.

Hokonui

I am meeting with Mariano to teach him set designs and season planning once term 4 gets underway.

Wayne Goldsmith

I attended Waynes presentation to coach developers in September, I'll talk to this in the meeting.

Any questions on my regional report are welcomed.

Jeremy Duncan,

Swim Southland Head Coach.

Portfolio Reports –

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

EO to put a call out for 2018 Team Managers

▪ **Technical** – Warren Joyce

EO looked into the SNZ Black Adidas Officials shirts, with regional strip. With a lot of the staff at SNZ being new, there is confusion about whether this is happening or not! They are looking into this further for us and will come back shortly.

Touchpads – with the final funding trickling in, we are close to the full amount. EO to put a final call out for further donations (giving a close date).

The board agreed that the order should be placed asap in order to get the ball rolling (before the deadline of Southern Trust funding accountability sneaks up!)

To order – 8 lane kit, with 2 spare pads (ie, 10 touchpads in total).

Warren to double check the touchpad sizing we require. Also will need to get a quote for the full set of lane module cabling to replace our current version (speak with Colin at HTS regarding the 4 pin plug for the AOD connection).

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

Nil

▪ **Publicity & Profile** – Anna Crosswell

Anna has worked up a 'swimmer profile' form for the swimmers to fill in and hand back. Look to profiling a swimmer per week on Facebook.

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

Chocolate Factory event – still looking into this

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

New Rules have come into place. EO to sort new cheat sheets for officials, and check the link to FINA Rules on website has been updated with the new rules.

Waric to inform officials and coaches of these new rules.

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)

Collegiate are speaking about it, have asked if they can have naming rights for their touchpad (I said yes)

South Island Country and Town 2018

Ribbons vs Medals

Have found a new stockiest for medals, would work out \$4.00 per medal (about the same/or cheaper than a fancy ribbon – ie; Sthd short course ribbons are \$3.29 each)

Merch for swimmers to buy

Ideas, just t-shirts/singlets?

A team meal option on the Sunday

At completion of meet (ie, a lunch like Blenheim did)

Lunch, all invited, user pays

Board discussed these ideas and agreed;

Medals will be great option for this meet (this is some swimmers highest level meet, so medals will be special)

Towels and T-Shirts for merch options

An open meal for all teams to attend at the Workingmens Club would be a great idea to try (user pays and only if enough interest).

Southland Long Course Champs

The Christmas Races are on the same Saturday – hopefully not a drama, but something to keep in mind

Board agreed, not a huge amount we can do amount this at this stage. Hopefully not too much of a clash?

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 30/9/17	\$9,995.20

Elite Development Reimbursement for Approval – October 2017

Name	Description	Full Amount	ED Funding Reimbursement
Total			\$0.00

Accounts for Payment (SBS) – October 2017

Name	Due Date	Description	Method	Amount
Lisa Hansen	13/10/17	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	13/10/17	Fortnightly Wage	AP	\$718.16
SNZ Affiliations	20/10/17	Swimmer/official affiliations	DD	\$784.05
ICC	20/10/17	Pool Hire (SBS #2, #3)	DD	\$820.50
ICC	20/10/17	Meet Catering (SBS #1, #2, #3)	DD	\$225.00
Creative Screen Print	20/10/17	Southland Short Course Champ – Ribbons	DD	\$978.65
IRD	20/10/17	September PAYE and Kiwi saver	DD	\$1498.89
Lisa Hansen	20/10/17	September Phone/Net expenses (note #1)	DD	\$51.26
H2O Dreams	20/10/17	Monthly Fee	AP	\$3,354.17
Lisa Hansen	27/10/17	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	27/10/17	Fortnightly Wage	AP	\$718.16
		Total		\$11,265.56

Note 1

Executive Officers Monthly Costs – September 2017

Monthly Phone/Internet Reimbursement	\$50.00
Plus tolls	\$1.26
Total	\$51.26

Moved Anna Crosswell

Seconded Hilary Strang

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

SBS Star Account Summary of Transactions			
Opening Balance 31/8/17			\$25,276.03
Plus Deposits			
	Deposits	\$5,840.00	
	Transfer In (Call Account)	\$10,000.00	
	Plus Interest Received	\$4.77	
Less Payments			
	Payments (Cheques and Direct Debits)	\$27,627.35	
	Transfer to Westpac Travel Account	\$3,000.00	
	Less Account Fees	\$0.00	
Balance as at 30/9/17			\$13,496.60

Westpac Travel Account Summary of Transactions			
Opening Balance 31/8/17			\$199.38
Plus			
	Transfers In	\$3,000.00	
	Interest Received	\$0.00	
Less			
	Expenses	\$0.00	
Balance as at 30/9/17			\$3,199.38

SBS Call Deposit Account Summary of Transactions			
Opening Balance 31/8/17			\$17,333.42
Plus			
	Transfer in	\$0.00	
	Interest Received	\$10.92	
Less			
	Transfer out (Star Transactional)	\$10,000.00	
Balance as at 30/9/17			\$7,344.34
Placed on Call @ 1.60%			

SBS Plant Replacement Deposit Account Summary of Transactions			
Opening Balance 31/8/17			\$4,792.27
Plus			
	Transfers In	\$0.00	
	Interest Received	\$3.02	
Less			
	Transfers out	\$0.00	
Balance 30/9/17			\$4,795.29

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 30/09/2017

Name	Total Due	Sep	Aug	Jul	Pre-Jul
Bluff Swimming Club	\$668.04	\$0.00	\$668.04	\$0.00	\$0.00
Collegiate Swimming Club	\$1,235.40	\$170.90	\$962.30	\$102.20	\$0.00
Hokonui Aquatics	\$2,201.68	\$211.00	\$1,990.68	\$0.00	\$0.00
Murihiku Swimming Club	\$21,453.35	\$1,600.26	\$18,876.39	\$976.70	\$0.00
Orca Swimming Club	\$9,446.10	\$1,007.45	\$5,097.42	\$448.00	\$2,893.23
Waverley Swimming Club	\$1,823.09	\$1,618.69	\$204.40	\$0.00	\$0.00
Total:	\$36,827.66	\$4,608.30	\$27,799.23	\$1,526.90	\$2,893.23

Balance Sheet Comparison as at 30/9/2017

<u>Assets</u>	30/9/17	30/9/16
SBS Bank Star Account	12,782.21	23,708.38
Westpac Trust Travel A/c	2,515.06	2,320.51
SBS Bank Call Deposit	7,344.34	31,874.05
SBS Plant Replacement	4,795.29	3,873.48
Accounts Receivable	36,827.66	18,175.97
SBS Bank Term Deposit	33,612.32	33,612.32
SBS Bank Term – Sthld Springboard	23,296.97	0.00
Equipment	20,178.76	18,117.50
TOTAL ASSETS	141,352.61	131,682.21
<u>Liabilities</u>		
Accounts Payable	4,757.78	1,760.00
Tax Payable	-4,381.51	-2,761.32
TOTAL LIABILITIES	376.27	-1,001.32
<u>Net Assets</u>	140,976.34	132,683.53
<u>Equity</u>		
Net Income	-1,520.01	1,774.13
Total Equity	140,976.34	132,683.53

Records

Male 200 Back

2:04.47 **Jack Corkery at 2017 NZ Short Course Championships** 3/10/2017 **MKUSL** **-SL**

2:06.01 ** Andrew Bester at 2011 South Island Championships Course Championships 23/09/2011

Moved Waric Cross
Seconded Hilary Strang

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

General Business – Notified items:

Nil

Meeting Closed 8.50pm

Chairperson’s Signature: _____

Date: _____

Next Meeting: **21st November 2017, Russell Cushen Room, Splash Palace**