

<u>Minutes</u>	Of the Management Board of Swimming Southland
Held	Wednesday 29 th of November 2017
Venue	Splash Palace, Invercargill
Start Time	6.30pm
<u>Present</u>	Hilary Strang (Chair), Waric Cross, Anna Crosswell, Luciana Garcia, Bev Catto Lisa Hansen (Executive Officer)
<u>In Attendance</u>	Jeremy Duncan
<u>Apologies</u>	Warren Joyce, Lisa Pankhurst
<u>Previous Minutes</u>	Management Meeting – 17 th October 2017 Moved Luciana Garcia Seconded Waric Cross “That the minutes of the management board meeting held 17 th October 2017, be accepted as a true correct record. ”CARRIED

Development Officers Report – Lisa Duncan

Nil

Head Coaches Report – Jeremy Duncan

Report to November 26th 2017

Clubs

Im still getting plenty of questions and feedback via email from the club coaches in my weekly emails (*26 in attendance*)

Clinic

November 26 9.00-11.00am Makarewa School Pool

I will circulate my notes via the weekly emails once I have completed the clinic

General

Mentally and physically impaired athlete guidelines

Health

Roles

Mariano has received his Bronze Certificate – Well done Mariano!

Any questions on my regional report are welcomed.

Jeremy Duncan,

Swim Southland Head Coach.

Portfolio Reports –

- **Team Management** – Hilary Strang & Bev Catto
Have put call out for all Team Managers for remainder of season
TM Report from South Island Camps received.
- **Technical** – Warren Joyce
New Touchpads have arrived
- **Governance** – Hilary Strang & Bev Catto
Anna working on disputes policy.

Discuss possible new portfolios for management team.

Hilary and Lisa H had a conversation regarding getting more out of our management meetings, we have the idea of changing the portfolios to the following;

- Swimming Development (Club Development/Support, Publicity/Media)
- Swimmers Development (Pathways, Recruitment, Retention)
- Policies/Rules & Regulations (Health & Safety/constantly on top of reviews)
- Coach Development (liase with Jeremy and Lisa, needs and development support)
- Technical (as is/ also looking forward to what may need replaced in future/funding)
- Officials/Team Managers (as is with officials / making sure TMs know what to do and are happy)

Board to do some homework prior to next meeting in regards to our thoughts on how this would be best to progress – ideas under each policy

▪ **Publicity & Profile** – Anna Crosswell

Facebook Profiles – email from Orca with concern to childrens online safety (too much information).

- The profiles that had been loaded were taken down immediately on receipt of this email.
- The board agreed with the concerns
- EO to email Fenton with proposed changes and utilise his expertise in this area to make sure we get this correct moving forward.

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

Sporty App ready to roll out

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

Are the new rules on SNZ officials cards yet? If so, Lisa to print/laminate and bring to next meet.

Executive Officers Report – Lisa Hansen

Correspondence Inwards

SNZ – 2018 Zonal Champs moved to later in the year

“As a result of the informal consultation that we have undertaken, we have decided that there will be a Zonal Championships in 2018, but that it will not occur in February and will likely change from long to short course. The exact date/format of the event will be a priority matter for the new Events Advisory Committee to discuss with a view to getting conformation re the 2018 Zonal Championships out to the swimming community in early 2018.”

Sport Southland –

“Fairfax NZ has confirmed their proposal from October to disestablish the 11 Regional Sport Reporters positions. This will mean that the Southland Times will no longer have local sports reporters from 8 December. It is understood that no local sports content will be published, even if the content is created by the sport. “

- look into new options (Southland Express, What’s on Invers, etc)

SNZ – looking to hold an officials seminar at NAGs 2018

Swim Canterbury – media release on Pool plans (plans going way over budget, hold ups etc)

Touchpad Funding

Southern Trust	\$20,000.00
<u>Donations from Clubs</u>	<u>\$14,029.90</u>
Total received to date	\$34,029.90

Remaining \$1,119.60 (total required = \$35,149.50 ex GST)
(Swimming Southland to cover)

(to get Murihiku, Waverley, Collegiate, Southern Trust, Swimming Southland, stickers made to put on each touchpad)

Touchpads have arrived, Warren to check all in order

Southland LC Champs

Officials Call out

Offered catering out to clubs, at \$100 per session (same as last year)

To speak with Strawberry Sound – re add on speaker for the pool system

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 30/11/17	\$9,995.20

Elite Development Reimbursement for Approval – November/December 2017

Name	Description	Full Amount	ED Funding Reimbursement
Total			\$0.00

Accounts for Payment (SBS) – November/December 2017

Name	Due Date	Description	Method	Amount
Lisa Hansen	10/11/17	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	10/11/17	Fortnightly Wage	AP	\$718.16
IRD	20/11/17	October PAYE and Kiwi saver	DD	\$999.26
H2O Dreams	20/11/17	Monthly Fee	AP	\$3,354.17
Lisa Hansen	24/11/17	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	24/11/17	Fortnightly Wage	AP	\$718.16
HTS Group	30/11/17	10 x Omega Touchpads	DD	\$40,421.93
Lisa Hansen	8/12/17	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	8/12/17	Fortnightly Wage	AP	\$718.16
Aqualine	15/12/17	SwimSouthland Caps	DD	\$678.50
ICC	15/12/17	Pool Hire (SBS #3, Sthld SC Champs, TID)	DD	\$117.50
Warehouse Stationery	15/12/17	Stationery	DD	\$41.52
IRD	20/12/17	November PAYE and Kiwi saver	DD	\$999.26
Lisa Hansen	20/12/17	October/November Phone/Net expenses (note #1)	DD	\$109.63
H2O Dreams	20/12/17	Monthly Fee	AP	\$3,354.17
Lisa Hansen	22/12/17	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	22/12/17	Fortnightly Wage	AP	\$718.16
		Total		\$57,182.02

Note 1

Executive Officers Monthly Costs – October/November 2017

Monthly Phone/Internet Reimbursement	\$100.00
Plus tolls	\$9.63
Total	\$109.63

Moved Luciana Garcia
Seconded Bev Catto

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

SBS Star Account Summary of Transactions			
Opening Balance 30/9/17			\$8,558.95
Plus Deposits			
	Deposits	\$60,647.34	
	Transfer In (Call Account)	\$0.00	
	Plus Interest Received (October)	\$3.15	
	Plus Interest Received (November)	\$4.87	
Less Payments			
	Payments (Cheques and Direct Debits)	\$26,947.09	
	Less Account Fees	\$0.00	
Balance as at 30/11/17			\$42,265.22

Westpac Travel Account Summary of Transactions			
Opening Balance 30/9/17			\$3,199.38
Plus			
	Transfers In	\$0.00	
	Interest Received	\$0.00	
Less			
	Expenses (NZ Short Course 2017)	\$1,723.02	
	Annual Debit Card Fee	\$10.00	
	Air NZ Flight – NAGs 2018 (Coach)	\$389.00	
	Air NZ Flight – DIVs 2018 (Coach)	\$555.00	
Balance as at 30/11/17			\$522.36

SBS Call Deposit Account Summary of Transactions			
Opening Balance 30/9/17			\$7,344.34
Plus			
	Transfer in	\$0.00	
	Interest Received	\$0.00	
Less			
	Transfer out (Star Transactional)	\$0.00	
Balance as at 30/11/17			\$7,344.34
Placed on Call @ 1.60%			

SBS Plant Replacement Deposit Account Summary of Transactions			
Opening Balance 30/9/17			\$4,795.29
Plus			
	Transfers In (Orca Labour Weekend 2017)	\$264.90	
	Interest Received	\$0.00	
Less			
	Transfers out	\$0.00	
Balance 30/11/17			\$5,060.19

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 17/11/17			\$24,130.96
	17/05/19 Interest	\$880.78	
Balance as at 17/05/19			\$25,011.74
Invested for 18 months @ 3.65% maturing 17/05/2019 (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 30/11/2017

Name	Total Due	Nov	Oct	Sep	Pre-Sep
Collegiate Swimming Club	\$4,029.95	\$0.00	\$3,859.05	\$170.90	\$0.00
Fenton Herrick	\$36.00	\$0.00	\$36.00	\$0.00	\$0.00
Fiordland Swimming Club	\$291.00	\$0.00	\$291.00	\$0.00	\$0.00
Hokonui Aquatics	\$303.90	\$303.90	\$0.00	\$0.00	\$0.00
Murihiku Swimming Club	\$13,401.04	\$0.00	\$0.00	\$13,401.04	\$0.00
Waverley Swimming Club	\$2,161.39	\$338.30	\$160.60	\$1662.49	\$0.00
Total:	\$20,223.28	\$642.20	\$4,346.65	\$15,234.43	\$0.00

Balance Sheet Comparison as at 30/11/2017		
<u>Assets</u>	30/11/17	30/11/16
SBS Bank Star Account	42,265.22	36,970.18
Westpac Trust Travel A/c	522.36	416.41
SBS Bank Call Deposit	7,344.34	76,874.05
SBS Plant Replacement	5,060.19	4,342.98
Accounts Receivable	20,223.28	4,064.00
SBS Bank Term Deposit	33,612.32	33,612.32
SBS Bank Term – Sthld Springboard	23,296.97	23,269.97
Equipment	20,178.76	22,346.06
TOTAL ASSETS	152,503.44	201,895.97
<u>Liabilities</u>		
Accounts Payable	1,720.80	2,920.00
Tax Payable	-1,791.64	-2,255.74
TOTAL LIABILITIES	-70.84	664.26
Net Assets	152,574.28	201,231.71
<u>Equity</u>		
Net Income	-17,704.83	-11,774.13
Total Equity	152,574.28	201,895.97

Records

Nil

General Business – Notified items:

Lisa Pankhurst – possible change to contractor (from employee)

- To look into the pro's and con's of Lisa P changing to a contractor for Swimming Southland.

This would clear up a lot of confusion in regards to holiday cover, holidays, etc

Hilary to speak with employment lawyer regarding this

One Competitive Club

- The board discussed at length and have decided to put this idea on hold for the time being, meeting with a very mixed reaction it just doesn't seem to be the right time for such a move. Our time will be best spent on reviewing the operations of the Swimming Southland Board, and how to make the most of our boards expertise.

Hilary to write a letter to the swimming community letting them know of this decision.

A full file of our notes to date on this subject will be kept for future reference.

Next Meeting : 16th January 2018

Meeting Closed 8.30pm

Chairperson's Signature: _____

Date: _____

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