

<u>Minutes</u>	Of the Management Board of Swimming Southland
Held	Tuesday 16 th of January 2018
Venue	Splash Palace, Invercargill
Start Time	6.30pm
<u>Present</u>	Hilary Strang (Chair), Waric Cross, Warren Joyce, Luciana Garcia, Bev Catto Lisa Hansen (Executive Officer)
<u>In Attendance</u>	-
<u>Apologies</u>	Anna Crosswell, Jeremy Duncan
<u>Previous Minutes</u>	<p>Matters arising; to recognise Mariano's Bronze certificate and Lisa P's Silver certificate achievements on Facebook Hilary speaking with employment lawyer in regards to changing Lisa P to contractor – Hilary to check about our requirements if Lisa P becomes GST registered (how we would process this)</p> <p>Management Meeting – 29th November 2017 Moved Waric Cross Seconded Luciana Garcia "That the minutes of the management board meeting held 29th November 2017, be accepted as a true correct record. "CARRIED</p>

Development Officers Report – Lisa Duncan

Nil

Head Coaches Report – Jeremy Duncan

Nil to report

Portfolio Reports –

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

Caroline Speight and Neil Jamieson have been appointed to Team Manage the NZ Juniors team (Dunedin)
No DIVs TM as yet, to put another call out.

▪ **Technical** – Warren Joyce

Next items on the list for renewal/updating;

- Second Omega Start Box
- New Cabling
- New Laptop/s (maybe 2?) to complete the Omega package

To create a 'pool set up manual' for a meet – Warren and Waric to work together on this task

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

- 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)

A lengthened version of this was presented by Hilary, the board agreed this was a great starting point. Luciana to start putting together a four year Strategic Plan for Swimming Southland to work too (Retention/Growth being a main focus).

▪ **Publicity & Profile** – Anna Crosswell

Nil

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

Nil

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

good movement of current officials through to JOS and Starter roles – EO to update qualifiers list

But this does mean that we have no current training IOT's!! To do a real push of the newer competitive parents, we need to have a constant stream of new parents training,

Executive Officers Report – Lisa Hansen

Correspondence - Outward

Southern Trust – required Audit papers for \$20,000.00 grant sent

Correspondence – Inward

SNZ – the SNZ board are looking at sending a rep to each of the regions to a key meet and/or meeting. *EO to send 2018 calendar, suggesting one of the SBS meets would be an ideal time for us*

Collegiate Swimming Club – confirming they would like to release ownership of their annual Collegiate Age Group meet (following their decision to focus on learn to swim) (Waverley have since taken this meet over)

Southland LC Champs

Great success

Touchpads were amazing

Numbers were down (from both Southland and Otago)... Too close to xmas?

The board discussed the need for a full revision of the current calendar, to better suit the changing needs of our swimmers (new rulings for national meets). Look at bringing in more SC meets later in the year (for medley times), maybe more Development/fun meets). To sit down with coaches to look at rejigging.

SICT / Juniors meeting

I held a meeting for these new parents (on the Sunday of Sthld LC Champs – very low attendance unfortunately, those there did seem to appreciate the information

Finance Report – Lisa Hansen

Elite Development Fund

Balance brought forward from previous period	\$9,995.20
Income from ILT Foundation – received November 2017	\$9,000.00
Spend period 01/12/17 - 01/12/18	-\$0.00
Balance 31/12/18	\$18,995.20

Elite Development Reimbursement for Approval – January 2018

Name	Description	Full Amount	ED Funding Reimbursement
Jacob Blomfield	Gym Fees	\$75.00	\$75.00
Total			\$75.00

Accounts for Payment (SBS) – January 2018

Name	Due Date	Description	Method	Amount
Lisa Hansen	5/1/18	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	5/1/18	Fortnightly Wage	AP	\$718.16
IRD	20/1/18	December PAYE and Kiwi saver	DD	\$999.26
H2O Dreams	20/1/18	Monthly Fee	AP	\$3,354.17
Lisa Hansen	20/1/18	December Phone/Net expenses (note #1)	DD	\$53.86
Lisa Hansen	20/1/18	Annual McAfee 'LiveSafe' Subscription	DD	\$149.95
Vital Signs	20/1/18	'Do not stand' stickers for touchpads	DD	\$40.25
Flatout	20/1/18	Annual Web Fee	DD	\$345.00
Warehouse Stationery	20/1/18	Stationery	DD	\$358.34
ICC	20/1/18	Photocopying	DD	\$10.50
SNZ	20/1/18	Affiliations	DD	\$103.05
Lisa Hansen	19/1/18	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	19/1/18	Fortnightly Wage	AP	\$718.16
		Total		\$8,967.42

Note 1

Executive Officers Monthly Costs –December 2017

Monthly Phone/Internet Reimbursement	\$5.00
Plus tolls	\$3.86
Total	\$53.86

Moved Bev Catto

Seconded Hilary Strang

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

SBS Star Account Summary of Transactions			
Opening Balance 30/11/17			\$42,265.22
Plus Deposits			
	Deposits	\$12,816.68	
	Transfer In (Call Account)	\$0.00	
	ILT Foundation – Annual Grant	\$70,000.00	
	Plus Interest Received	\$15.69	
Less Payments			
	Payments (Cheques and Direct Debits)	\$61,494.20	
	Less Account Fees	\$0.00	
Balance as at 31/12/17			\$63,603.39

Westpac Travel Account Summary of Transactions			
Opening Balance 30/11/17			\$522.36
Plus			
	Transfers In	\$0.00	
	Interest Received	\$0.00	
Less			
	Expenses – purchase 40 x towels for SICT merch	\$285.00	
Balance as at 31/12/17			\$237.36

SBS Call Deposit Account Summary of Transactions			
Opening Balance 30/11/17			\$7,344.34
Plus			
	Transfer in	\$0.00	
	Interest Received	\$0.00	
Less			
	Transfer out (Star Transactional)	\$5.33	
Balance as at 31/12/17			\$7,349.67
Placed on Call @ 1.60%			

SBS Plant Replacement Deposit Account Summary of Transactions			
Opening Balance 30/11/17			\$5,060.19
Plus			
	Transfers In	\$0.00	
	Interest Received	\$0.00	
Less			
	Transfers out	\$3.07	
Balance 31/12/17			\$5,063.26

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 30/12/2017

Name	Total Due	Nov	Oct	Sep	Pre-Sep
Hokonui Aquatics	\$303.90	\$0.00	\$303.90	\$0.00	\$0.00
Orca Swimming Club	\$1,119.90	\$1,119.90	\$0.00	\$0.00	\$0.00
Total:	\$1,423.80	\$1,119.90	\$303.90	\$0.00	\$0.00

Balance Sheet Comparison as at 30/12/2017

<u>Assets</u>	30/12/17	30/12/16
SBS Bank Star Account	63,603.39	29,718.72
Westpac Trust Travel A/c	237.36	416.41
SBS Bank Call Deposit	7,349.67	77,024.93
SBS Plant Replacement	5,063.26	4,496.70
Accounts Receivable	1,423.80	3,269.10
SBS Bank Term Deposit	33,612.32	33,612.32
SBS Bank Term – Sthld Springboard	24,130.96	23,269.97
Equipment	55,328.26	22,346.06
TOTAL ASSETS	190,749.02	194,154.21
<u>Liabilities</u>		
Accounts Payable	1,806.98	2,920.00
Tax Payable	-1,865.03	-2,091.54
TOTAL LIABILITIES	-58.05	828.46
<u>Net Assets</u>	190,807.07	193,325.75
<u>Equity</u>		
Net Income	39,908.65	50,275.63
Total Equity	190,807.07	193,325.75

Records

Nil

General Business – Notified items:

Chief Referee - Jane Fisher

Jane has confirmed she would like to step down from Chief Referee, she feels she is not able to make many meets as needed. Ok to run until new Chief Ref appointed at AGM

Massage Therapist for NAGs 2018?

The board re-opened this discussion from last year, it was decided in light of the recent decline in numbers for this level it would not be financially viable to send a therapist with the team. To look into the possibilities of swimmers using a local therapist in Auckland (Millenium?) if needed at the time.

Meeting Closed 8.00pm

Chairperson's Signature: _____

Date: _____

Next Meeting: 20th February 2018, Russell Cushen Room, Splash Palace