

SWIMMING NELSON MARLBOROUGH INC.

Minutes of Board Meeting 12 noon Sunday 11 August 2013 ASB Aquatic Centre, Richmond

Present: Steve Fryer (Chair), Phil McMath, Sue Malthus, Jim Sinner, Brent Cheyne, Susie Foster, Hamsh Neill

In attendance: Margaret Young, Lindie Nelson (minutes)

1) **WELCOME** -- Steve welcomed everyone and apologised for the short notice of the meeting

2) **ELECTION OF CHAIR AND DEPUTY CHAIR**

That Steve Fryer be nominated as Chair *Moved Jim/Phil. Elected unopposed.*

That Hamish Neill be nominated as Deputy Chair *Moved Phil/Brent Elected unopposed.*

3) **APOLOGIES** -- Jos Pattison (Life Member)

4) **ACCEPTANCE OF DRAFT AGM MINUTES**

The draft minutes of the 2013 AGM were pre-circulated and briefly discussed to confirm wording.

That the draft AGM minutes be accepted as a fair and accurate record of the meeting.

Moved Steve/Jim/carried

The draft minutes can now be posted on the SNM website (as "draft"), along with Annual Report.

5) **CONFIRMATION OF MINUTES OF LAST MEETING (30 July 2013)**

That the minutes of the meeting of 30 July be confirmed true and accurate

Moved Jim/Steve/carried

6) **MATTERS ARISING FROM THE MINUTES**

- Adam & Eve towels - done
- Discuss start procedures (timing) with officials at Winter meet - done
- Nayland report back – will be done once Nayland provides further information
- Talk to Nelson Club treasurer about entry fee process and report back – done, sorted
- Solicit sponsorship for SI Champs - done
- Change name on bank account – carry forward
- Confirm extended time for pool bookings for Winter Meet - done
- Consider ideas for Coach Accreditation Funding – carry forward
- Advise State Insurance of insured value of assets – done. Steve noted that the advice went in 1 day late, so insurance may be a little higher
- Advise clubs about registration of officials - done

- Application to Pub Charities – carry forward
- SI Champs medals -- done, Sue will now give SI Champs ribbons to Hamish to take to meet
- Order copies of Annual Report and remits for AGM - done
- Remind clubs of AGM -- done
- Report back to coaching group on swim calendar decisions -- done

7) GENERAL BUSINESS

- **Board portfolios**

Sue requested that she be relieved of one of her two portfolios (fundraising & medals/ribbons), once the Nelson Club representative joins the Board. Hamish reported that Nelson is working on getting a new Board rep. It is also an option for Board members to ask someone else from their club to assist with their portfolio responsibilities.

Agreed that Hamish will be the event coordinator for Nelson events, also that Brent's portfolio covers the WOSP and SNM Strategic plan.

To confirm the same portfolios as members had last year with the addition of Hamish as Events Coordinator for Nelson events, Brent's portfolio to include Whole of Sport Plan and SNM Strategic Plan, and that one of Sue's portfolios (medals and fundraising) will go to the Nelson Club representative when they join the Board.

Moved Jim/Steve/carried

- **Club liaison**

Agreed to the following club liaison responsibilities:

Motueka – Jim
 Kaikoura – Jos
 Murchison – Brent
 Nelson South – Hamish
 Blenheim – Phil
 Nelson – TBC
 Remove Nayland Park

- **Hosting of C&T meet - invite clubs to express interest**

Jim explained that you can qualify for SI C&T in a yard pool, but cannot get 50m or 100/200 IM times (however these times can be obtained at other meets).

Jim will invite all NM clubs to express interest in hosting the NM C&T meet by 1 October so that the Board can consider offers at its October meeting.

- **Update on SI champs**

Phil reported good progress. Entries close 20 August then we will know numbers. Mostly it is replicating the SISS –just bigger! Jim will email the flier to Kent Stead & Mark O'Connor (cc Christian Renford) and encourage HP swimmers to enter since it is a zonal competition.

SI Champs merchandise is available, with an order form on the website.

Hamish noted the need to tape areas off and be strict about spectators not sitting with teams.

- **Update on timing gear**

Steve explained that John Elder of Nelson SC has been very helpful upgrading the timing gear. John would like to give us a quote to convert the timing gear to touch pads. This work would not happen right away, but we are interested in exploring the option.

Jim noted that there are 2 urgent things to fix – repair some cable clips and replace buttons. John has looked at both of these, but needs to price the buttons.

Moved

To authorise Steve and Jim to approve expenditure of up to \$1000 to upgrade cables and buttons, based on a quote from John Elder

Jim/Hamish/carried

Steve will also request a quote for a new pedestal to enable us to go to 10 lanes.

Still intend to use 8 lanes for SI Champs, unless there is a very large number of entries in which case it might be necessary to use 10 lanes to keep the session times manageable.

- ***SNM Banner***

Phil reported that Alex Lloyd has a quote of \$250 for 2 SNM banners (1200 x 2400).

Moved that the banners be purchased; final design to be approved by Jim and Phil.

Phil/Steve/carried

Phil and Jim will discuss whether to get portrait or landscape banners.

- ***Provision of meet results between sessions***

Following discussion with Andy Adair, Jim has agreed to place the MM backup file on the website as soon as possible after each session – this gives all the clubs the same access. Ideally we will have web access at each meet so it can be done poolside.

Jim to email clubs letting them know that this will be done in future and amend flier noting that every endeavour will be made to post the MM backup files asap each session. Andy will also talk to the coaches and encourage them to use this information between sessions.

- ***Payments***

Approved payment of \$895 invoice for lane counters, and payment to John Elder to reimburse him for components purchased to repair timing gear prior to Winter Meet

Moved Susie/Jim/carried

8) BOARD TIME

It was noted that the Winter Meet was run fabulously.

9) NEXT MEETING (DATE AND VENUE)

Following discussion it was decided to keep regular board meetings on Tuesdays, 7 pm. Hamish will advise whether the 2nd or 3rd Tuesday of the month works best. Meetings will be at WHK in winter and NSSC Club rooms in summer.

Next meeting: 10th or 17th September, 7 pm at WHK

Agenda items

- ASB and the NM Winter Meet organisation

Meeting closed at 13.19 pm

List of Tasks

- 1) **Susie** to change name on bank account
- 2) **All** to consider ideas for Coach Accreditation Funding
- 3) **Sue** to make application to Pub Charities
- 4) **Sue** to give SI Champs ribbons to Hamish to take to meet
- 5) **Jim** to post annual report and AGM draft minutes on website
- 6) **Jim** to invite NM clubs to express interest in hosting the NM C&T meet
- 7) **Jim** to email SI Camps flier to Kent Stead & Mark O'Connor (cc Christian Re)
- 8) **Steve and Jim** to get quote from John Elder and progress timing gear upgrade
- 9) **Phil** to purchase SNM banner (discuss layout with Jim)
- 10) **Jim** to email clubs and amend meet fliers noting that MM backup files will be posted asap after each session
- 11) **Hamish** to confirm preferred meeting schedule

Portfolios and Club liaison responsibilities

<i>Name</i>	<i>Position & Portfolios</i>	<i>Club Liaison</i>	<i>Phone No.</i>	<i>Mobile</i>
Steve Fryer	President, Chair Technical Committee	Golden Bay	544-5274	027-443-8551
Brent Cheyne	SNZ Review & Implementation, WOSP, SNM Strategic Plan	Murchison	544-1737	021-303-422
Hamish Neill	Coaching & Performance Club Cooperation Nelson Events Coordinator	Nelson South	539-4160	021-781-719
Phil McMath	Blenheim Events Coordinator SNM Rep to South Is Committee	Blenheim	03-578-8855 548-6991	021-458-161
Jim Sinner	Registrar, Website, Publicity	Motueka	548-8778	021-548-011
Sue Malthus	Fundraising Medals (one to go to Nelson rep)	Waimea	544-0377	027-309-1178
Susie Foster (See notes)	Finance, Treasurer	Nelson	548-1211	
Jos Pattison	Life Member	Kaikoura	544-6498	

Notes: Jos Pattison is not a board member but has agreed to act as liaison with Kaikoura Swimming Club. Club liaison for Nelson Swimming Club held open pending appointment of Board member from that club.