

Swimming Southland
Minutes of the Management Board Meeting held on July 14th 2021
Eagles Eagles and Redpath Library

Meeting Opened: 6.06pm

Present

Fenton Herrick, Waric Cross, Roger Eagles, Yvonne Fox, Jeremy Duncan & Katrina Garrett

In attendance: Sue Wilson

1. Apologies

Apologies – Michelle Pratt & Lynne Elder,

Motion – “That the apologies be accepted”

Moved Waric **Seconded** Fenton **Carried**

2. Reports

Attendance of Development Officer and Head Coach

- Board Members to advise Sue of any questions they have from the reports before 5pm on the Monday prior to the meeting, if no questions then attendance not required
- Expectation to attend 1 meeting a term, next meeting – Sept first meeting of new Board

Development Officer – taken as read

- Winter Training well received
- Chocolate Fish Meets – Waric raised these require Board approval – Katrina/Sue to bring proposal to next meeting

Head Coach – taken as read

- Waric went to first to first clinic as a Board Member to observe and gain feedback
- Question - Petrol voucher for coaches attending Clinic?

If the Coach is a leader - Swimming Southland will assist those who are running the clinics

If the Coach is a learner – Swimming Southland will not as they are receiving PD at no cost

Motion – “That Swimming Southland will give petrol vouchers to any Coaches who are leading Squad 1 and 2 Clinic’s under the direction of the Head Coach” The amount of the voucher will be at the discretion of the Board **Moved** Fenton **Seconded** Waric **Carried**

Executive Officer – taken as read

- Protests
- Swimming to send Managers with \$100 cash, addition to swimmers agreement for 2022 – every attempt to be made to contact swimmers parents – at the end of the day they need to approve of protest. Cost will be put on parents (Sue and Fenton to work on wording bring to next meeting)

- Spectators

Must be at the shallow end of the Clubs, due to the requirement to have all pool side personnel accredited

Motion - That the 3 above mentioned Reports are accepted

Moved Yvonne **Seconded** Fenton **Carried**

3. Minutes

Motion - That minutes of the last meeting be taken as true and correct with the following change to 8.4– Roger has seen the timesheets Sue has been keeping”

Moved Yvonne **Seconded** Waric **Carried**

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

Moved Yvonne **Seconded** Fenton **Carried**

4. Matters Arising from the minutes

- Feedback requested from Clubs – only one responded

- Southland Short Course – will change from single age to traditional age groups (Sue to change, flyer, meet manager and swim central)

5. Correspondence Inwards

- Swimming NZ – AGM (Board Nominations), Admin minutes, Meet info, Affiliation fees, Police Vet
- Swimming NZ Trust AGM
- ILT – Funding
- BDO – Audit Clubs – Prizegiving nominations

6. Correspondence Outwards

- Mako's Committee – Letter re South Island SC Champs
- Southland Clubs – Eligibility Reports, Meet info, Feedback request, Prizegiving, AGM, Aff Fee info
- BDO – Audit

Roger will attend Swim NZ AGM – Sue to arrange travel and accommodation, Yvonne to attend Swimming NZ Trust as in Akld at NZ Short Course Champs

7. General Business

Prizegiving

- Trophy list updated and template created rather going off the previous year
- Ribbon Day - certificates not small keepsake trophies
- MC – Fenton
- Photographer – Elvira
- Board Members – all to present
- Life Members to be invited to present any trophies they have donated
- Para – weakness that they are not recognised for achieving in their own right - need to have a trophy
- Now all recipients finalised – invites will be sent out by Sue
- Sue has organised sponsors banners (Katrina to collect)
- Fenton suggested club banners
- #49 & #50 – wording “fastest swim by FINA points” – clarification sought that is for 1 single swim – Board agrees 1 single swim
- Recommendations – Board welcomes feedback from awards committee following this year's Prizegiving

Additional Administration

- Sue & Roger have meet around this and Sue presented the concept of Meet Coordinators role
- Roger raised this could help with the spreading of knowledge
- Sue has looked into funding – there is the ability to apply for assistance with this role
- Waric asked for timesheets to be completed and circulated around Board

Representational Teams

- Meets with no minimum qualifying standards will not have Southland representation status (Country & Town) Swimmers' will attend in Club teams
- NZ Short Course – Debbie Fenton has been approved as Assistant Manager should numbers attending allow, if not she will be a female chaperon and will be given the same respect from the team as the Coach and Manager
- NZ Short Course - Sue to approach SNZ around getting Debbie accredited so she is able to be on the pool deck as Brooke's support person
- South Island Short Course – Sue to request permission for Brookes Mum to her support person for the start of her races – rest of time she will be a spectator (if approved Fenton will discuss role with Fleur)

8. Health & Safety

- No incidents to report
- Sue presented notes from the Swim NZ's July Regional Admin zoom meeting - 5 key points of H&S
 1. Policy and Procedures - Who responsible updating these– EO or Board member
 2. Incident Register - All incident reports need to go to SNZ - need to call for these from Clubs each month
 3. Hazard Register – every time there is an incident this needs to be updated, it's a living document, so should be reviewing 2 hazards every meeting, share responsibility with venues so need copies of their registers
 4. People – staff and regular volunteers must be inducted
 5. Emergency Procedures – 1st Aid kit in rep bag and at all meets, be actively aware and remind people of procedures for each venue – announce, reduce risk for anyone working on own – eg club coach locking a pool in dark by themselves or coaching a group of children on own.
- Sue to meet with Roger to make a plan and then present at next meeting

9. Portfolio Reports:

Governance and Policies

- Sue and Fenton meet during month to discuss, Fenton presented concept that update polices as well create a much needed operations plan
- Board agreed in principal, Fenton to bring more info to next meeting
- Sue to circulate Southland Records Policy & Procedure along with the Team Managers Code of Conduct around the Board with the minutes, changes to be sent to Sue so amended documents can be circulated with Aug Agenda

Motion - That Swimming NZ's Technical Race Suite Policy & Member Protection Policy be adopted as the Swimming Southland Policies *Moved Yvonne* *Seconded Waric* *Carried*

Meeting moves into Committee – 9.10pm

Meeting re opened – 9.25pm

10. Financial Report

Term Deposit

- To be placed in an on call account at maturity date

Westpac Account

- Account has not actually been closed as requested – Waric follow up

Auditor

- Very slow in coming back with letter of engagement (reason busy with school audits and end of June balances) BDO was first contacted last week of April, quote finally received mid-July - \$4300.00 + GST - \$900 more than last year
- Sue has looked in legal requirements
- Constitutionally no requirement for Audit or for Auditor to be set at AGM
- Audit Professionals of Dunedin provided quote for Review - \$230.00 + GST
- Board agrees to conduct Audit this year as was agreed to at AGM but Audit/Review and Auditor to be discussed at AGM

Budget

- Sue presented budget – due to lack of time, will be circulated with minutes and discussed in more detail at next meeting
- Sue to purchase suitcase and cooking appliances (Check with M.P if has suitcase)
- Talent ID – cost from term 3 2021 will increase from \$15 to \$20

Accounts for payment between meetings - Fenton suggested that Board not need to see these unless Sue or one of the 2 members with signing authority feels an account is out of the ordinary

Motion - That the financial report is accepted

Moved Yvonne *Seconded Fenton* *Carried*

11. Meeting Closes: 9.45pm