

<b><u>Minutes</u></b>	Of the Management Board of Swimming Southland
<b>Held</b>	Tuesday 13 <sup>th</sup> of November 2018
<b>Venue</b>	Sport Southland, Invercargill
<b>Start Time</b>	6.30pm
<b><u>Present</u></b>	Erin Criglington, Julie Crawford, Bev Catto, Warren Joyce, Waric Cross, Lisa Hansen
<b><u>Apologies</u></b>	Yvonne Fox, Jeremy Duncan
<b><u>In attendance</u></b>	Katrina Garrett
<b><u>Previous Minutes</u></b>	<b>Management Meeting – 9<sup>th</sup> October 2018</b> <b>Moved</b> Erin Criglington <b>Seconded</b> Waric Cross “That the minutes of the management board meeting held 9 <sup>th</sup> October 2018, be accepted as a true and correct record.” CARRIED

#### **Development Officers Report –**

##### **Clubs**

- Attended the Fiordland Club 24/10/18. They are very interested in holding some type of training for their volunteer coaches as finding volunteers is an area they struggle with.
- Attended the Waverley Club 29/10/18. Identified several potential swimmers to approach for the TID squad.
- Attended a Johnston Waters session 31/10/18 to introduce myself and see how they operate.
- Attended Riverton Club 01/11/18. Like Fiordland they struggle to get volunteers. They are also very keen for some type of training.
- Attended Collegiate Club 07/11/18. Identified several potential swimmers to approach for the TID squad.

##### **Schools**

- Attended one of Middle Schools sessions 18/10/18. No swimmers identified for the TID squad.
- Attended one of the St Theresa’s Schools sessions 25/10/18. No swimmers identified for the TID squad. Assisted the teachers/volunteers where required with the Learn to Swim Programme.
- Helped out at the Special Olympics Schools Meet 30/10/18

##### **Talent ID Squad**

The Talent ID Squad is up and running on a Monday from 4.30 – 5.30pm. The cost for the squad has been set at \$10 a term. There are currently five swimmers attending this squad.

##### **Professional Development**

Still looking at attending a Teacher of Competitive Swimming Course at the earliest convenience. Will be early 2019 now.

*NB: both Development Officer and Head Coach are able to claim km’s when travelling to country clubs (within contract), amount is 0.76cents per km. LH to make both aware that this will need to be invoiced by them.*

## Head Coaches Report – Jeremy Duncan

Please find a brief report, I am unable to attend the meeting due to running a breaststroke seminar for the Orca swimming club on Tuesday 13<sup>th</sup> November.

<b>CLUBS</b>	
Murihiku	I have spoken with Will Payne about organising a date to come in and help the coaches and also sent out current lesson plans
Orca	I am running a breaststroke clinic for their coaches on November 13 <sup>th</sup>
Waverley	I have spoken with Rebecca and Russell regarding helping their coaches
Central Southland	I have spoken with Jane regarding teaching platforms for their club night, while letting her know I am happy to come and help if needed
<b>UPCOMING CLINICS</b>	
Training and race day Nutrition with Amy Burns November 21 Stadium Southland, open to all Southland swimmers and parents	

## Portfolio Reports –

- **Team Management (sub-committee)** – Hilary Strang & Bev Catto  
TM Report – South Island Champs 2019 and TM Report – NZ Short Course Champs 2019 submitted and discussed
- **Technical (sub-committee)** – Warren Joyce  
Speaker issue seems to have resolved itself, otherwise all working well
- **Club Support and Development** – Julie Crawford  
A pamphlet is being developed to let clubs know what is available, who to go to with what, etc
- **Development and Retention** – Erin Criglington and Yvonne Fox  
a great working plan has been developed by Erin and Yvonne, to come into action over the upcoming months
- **Media and Promotion** – Warren Joyce
- **Governance and Policies** – Bev Catto  
LH working on a list of policies (current and out of date), in order to stream line the updating process
- **Employee/Contractor Liaison** – Waric Cross  
Jeremy's contract under way

Executive Officers Report – Lisa Hansen

**Correspondence Inwards**

SNZ – Constitution Review (attached)

**Swim Southland 90<sup>th</sup> Anniversary ideas**

Thoughts on;

- Club vs Club Amazing Race (or something similar)
- Time Capsule – invite each club to submit something of significance for a time capsule to be opened at 100<sup>th</sup> Anniversary
- Code vs Code Relay Race – invite a few codes (ie, Rugby, Netball, etc) to compete in a fun relay at the completion of the Southland Champs.
- *To go with the code vs code and see if we can get some support of other sports to make this happen.*

**SBS Monthly Draw Winners**

We were recipients of the monthly prize draw at SBS last month, \$1000 - Yahoo! (yes, have put it in the Plant account Warren!)

**Speaker at Pool**

The pool has installed a port for an external speaker to be plugged in at the marshalling end of the bleachers, for us to plug into and enhance the speaker system at that dead end.

**Meeting with Pete/Splash Palace**

Pete confirmed the pool is to adopt a ‘clean wall’ policy when the work is complete. All photos are to be taken down (including national and international)

Pete also confirmed we are losing the Russell Cushen room storage area. The storage are in the control room is to be revamped allowing extra space, and more security.

**Funding**

**ICC Funding App**

Received great news that \$6000 was being funded by the ICC for our new control room equipment.

**SDC Funding**

Yet to hear back from these ones (Country EDF and DO Top Up)

**Southern Trust**

Application in for further funding, control room gear

**Annual ILT and ILT Foundation App**

To go in Monday

**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	- \$5,546.54
<b>Balance 31/10/18</b>	<b>\$13,448.66</b>

**Elite Development Reimbursement for Approval – November 2018**

Name	Description	Full Amount \$	ED Funding Reimbursement \$
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**Accounts for Payment (SBS) – November 2018**

Name	Due Date	Description	Method	Amount
Lisa Hansen	9/11/18	Fortnightly Wage	AP	\$1,058.36
Katrina Garrett	9/11/18	Fortnightly Wage	AP	\$890.39
IRD	15/11/18	October PAYE and Kiwi saver	DD	\$971.74
Lisa Hansen	15/11/18	October Phone/Net expenses (note #1)	DD	\$54.36
SNZ	15/11/18	Affiliations	DD	\$795.25
AUT Millennium	15/11/18	NZ Short Course Accom and Catering	DD	\$7688.13
Blenheim Top 10	15/11/18	SICT 2019 – Accom Deposit	DD	\$502.40
SNZ	15/11/18	Affiliations	DD	\$135.25
ICC	15/11/18	Pool Hire – SBS #3	DD	\$476.00
ICC	15/11/18	Photocopying at pool	DD	\$7.50
H2O Dreams	20/11/18	Monthly Fee	AP	\$3,354.17
Lisa Hansen	23/11/18	Fortnightly Wage	AP	\$1,058.36
Katrina Garrett	23/11/18	Fortnightly Wage	AP	\$890.39
		<b>Total</b>		<b>\$17,882.30</b>

**Note 1**

**Executive Officers Monthly Costs – October 2018**

Monthly Phone/Internet Reimbursement	\$50.00
Plus tolls	\$4.36
<b>Total</b>	<b>\$54.36</b>

**Moved** Bev Catto

**Seconded** Erin Criglington

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

<b>SBS Star Account Summary of Transactions</b>			
Opening Balance 30/9/18			\$13,303.58
Plus Deposits			
	Deposits	\$10,357.75	
	Plus Interest Received	\$3.94	
Less Payments			
	Payments (Cheques and Direct Debits)	\$10,943.86	
	Less Account Fees	\$0.00	
Balance as at 31/10/18			\$12,721.41

<b>Westpac Travel Account Summary of Transactions</b>			
Opening Balance 30/9/18			\$5,184.75
Plus			
	Transfers In	\$0.00	
	Interest Received	\$0.03	
Less			
	Expenses – NZ Short Course Champs 2018	\$2,955.99	
Balance as at 31/10/18			\$2,228.79

<b>SBS Call Deposit Account Summary of Transactions</b>			
Opening Balance 30/9/18			\$17,430.79
Plus			
	Transfer in	\$0.00	
	Interest Received	\$0.00	
Less			
	Transfer out (Star Transactional)	\$0.00	
Balance as at 31/10/18			\$17,430.79
Placed on Call @ 1.60%			

<b>SBS Plant Replacement Deposit Account Summary of Transactions</b>			
Opening Balance 30/9/18			\$7,940.18
Plus			
	Interest Received	\$0.00	
Less			
	Transfers out	\$0.00	
Balance 31/10/18			\$7,940.18

<b>SBS Term Deposit Account Summary of Transactions</b>			
Opening Balance 26/03/18			\$35,422.41
	26/09/19 Interest	\$1,944.69	
Balance as at 26/09/19			\$37,367.10
<b>Reinvested for 18 months @ 3.60% maturing 26/9/2019 (Interest paid on maturity)</b>			

*NB: Term Deposit, this account is registered for an automatic roll over to the best rate at the time.*

<b>SBS Term Deposit Account – Southland Springboard Diving (Holding Account)</b>			
Opening Balance 17/11/17			\$24,130.96
	17/05/19 Interest	\$1,317.55	
Balance as at 17/05/19			\$25,448.51
<b>Invested for 18 months @ 3.65% maturing 17/05/2019 (Interest paid on maturity)</b>			

*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 2021.*

## Receivables Reconciliation [Summary]

As of 30/10/2018

Name	Total Due	Sep	Aug	Jul	Pre-Jul
Collegiate Swimming Club	15.25	0.00	15.25	0.00	0.00
Fiordland Swimming Club	120.00	0.00	120.00	0.00	0.00
Hokonui Aquatics	227.22	-57.78	285.00	0.00	0.00
Orca Swimming Club	6,941.62	6,115.92	825.70	0.00	0.00
Murihiku Swimming Club	717.57	717.57	0.00	0.00	0.00
Waverley Swimming Club	977.58	977.58	0.00	0.00	0.00
Total:	\$8,999.24	\$7,753.29	\$1,245.95	\$0.00	\$0.00

### Balance Sheet Comparison as at 31/10/2018

<u>Assets</u>	31/10/18	31/10/17
SBS Bank Star Account	12,721.41	32,731.00
Westpac Trust Travel A/c	1,868.84	1,466.36
SBS Bank Call Deposit	17,430.79	7,344.34
SBS Plant Replacement	7,940.18	4,795.29
Accounts Receivable	8,999.24	23,714.05
SBS Bank Term Deposit	35,422.41	33,612.32
SBS Bank Term – Sthld Springboard	24,130.96	23,269.97
Equipment	55,328.26	18,180.76
<b>TOTAL ASSETS</b>	<b>163,842.09</b>	<b>145,113.73</b>
<u>Liabilities</u>		
Accounts Payable	9,589.46	6,102.15
Tax Payable	-7,923.77	-6,444.23
<b>TOTAL LIABILITIES</b>	<b>1,665.69</b>	<b>-342.08</b>
<u>Net Assets</u>	<b>162,176.40</b>	<b>145,455.81</b>
<u>Equity</u>		
Net Income	-11,597.12	-13,289.75
Total Equity	162,176.40	145,455.81

### Record

Nil

### General Business – Notified items:

#### Lisa Pankhurst, selected as a National Coach

To attend altitude training in USA 2019, with SNZ top level athletes. This is mostly user pays (at least for the first few trips). Swimming Southland will support Lisa P by way of applying for funding on her behalf.

#### End of Year Wrap Up

No meeting next month, lets invite the officials to join us for dessert and coffee at the Kiln.  
LH to book and invite. (week after champs)

#### Meeting Closed 8.30pm

Chairperson's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Next Meeting: **Board and Officials Coffee and Dessert, 18<sup>th</sup> December 2018, Kiln (TBC)**  
**Board Meeting 18<sup>th</sup> January 2019, Sport Southland (TBC)**