

Swim Southland
Minutes of the Management Board Meeting held on December 9th 2020
Held in at Sports Southland Meeting Rooms

1. Meeting Opened: 6.33pm

2. Present

- Yvonne Fox (Chair)
- Roger Eagles
- Michelle Pratt

In Attendance – Sue Wilson (Executive Officer) Jeremy Duncan (Head Coach)

3. Apologies

Lynne Grant & Katrina Garrett

Apologies for lateness: Waric Cross and Fenton Herrick

Motion – “That the apologies be accepted”

Moved Yvonne

Seconded Michelle

Carried

4. Minutes

Motion - That minutes of the last meeting be taken as true and correct

Moved Yvonne

Seconded Michelle

Carried

5. Matters Arising from the minutes

None

6. Financial Report - Prepared by Julie Crawford & presented by Sue Wilson

Roger as if possible could a P&L Report be presented at meeting – Sue to look into in readiness for the next meeting

Accounts for Payment (SBS) –October/November 2020

Date	Description	Method	Amount
Trade Me	19/10/20	Advertising EO Position	DD \$90.85
BDO Invercargill	20/10/20	2020 Audit	DD \$3,967.50
SNZ	20/10/20	Affiliation Fees	DD \$22.95
Business IT South	20/10/20	Upgraded to a solid state drive – Laptop	DD \$570.98
IRD	20.10/20	PAYE	DD \$931.90
Julie Crawford	20/10/20	Reimburse – Oct Mobile Phone	DD \$70.00
ICC	20/10/20	Pool Hire	DD \$38.75
Stuff NZ	20/10/20	Advertising EO Position – Southland Times	DD \$808.75
H2O Dreams	21/10/20	Monthly	
Fee		AP \$3,354.17	
HireAce Ltd	21/10/20	Mini Van – Diesel	DD \$130.75
Katrina Garret	23/10/20	Fortnightly Wage	AP \$890.39
Julie Crawford	23/10/20	Fortnightly Wages	AP \$999.05
HireAce Ltd	23/10/20	Mini Van – Diesel	DD \$83.36
Trade Me	28/10/20	Advertising EO Position	DD \$90.85
MYOB	2/11/20	Monthly Fee (Accounting Software Online)	AP \$46.00
Katrina Garret	6/11/20	Fortnightly Wage	AP \$890.39
Julie Crawford	6/11/20	Fortnightly Wages	AP \$999.05
Hy-Tek	9/11/20	TM 8.0 Product Replacement Licence	DD \$37.42
		Total	\$14,023.11

Motion - That financial report be taken as read
Moved Yvonnette *Seconded Roger*

Carried

7. Portfolio Reports

None this meeting

8. Health & Safety

Nothing to report

9. Development Officers Report – Katrina

Taken as read

10. Head Coach Report – Jeremy

Taken as read

11. Executive Officers Report – Julie

Taken as read

12. Apprenticeship Program

- Katrina in her role as Development Officer has signed on to this & is very keen to complete
- We will need to set up a Business Account with the MSD (Sue to complete this task)
- We will receive \$1000 per month for 12months then \$800 per month for the following 8months

13. General

Late entries and changing of events after the closing dates for meets

- Only change permitted will be one we have made
- As from this date there will be no late entries accepted and no changes to events after the closing will be accepted

Motion “As from this date there will be no late entries accepted for any meets and no changes to events after the closing will be accepted”

Moved Fenton *Seconded Waric* *Carried*

Changing of eligibility dates for National Meets

- Milly Low – too young for Opens and too old for National Age Group
- Sue to contact SNZ

Impact of reduced community funding

Moving forward

- Advantageous to complete and organisational and financial review

Development Officers Role

- There will be no change to the D.O role while she is undertaking the Apprenticeship Program
- Need to update her employment contract to include a revised job description
- Sue to speak with Katrina around Annual Leave

Executive Officers Role

- The money received from the ILT will cover the E.O wages for the next 12 months
- A review of hours/duties to undertaken of this position

Funding/Financial

- Need to look for alternative funding strands
- Will apply to Community Trust (RSO Fund)
- SBS Scholarship monies – have been carried over from 2020 to 2021
- Do we ask Clubs for donation – discussion held – Answer NO
- Need to affiliate all Learn to Swim Members to assist with potential funding opportunities.
 - ✓ Sue to contact the Clubs, explaining the situation and that for their affiliation fee they will be able to access the following services
 - ✓ Development Officer - town clubs will be visited once a term and Country Clubs twice a year
 - ✓ Head Coach – free attendance for all Coaches to the Swim Southland Coaching Clinic and 2 day Camp

Motion “Swim Southland will apply to the Southern Trust, TAB NZ, The Trust Community Foundation, Lion Foundation and Active Communities Funding Scheme for funding to assist with sending representative teams away, coach/volunteer training/programmes plus salaries and to the Community trust South Regional Sport Organisation Fund”

Moved Waric Seconded Yvonne Carried

Head Coach Role/Contract

- The biggest risk in cutting this position is that costs will be passed on to the swimmers and we will lose competitive swimmers
- Extend current contract to 30 June 2021
- Need to see by March 1st a Business Plan with bullet points outlining how swimmers will be developed during the 21/22 season and showing KPIs

Changing of Signatories

That Sue Wilson be replaced as Executive Officer with SBS, Westpac and the IRD

Motion “That the current Board members are Yvonne Fox, Waric Cross, Fenton Herrick, Roger Eagles, Fenton Herrick and Sue Wilson is the newly appointed Executive Officer.

Julie Crawford & Lisa Hansen are to be removed as signing authorities, Michelle Pratt & Sue Wilson will be added as signing authorities with Waric Cross remaining on all SBS Accounts. All transactions require any 2 of the 3 above mentioned signatories

Moved Fenton Herrick Seconded Waric Cross Carried

Motion “That Sue Wilson as the newly appointed Executive Officer be given authority to access the IRD online services of Swim Southland & Julie Crawford removed

Moved Fenton Herrick Seconded Waric Cross Carried

14. Meeting closed 8.35pm