

Minutes Of the Management Board of Swimming Southland

Held Tuesday 20th of February 2018
Venue Splash Palace, Invercargill
Start Time 6.30pm

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

In Attendance -

Apologies Jeremy Duncan

Previous Minutes Management Meeting – 16th January 2018
Moved Waric Cross
Seconded Luciana Garcia
 "That the minutes of the management board meeting held 16th January 2018, be accepted as a true correct record. "CARRIED

Development Officers Report – Lisa Duncan

SWIMMING SOUTHLAND DEVELOPMENT OFFICER'S MONTHLY REPORT

AREA	KPI	December/January/February - School holidays/Annual Leave
TALENT ID THROUGH CLUBS	Town Clubs visited	Collegiate
	Country Clubs visited	Waiau, Edendale
	New swimmers identified for Talent/Squad programmes from Clubs	10 swimmers from Collegiate contacted
TALENT ID THROUGH SCHOOLS & LEARN-TO-SWIM PROGRAMMES	Schools visited	St Johns, Tisbury
	New swimmers identified for Talent/Squad programmes from Schools	Nil
	PD/workshops offered to teachers	Southland Boys High - in communication with
TALENT ID SQUAD	Brief update on Talent ID Squad	2018 Sessions start in March

HEALTH & SAFETY	Incidents reported	Nil
	Training attended	Nil
PROFESSIONAL DEVELOPMENT	PD opporutnities attended	Women in sport workshop
	PD learnings shared with Swim Southland coaching community	Using my own learning to empower young women I coach
REGIONAL LEADERSHIP	Update on any meeting attended	Nil
OTHER	Comments/Notes	Nil

Head Coaches Report – Jeremy Duncan

Nil to report

Portfolio Reports –

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

Neil Jamieson to manage NZ Div's team (Rotorua)

There is a real need to bring new parents through as assistants, so they have the knowledge to take a team away later on.

▪ **Technical** – Warren Joyce

Referee's JD being written – Warren to complete and send out

More help needed pre-session to set up the gear

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

Anna working on the discipline policy

Strategic Planning Document

Luciana presented a draft strategic planning document to the team – the board agreed this was an amazing start. The team are to take away and come back with solid measurements for this strat plan at the next meeting.

▪ **Publicity & Profile** – Anna Crosswell

Anna to contact Fiona at Secondary Schools to investigate how they are still getting an article in the paper?

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

Amazing amount of positive feedback around about Mariano Nani (Hokonui Coach) – Lisa H to send an email letting him know about this feedback, and acknowledge his wonderful efforts.

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

more IOT's are coming through, but still need more

Executive Officers Report – Lisa Hansen

Officials Adidas Tees -

\$40.50 ex per tee (printed, ready to go)

- to get a sizing guide and maybe some samples? Look to order 30 in differing sizes.

Splash Palace – Store Room

The store room (behind control room) is being cleaned and sorted – if we have anything in there that can be removed/thrown we need to do so (I have let Stephen know to remove the old clothing boxes and mail trays for us).

Splash Palace – Reception and Russell Cushen Room

Work is starting end of march (until October), on the new changing rooms, reception area, café area – the RC room will not be available for meetings

The main entrance to the pool will be closed while under construction, the side entrance to the RC room will be the main entrance/reception.

- Luciana to book Sport Southland meeting room for us

SICT 2018

Medals have arrived – they look amazing!

Merch orders are going well

Marshalls for this meet are my concern at the moment

SBS

I have been speaking with our contact at SBS to let them know how much we appreciate them! And suggested we could get together over the upcoming SBS series and do some media promotion with them (also to meet and speak with the scholarship winners)

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	- \$75.00
Balance 31/1/18	\$18,920.20

Elite Development Reimbursement for Approval – February 2018

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

Accounts for Payment (SBS) – February 2018

Name	Due Date	Description	Method	Amount
Lisa Hansen	2/2/18	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	2/2/18	Fortnightly Wage	AP	\$718.16
SNZ	10/2/18	NZ Juniors Entry Fees	DD	\$1,290.00
Aaron Lodge	10/2/18	NZ Juniors Accom (Dunedin)	DD	\$2,043.00
Medals Plus	10/2/18	S.I Country and Town Medals (final amount)	DD	\$772.80
IRD	10/2/18	January PAYE and Kiwi saver	DD	\$999.26
Lisa Hansen	16/2/18	Fortnightly Wage	AP	\$1,058.36
Lisa Pankhurst	16/2/18	Fortnightly Wage	AP	\$718.16
Warehouse Stationery	20/2/18	2 x Fans, plus stationery	DD	\$102.97
Marsh Insurance	20/2/18	Annual Insurance	DD	\$1,348.70
Uniforms NZ	20/2/18	Uniforms Ordered	DD	\$224.49
H2O Dreams	20/2/18	Monthly Fee	AP	\$3,354.17
ICC	20/2/18	Pool Hire (Southland Champs)	DD	\$7,474.50
ICC	20/2/18	Photocopying (December)	DD	\$149.15
Ward Street Depot	20/2/18	NZ Juniors Food	DD	\$375.50
Orca Swimming Club	20/2/18	Officials Food – Sthld Champs 2017	DD	\$600.00
Lisa Hansen	20/2/18	January Phone/Net expenses (note #1)	DD	\$56.97
		Total		\$22,344.55

Note 1

Executive Officers Monthly Costs – January 2018

Monthly Phone/Internet Reimbursement	\$50.00
Plus tolls	\$6.97
Total	\$56.97

Moved Anna Crosswell

Seconded Luciana Garcia

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

SBS Star Account Summary of Transactions	
Opening Balance 31/12/17	\$63,603.39
Plus Deposits	
Deposits	\$4,892.35

	Plus – ILT annual funding received	\$19,000.00	
	Plus Interest Received	\$28.10	
Less Payments			
	Payments (Cheques and Direct Debits)	\$10,091.58	
	Transfer to Call Account \$50,000.00		
	Less Account Fees	\$0.00	
Balance as at 31/1/18			\$27,432.26

Westpac Travel Account Summary of Transactions			
	Opening Balance 31/12/17		\$237.36
Plus			
	Transfers In	\$0.00	
	Interest Received	\$0.00	
Less			
	Expenses	\$0.00	
Balance as at 31/1/18			\$237.36

SBS Call Deposit Account Summary of Transactions			
	Opening Balance 31/12/17		\$7,349.67
Plus			
	Transfer in	\$50,000.00	
	Interest Received	\$0.00	
Less			
	Transfer out (Star Transactional)	\$0.00	
Balance as at 31/1/18			\$57,349.67
Placed on Call @ 1.60%			

SBS Plant Replacement Deposit Account Summary of Transactions			
	Opening Balance 31/12/17		\$5,453.76
Plus			
	Transfers In (Sthld Champs @0.50cents)	\$570.50	
	Interest Received	\$0.00	
Less			
	Transfers out	\$0.00	
Balance 31/1/18			\$6,204.26

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 31/1/2018

Name	Total Due	Jan	Dec	Nov	Pre-Nov
Hokonui Aquatics	\$303.90	\$0.00	\$0.00	\$303.90	\$0.00
Murihiku Swimming Club	\$192.59	\$192.59	\$0.00	\$0.00	\$0.00
Orca Swimming Club	\$1,119.90	\$0.00	\$0.00	\$1,119.90	\$0.00
Total:	\$1,616.39	\$192.59	\$0.00	\$1,423.80	\$0.00

Balance Sheet Comparison as at 31/1/2018		
<u>Assets</u>	31/1/18	31/1/17
SBS Bank Star Account	27,432.26	20,019.46
Westpac Trust Travel A/c	237.36	416.41
SBS Bank Call Deposit	57,349.67	77,024.93
SBS Plant Replacement	6,204.26	4,496.70
Accounts Receivable	1,616.39	1,154.40
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	210,474.47	182,340.25
<u>Liabilities</u>		
Accounts Payable	10,404.25	36,891.14
Tax Payable	-8,655.56	-7,672.34
TOTAL LIABILITIES	1,748.69	44,563.48
<u>Net Assets</u>	208,725.78	137,776.77
<u>Equity</u>		
Net Income	20,596.68	10,071.33
Total Equity	208,725.78	137,776.77

Records

Nil

General Business – Notified items:

Academy South Applications 2018

Swimming Southland would like to support Jacob Blomfield for this application – Anna to meet with Jacob and discuss.

Exit Interview for swimmers

Anna to meet with our former swimmers (those who have recently retired from the sport), and have an 'exit interview'/chat with each of them to try and learn from the experiences and final decision.

Meeting Closed 8.30pm

Chairperson's Signature: _____

Date: _____

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