

<b><u>Minutes</u></b>	Of the Management Board of Swimming Southland
<b>Held</b>	Wednesday 21 <sup>st</sup> October 2020
<b>Venue</b>	Sport Southland Meeting Room
<b>Start Time</b>	6.35pm
<b><u>Present</u></b>	Waric Cross, Yvonne Fox, Fenton Herrick, Michelle Pratt, Roger Eagles, Julie Crawford (EO)
<b><u>Apologies</u></b>	Lynne Grant & Katrina Garrett
<b><u>In attendance</u></b>	Jeremy Duncan
<b><u>Previous Minutes</u></b>	<b>Management Meeting – 16<sup>th</sup> September 2020</b> <b>Moved</b> Michelle Pratt <b>Seconded</b> Waric Cross “That the minutes of the management board meeting held 16 <sup>th</sup> September 2020, be accepted as a true and correct record.” CARRIED

**Portfolio Reports –**

- **Team Management – Michelle Pratt**  
- NZ Short Course was successful. Team Manager – Fenton Herrick and Coach – Jeremy Duncan will write a report on the Meet.
- **Technical (sub-committee) –Waric Cross / Warren Joyce**  
- Johnston Waters Meet coming up and pool being surveyed to see if Meet can be official.
- **Club Support and Development – Lynne Grant / Yvonne Fox**  
- Nil
- **Swimmer Development and Retention – Roger Eagles / Waric Cross**  
- Nil
- **Media and Promotion – Fenton Herrick**  
- Two articles have been in the Southland Times - NZ Short Course results and Johnston Waters Meet coming up. Any media needs to go through the Media and Promotion person – Fenton Herrick (he didn't know anything about them). Southland Express has supported Swimming Southland so would be great to keep them updated with anything swimming.
- **Governance and Policies – Fenton Herrick / Roger Eagles**  
- Nil
- **Employee/Contractor Liaison – Waric Cross / Yvonne Fox**  
- Accepted resignation from EO. Advertising for new EO with applications closing 30<sup>th</sup> October. Looking at making a few changes like – ‘No late entries’ and swimmers entering themselves for National Meets.
- **Health & Safety**  
- Nil

### Talent ID Squad

The squad is back up and running for Term 4. We have two new swimmers this term, Abbie Ramsay from Murihiku and Heidi Skeggs who has progressed to the squad from the Splash Palace Swim School. Unfortunately, we have also lost three swimmers due to various reasons. I have encouraged the squad members to enter the upcoming Johnston Waters meet with several already showing interest in attending.

### **Term 4 2020 Squad Members:**

<u>Name</u>	<u>Club</u>
Tera Willis	Riverton
Oliver Broderick	Riverton
Trinity Duncan	Bluff
Kaden Skeggs	Not affiliated to a club at this stage
Heidi Skeggs	Not affiliated to a club at this stage
Lilly Mckenzie	Not affiliated to a club at this stage
Olivia Agnew	Collegiate
Eden McDonald	Collegiate
Sean Hartstronge	Collegiate
Ana McWilliam	Collegiate
Ashlee Devlin	Collegiate
Shanna-Beth Smith	Collegiate
Arlie Hamilton	Collegiate
Charley Ballantine	Collegiate
Kaia Wilson	Collegiate

### **Term 4 2020 Junior Squad Members:**

Paige Robertson	Orca
Bradley Evans	Waverley
Ave Valoa-Jack	Murihiku
Abbie Ramsay	Murihiku

### Clubs

I have been in contact with all the clubs and am in the process of locking in dates for visits this term. I have a visit to Collegiate with Jeremy this coming Wednesday, 21 October and a visit to Murihiku on Friday, 23 October.

### Chocolate Fish "Have A Go" Meet

The Chocolate Fish "Have A Go" Meet for Term 4 will be held on Thursday 26 November at the Riverton pool hosted by the Riverton Club. I am currently working on the flyer for this meet.

Bluff Club have requested to host a meet in Term 1 next year so have penciled them in for February 2021 at this stage.

### Makos Zone Committee Meeting

The Makos Zone Committee Meeting was held on Wednesday 16 September. The main item on the agenda was the South Island LC Champs and finalizing details for this meet.

The next meeting is scheduled for Tuesday 10 November.

### Schools

The school swimming programme is up and running for Term 4. I have been contacting the schools who will be swimming this term to offer my assistance. I am running a refresher session with the teachers from Waihopai School on Tuesday 20 October.

### Halberg Foundation Inclusion Training Course

I attended the Halberg Foundation Inclusion Training Course being hosted by Sport Southland on Tuesday 15 September. This training course was about adapting sport and physical activities to include all individuals. This course was very informative. I have had a follow up email from Bridget at the Halberg Foundation discussing the idea of each of the interested sports codes delivering a four week session on a rotational basis throughout the year. I am very keen to get on board with this idea so will keep in contact with Bridget to see how this develops.

### Head Coaches Report – Jeremy Duncan

#### NZSC

Currently writing report, due next meeting

#### Clubs

Writing 10 weeks of sessions for Collegiate TID

#### Swimmers

Writing 10 weeks of sessions for CSSC advanced group

Visits Confirmed Term 4

Bluff

Riverton

Collegiate

Murihiku

Written and circulated best practice coaching code.

Coaching Clinic – Saturday 17<sup>th</sup> October

Currently gathering topics from the coaches for this, to prepare course content

Splash Palace

Assessing swimmers in week 8 of Term 4

Executive Officer Report - Julie Crawford

Financial Report

BDO have sent the Financial Report to their National Professional Standards group for review and once they approve them they will be finalised and ready to distribute.

Meets

**Johnston Waters Meet** - Entries are now open and EO is calling for Officials/Volunteers for the morning. EO advertised on Facebook and entries close on Sunday.

**Murihiku 93<sup>rd</sup> Anniversary Meet** - This meet has been loaded onto SNZ database and entries are now open.

**Southland Ribbon Day** - This meet will be loaded onto SNZ database this week and entries will be open from next week.

**Southland Long Course Champs** - Have changed the flyer for Southland LC Champs and need approved to load onto SNZ website and open entries for 4-6 December 2020.

In the process of ordering more medals for the meet. Needing more visitor medals and have proof's from 2 different places. We need to decide and order by the end of this week for them to arrive before the meet. Board have decided to have all the same medals and no visitor medals.

Community Trust of Southland AGM

I attended the CTOS AGM meeting a couple of weeks ago.

ILT Funding

Annual ILT and ILT Foundation funding round coming up. EO will submit the application by 30<sup>th</sup> October for the November funding round.

Tu Manawa Active Aotearoa

EO has submitted the application for funding for the Talent ID Squad and also for work done around the Clubs and Schools from the DO especially in the Bluff, Riverton, Tuatapere, Ohai/Nightcaps and Lumsden areas. EO and DO met with Luciana from Sport Southland to go over the application and make a few minor changes before going to the funding panel.

Sport Southland – RSO Meeting

Ongoing meetings with Sport Southland and the RSO sports. Our Group 3 'Preparing for Financial Reality 2021' meet last week for the second time to go over the proposed financial baseline spreadsheet that was put together from the first meeting. Meeting next week with all RSO sports to discuss the three group topics and see where to from here.

Central Southland Swimming Club Meet

Central Southland will run their local meet on Sunday 21<sup>st</sup> February. Previously they have only invited the Central Western School but are looking at opening this meet up to all Southland Schools up to Year 8.

Ashford Motor Lodge - Chch

Swimming Southland has a \$958 deposit paid at Ashford Motor Lodge which is non-refundable. They are happy to book another time but there is no upcoming meets in Chch. Maybe Jeremy could organise a Summer Camp during the

Finance Report – Julie Crawford

ILT TAF Reimbursement for Approval – September/October 2020

Name	Description	Full Amount	ILT TAF Funding Reimbursement Total - \$0.00
------	-------------	-------------	--

Accounts for Payment (SBS) – September/October 2020

Name	Due Date	Description	Method	Amount
------	----------	-------------	--------	--------

H2O Dreams	21/09/20	Monthly Fee	AP	\$3,354.17
HireAce Ltd	21/09/20	Mini Van – NZ Short Course	DD	\$1,908.00
IRD	21/09/20	PAYE	DD	\$931.90
Emily Nelson	21/09/20	Refund – Southland SC Champs	DD	\$102.00
Julie Crawford	20/09/20	Reimburse – Sept Mobile Phone	DD	\$70.00
Milli Low	21/09/20	Physio – Opens Scholarship	DD	\$60.00
Stadium Southland	21/09/20	Hire Legends Lounge – AGM	DD	\$52.00
Swimming NZ	21/09/20	Affiliation Fees	DD	\$129.50
ICC	21/09/20	Pool Hire	DD	\$233.30
Grosvenor Motor Inn	21/09/20	Accommodation Deposit – NZ Short Course	DD	\$2,016.00
Katrina Garret	25/09/20	Fortnightly Wage	AP	\$890.39
Julie Crawford	25/09/20	Fortnightly Wages	AP	\$999.05
Windsor New World	25/09/20	Catering – Southland Short Course	DD	\$9.08
Couplands	25/09/20	Catering – Southland Short Course	DD	\$17.16
Air NZ	30/09/20	Extra Luggage for TM – NZ Short Course	DD	\$70.00
Waiau Swimming Club	1/10/20	Refund – 2019/20 SNZ Club Affiliation Fee	DD	\$400.00
Roxanne Le Roux	1/10/20	Refund – SI Short Course Entry Fee	DD	\$38.50
Creative Screen Prints	1/10/20	Southland SC Champ Ribbons	DD	\$824.55
Swimming NZ	1/10/20	NZ Short Course Entry Fees	DD	\$1,334.00
Swimming NZ	1/10/20	Affiliation Fees	DD	\$368.00
Grosvenor Motor Inn	1/10/20	Accommodation – NZ Short Course	DD	\$5,064.00
Jackson Herrick	1/10/20	Massage Gun – NZ Short Course Scholarship	DD	\$268.99
MYOB	2/10/20	Monthly Fee (Accounting Software Online)	AP	\$46.00
Thai Classic Cuisine	5/10/20	NZ Short Course – Food	DD	\$336.00
Pak N Save	5/10/20	NZ Short Course – Food	DD	\$367.70
Pak N Save	6/10/20	NZ Short Course – Food	DD	\$43.96
Countdown	6/10/20	NZ Short Course – Food	DD	\$132.14
Pak N Save	7/10/20	NZ Short Course – Food	DD	\$88.41
Countdown	7/10/20	NZ Short Course – Food	DD	\$146.99
Pak N Save	8/10/20	NZ Short Course – Food	DD	\$44.52
Pak N Save	8/10/20	NZ Short Course – Food	DD	\$128.35
Katrina Garret	09/10/20	Fortnightly Wage	AP	\$890.39
Julie Crawford	09/10/20	Fortnightly Wages	AP	\$999.05
Pak N Save	9/10/20	NZ Short Course – Food	DD	\$5.97
The Gipsy Moth	12/10/20	NZ Short Course – Food	DD	\$13.00
Delaware North	12/10/20	NZ Short Course	DD	\$20.50
Best Ugly Bagels	12/10/20	NZ Short Course – Food	DD	\$50.70
BP Connect	12/10/20	NZ Short Course - Diesel	DD	\$60.07
McDonalds	12/10/20	NZ Short Course – Food	DD	\$100.70
Babaganush Café	12/10/20	NZ Short Course – Food	DD	\$354.50

**Total \$22,969.54**

**General Business – Notified Items:**

**Team Manager 8.0 version** - The Team Manager license was lost when the laptop crashed and can't be reinstalled as our web delivery has expired. In order for us to reinstall the software, we have to purchase a product replacement for \$25.

**Air New Zealand** – Swimming Southland has received a letter from Murihiku Swimming Club regarding the repayment of the \$50 penalty for flight changes to Chch for the SI Short Course. EO to follow up with Air NZ and see if \$50 penalty is credited back with flights.

**Meeting Closed** 8.11pm

**Chairperson's Signature:** 

**Date:** 18/11/20

**Next Meeting:** **Board Meeting Wednesday 18<sup>th</sup> November 2020, at Sport Southland**