

**Swimming Southland**  
**Minutes of the Management Board Meeting held on March 10th 2021**  
**Sports Southland Meeting Room**

**Meeting Opened:** 6.00pm

**Present**

Lynne Elder, Michelle Pratt, Fenton Herrick, Waric Cross & Yvonne Fox

**In attendance:** Jeremy Duncan, Sue Wilson

**1. Apologies**

Lateness – Katrina Garrett & Roger Eagles

*Motion – “That the apologies be accepted”*

*Moved Yvonne                      Seconded Lynne                      Carried*

**2. Reports**

Head Coach

*Motion - That the Head Coach’s Report circulated prior to this meeting is taken as read*

*Moved Yvonne                      Seconded Michelle                      Carried*

- Mako’s Meeting this week – Decision will be made if Country and Town will be rescheduled
- Michelle asked if consideration be given as to how much accommodation is available when deciding the venue, especially given the number of eligible swimmers

**Meeting moves into Committee 6.05pm** (Lynne Elder, Michelle Pratt, Fenton Herrick, Waric Cross, Yvonne Fox, Jeremy Duncan & Sue Wilson) Meeting moves out of Committee at 6.22pm Jeremy leaves the Meeting

**Board Chair**

Yvonne announced that she regretfully needs to stand down immediately due health issues.

*Motion - That the Board accepts Yvonne’s resignation as Board Chair effective immediately*

*Moved Fenton                      Seconded Michelle                      Carried*

*Motion – Nomination for Fenton as Chair*

*Moved Waric                      Seconded Michelle                      Fenton – declines*

Yvonne will chair this meeting, with a new Chairperson to appointed at the next meeting

**Executive Officer**

*Motion - That the Executive Officers Report circulated prior to this meeting is taken as read*

*Moved Michelle                      Seconded Yvonne                      Carried*

**Operations Meeting**

- Waric questioned if the Minutes of the Operations Meeting that have been held should be presented at this meeting
- Yvonne and Sue clarified that the meeting minutes were just a list of what was discussed and who was doing what for the coming month - e.g. Camps, Term plans, and Ribbon Meets.
- The idea of the meeting was to get efficient systems in place and to help with both Sue and Yvonne to get a better handle on what Jeremy and Katrina’s roles involved
- Yvonne took responsibility for getting it wrong in regards to the Central Southland Schools Meet.
- She was told the Meet was an unofficial Meet where over 90% of the swimmers are not registered, so every entry needs to be manually entered and the Meet Manager program is not actually used on the day the decision.
- Also the Meet fell at a time where the EO was under a heavy workload due to Southland hosting the S.I LC Champs the next weekend. – Need to reconsider Swimming Southland’s involvement for 2022 at end of this season

## Pool Bookings

- Roger questioned if we were charged for the times we had the pool booked on Day 3 of the South Island Long Course Champs
- We were only charged a 25min admin charge, we were however charged for the difference in actual time used and the tentative booking – the reason for this was because the pool stated they had advertised the time the pool was closed 1month earlier
- Sue is working with the pool on a MOU to allow us to change the booking after entries close

## 3. Health & Safety

- A block was made to assist Brooke Anderson – thanks to Orca for this and feedback during the South Island Long Course Meet from those who used it was all positive

## 4. Minutes

*Motion - That minutes meeting on Jan 19th be taken as true and correct with the following correction "Waric suggested that Yvonne conduct a Performance Review ASAP with Katrina" be amended to "Waric suggested the Employee & Contractor Liaison Portfolio should sit with Yvonne as Board Chair"*

*Moved Michelle                      Seconded Waric                      Carried*

## 5. Matters Arising from the minutes

- Performance Review of Development Officer – In accordance with our obligations as an employer it is agreed that a Performance Review be undertaken and will be undertaken by Waric

## 6. Correspondence Inwards

- Swimming NZ – Meet information, Administrators zoom meeting, Covid advice/date changes Opens and NAGS
- Regions – S.Island questions
- Correspondence from 3 parents - Letters re NZ Junior Champs (attached in 1 document titled - NZ Junior Inwards Correspondence)
- Regional Chair Meeting – notes taken by Yvonne
- Letter from Murihiku Club – swimmers competing outside Southland

### Discussion Murihiku Club Letter

- If attending a Meet outside Southland where there is no clash – 1 email from the Club to inform the Swimming Southland Executive Officer that they will have swimmers attending "said" Meet
- Knowing this will allow Sue to run a report and establish if any southland records were broken at that meet
- If attending a Meet outside Southland where there is a meet on in Southland on the same day – 1 email from the Club will be sent to the Swimming Southland Executive Officer no later than 1 week prior to the Meet outside of Southland's entries close seeking permission for their swimmers to attend the named meet
- EO to consult the Board Chair – if both in agreement that the swimmer may attend a reply will be sent if they do not agree they will consult the result of the Board

## 7. Correspondence Outwards

- Regions/Swimmers – Info South Island LC Champs
- Southland Clubs – Eligibility Reports, Managers Applications, forwarding of SNZ emails
- Southland Swimmers – NZ Junior & S.Island LC Information
- CTS & Sports Southland – Funding Applications
- Police Vett x 6

## 8. Financial Report

*Motion - That financial report circulated prior to this meeting be taken as read*

*Moved Yvonne                      Seconded Waric                      Carried*

## Discussion Points

- 3 Board Members still need to sign the papers at SBS so we can open the new Travel Account
- Additional Payments not listed in the report, due for payment on March 20<sup>th</sup> - Uniform NZ \$542.67, Swim NZ \$56.00, Waverley Club \$119.00, C&T Refunds (\$1440.00)

### Mako NZ Junior Festival – Reconciliation of costings

- Swimmer Withdrawal – need to change the swimmers agreement to reflect non-refundable costs such as accommodation will still need to be paid for.
- In this instance Swimming Southland will cover the accommodation cost, as Sue did not know of the withdrawal and so could not get a reduction in rooms – Swimmer agreement needs to be amended to read that any swimmer must notify the EO of their withdrawal in the first instance
- 3 Pool training session (Ingill, Gore & Dnd) – teams to cover all these costs

### South Island Long Course – Reconciliation of costings

- Refund of Day 3 entry fees - \$10 per entry to be refunded
- Swimmer who did not attend will be refunded Day 3 only

*Motion - That Swimming Southland sets a monthly AP for the Executive Officers Internet ad Phone payment*      *Moved Yvonne*      *Seconded Michelle*      *Carried*

*Motion - That Swimming Southland closes the Westpac Travel Fund Bank Account and moves all funds to the new SBS Travel Fund Account* *Moved Michelle*      *Seconded Fenton*      *Carried*

## 9. Portfolio Reports

### Technical Sub Committee – Waric

- Lane 8 – bolt out in Backstroke holding block
- Google Duty Sheet – starting to gain momentum

### Club Support & Development – Yvonne & Lynne

- Member protection Policy Manual – Need make Clubs and Coaches aware of this
- Police Vetting – all Club Coaches, IOT's up, to be completed through Swimming NZ by 1 July
- Need register Learn to Swim Coaches as volunteers rather than coaches
- Board to visit the Clubs, to inform them about the above and break the barriers between the Board and the Clubs
- Club learning sessions – Between or after Swim Meets – cover topics like “filling out funding applications” “how to use the Central Database”

### Swimmer Development & Retention – Waric

- Nothing

### Media and Promotion – Fenton

- Poolside report will be tomorrow's express
- Ensign article, was not done by the Hokonui Club, guessing it was a parent
- Great but goes against the philosophy of Junior Festival
- Fenton to contact the Ensign and ask in the future that all reports go past him before they are published

### Governance and Policies – Fenton

- Policy Calendar – carry over to next meeting

### Employee & Contractor Liaison – Waric

- With Yvonne stepping down Waric will continue with this portfolio
- Apprenticeship Program - Code of Good practice, Waric to sign as employer
- Sue to forward documentation to Waric

- Yvonne raised that in the employer contracts, should perhaps be e.g. Chair that employees are answerable to rather than the whole Board

## 10. General

### Prizegiving

- Sue to put a container at the pool this weekend and send out a email this week asking for trophies to be returned asap
- Waric to regularly collect
- Roger and Fenton want to look at the condition of the trophies before presenting their report
- Date – Sun July 31<sup>st</sup> – lunch followed by Prizegiving – will discuss details at April Meeting
- Sue to cancel Ascot booking made by Julie

### April Meeting

- Roger will check the Library at Eagles Eagles & Redpath is available (80 Kelvin St)
- Sue will advise Board of location when she sends out the agenda

### Katrina joins the meeting – 7.45pm

#### Development Officer Report

*Motion - That the Development Officers circulated prior to this meeting is taken as read*

*Moved Yvonne*

*Seconded Lynne*

*Carried*

#### Oreti Club

- Katrina has been advised the Club will be closing at the end of this Term
- Katrina to give swimmers a list of Clubs that can move to
- Roger advised Katrina the club will need refer to their constitution for what they need to do
- If there is no constitution, any money they have belongs to the people, it could go to the current members, Swim Southland or Swim NZ
- Will need to call a Special General Meeting – Swimming Southland Board Member will attend if they would like that to happened
- Swimming Southland to offer support – Katrina to point them to Sue who will work with Roger to give them the guidance they need
- Swimmers who are on the Central Database will need to transfer Clubs
- Sue to contact Swim NZ to find out how transfers work when a club is closing

#### Winter training Squad

- Katrina asked permission to run a Winter Training Squad at Splash Palace for the time when clubs not operating.
- Will charge \$40 pp to cover pools hire costs
- Board gives approval for Katrina to go ahead with this

#### Local Meets

- Katrina to circulate a list of the Have a Go Swimmers attending each Local Meet – Clubs will inform Katrina of which Swimmers they will look after at the meet

Katrina leaves the meeting at 8.00pm

**Meeting moves into Committee 8.01pm** (Lynne Elder, Michelle Pratt, Fenton Herrick, Waric Cross, Yvonne Fox, Roger Eagles & Sue Wilson) Meeting moves out of Committee at 8.29pm

**Meeting Closes:** 8.30pm

Minutes passed as true and correct – April 15<sup>th</sup> 2021