

SWIMMING NELSON MARLBOROUGH INC.

Minutes of Board Meeting 7.00 pm Tuesday 18 June 2013 WHK Board Room, Oxford St, Richmond

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

In attendance: Margaret Young, Lindie Nelson (minutes)

1) **WELCOME** - Steve welcomed everyone to the meeting

2) **APOLOGIES** - Jos Pattison, Lynn Anderson

3) **CONFIRMATION OF MINUTES OF LAST MEETING**

That the minutes of the meeting of 21 May be approved as true and accurate

Moved Jim/Hamish/carried

4) **MATTERS ARISING FROM THE MINUTES**

- **Publicity**- Hamish will notify Shuttersport about the SI events coming up
- Adam & Eve towels & embroidery quote: Towels \$19.50 and embroidery \$8.50 (+ GST).
Moved to authorise \$300 for purchase of 10 embroidered towels. Jim/Phil/carried
Karen to order.
- Nayland SC: Steve and Brent have met with Nayland. Nayland are seeking some legal advice regarding their situation, and will then report back.
- Golden Bay has purchased TM and invoiced SNM for 50%. Rioko will be recorder.
Moved to pay invoice from Golden Bay Jim/Susie/carried
- Invoice for catering sent to SNZ, but no money received yet.
- **Steve** to discuss start procedures (timing) when officials next meet. Carried forward.
- Follow up with Sport Tasman (Andy Morris) re High Performance Centre: Steve phoned to try to set up meeting, but has not heard back. Will re-try.
- Discrepancy between income and expense for national entries: Sorted – it was just mis-coding.
- “Entry Fee Process” – decided it was better for Susie to talk to Nelson Club treasurer about process. Once done, the process can be adopted and placed on website for all clubs.
- Belsham Trophy discussed and winner confirmed, to be announced at AGM. Jim following up possibility of reviewing criteria with Belsham family. Work in progress.
- Mainland application: Done
- Submission on regional constitution to SNZ: Done
- **All** to solicit sponsorship for SI Champs: Work in progress.

- Winter Meet: Input from coaches received – covered in Registrar’s report
- Pool booking: Done
- Swim calendar sent to clubs with request for dates for club meets. Done
- BSC confirmed 22 June is OK.
- **All** to consider ideas for Coach Accreditation Funding: carry forward.
- **Steve** to check his shed for pads for recording times by unregistered swimmers: Will do this week.

5) SECRETARY’S REPORT

Lindie spoke to her report and read out a thank you card received from Jos and Margaret P.

Moved to authorise payment of flowers Susie/Jim/carried

- Murchison query: do clubs need to be incorporated societies. Steve reported that a few years ago SNM inquired whether clubs needed to be incorporated, and there is no requirement. SNZ requires clubs to have rules specifying certain matters, but not that clubs be incorporated. Exemption from filing tax returns may only apply to non-profit incorporated societies – so may want to get legal advice. Lindie to report back to Murchison.

Moved adoption of Secretary’s report Jim/Hamish/carried

6) TREASURER’S REPORT

Susie distributed the cash report and current balances as of yesterday, and draft budgets for SI Champs and SISS Champs. There was discussion about whether the SI Champs will be the Zonal Meet – there has been no formal confirmation from the SI regional committee or SNZ. Phil will contact David Prattley.

Resolved to change our bank account name to Swimming Nelson Marlborough Incorporated.

Susie/Steve/carried

Susie will action name change with bank.

Moved to appoint Brown and Associates as auditors for 2012-13. Steve/Susie/carried

Phil is meeting with Sport Tasman tomorrow 9 am to discuss how profits for SS events are being shared. Hamish will try to come along. Proposal is that 100% of profit of SISS is returned to SNM to be shared as agreed with BSC, and that SNM will make a donation back to Sport Tasman.

- Entry fee process – already discussed.
- Annual budget: Susie will prepare a simple budget for discussion at next meeting and approval at AGM.

Moved adoption of the Treasurer’s report Susie/Jim/carried

7) REGISTRAR/RECORDS REPORT

Jim talked to his report.

- Winter meet -- Coaches requested a couple of long distance events for the Winter meet. These have been added. Hamish will book extended pool time for Winter meet. CLM will

be providing the pool at \$150 per hour so they will be sponsors of the meet. Agreed that there be no change to entry fees, retain penalty for late scratching, and \$100 prize.

- SNM constitution changes – Jim suggested that the Board consider some changes to the Country and Town meet – in particular the medals and rotation of the meet. Sue noted that it would be good to mirror what is done at SI C&T. They award nice ribbons (no medals at all).

There was discussion about what we are trying to achieve with this meet. Hamish noted that it's a well-loved meet, first meet of the new year and a shared meal. It was agreed that the meet should continue to be held at this time, but to replace medals with nice ribbons. Jim will submit a remit to the AGM to repeal the requirement for medals. The description of prizes for this meet can then be added to Standing Orders.

Steve said that the C&T meet no longer rotates around clubs because a 25m pool is required to qualify for the SI C&T meet, and thus has been held at Hampden Street in recent years. Jim will submit a remit to delete the rotation requirement from the Constitution and leave it to the Board's discretion as to where the meet will be held each year.

Moved adoption of the Registrar's report.

Jim/Phil/carried

8) PUBLICITY/COMMUNICATION REPORT

Nothing to report

9) FUNDING REPORT

The board's application to Trillian Trust for funding for medals and ribbons for the SNM Winter Meet and the South Island Championships was successful, with a grant of \$3994 (gst incl) received.

The board's application to Mainland Foundation for funding for lane counters and officials' shirts was partially successful. Funding of \$850 was granted for lane counters.

10) TECHNICAL

Phil noted that he had spoken to David Prattley and Wayne Rollinson. Option of using touch pads at SI champs has re-surfaced but there are lots of strings attached, including costs and liability. Agreed to stick with current arrangement – it is too late to be considering changes.

11) COACHING REPORT

Hamish reported that coaches in Nelson have met. Andy will be putting forward a proposal and is planning to talk to other coaches. The coaches appreciated the opportunity for input into the Winter Meet programme.

12) GENERAL BUSINESS

- Swimmers Trust

Margaret Young advised the Board that recipients of grants from the Swimmer's Trust this year are:

Sara Gane
Samuel McKencize
Clara Foster
Ellie Rukuwai

Amy Coulton

Margaret noted that some applicants did not meet the guidelines and she proposed a remit to clarify that Age Groups does not include Div 2 or Juniors. Lindie to prepare remit under Margaret's name.

There was also discussion about how the Trust account gets replenished. At present it is just through interest. An option is that 10-20c of the event entry fee for SNM meets (Summer champs, Winter champs and C&T champs) be dedicated to the Trust. It was agreed to determine this after considering the budget. (Agenda for next year)

- AGM arrangements

Moved to hold the SNM AGM on 4 August at 10 am at the Richmond Town Hall, subject to confirmation that the venue is available. Jim/Phil/carried

Brent will book the room. Margaret will order refreshments – tea, coffee, sandwiches, slice for 25. Lindie will finalise annual report for circulation to clubs by 5 July. Also remind clubs that if they do not provide their annual reports they are not be allowed to vote at AGM. Steve and Susie will provide their reports by end of June.

Following discussion it was agreed to no longer include in the annual report the number of meetings attended by each Board member and the names of observers at meetings.

- SNM Representative badges

Moved that rule 37.2 (SNM Badge and Bar) be interpreted as follows:

A Nelson Marlborough Representative pocket is awarded (once only) to any swimmer who has:

1. *competed at NAGs, or NZ Opens, or NZ Short-Course Champs or*
2. *competed at 5 meets comprising any combination of NZ Juniors, SI Champs, Division 2 (Buchanan Cup deleted) or*
3. *received a Country & Town Representative Pocket and competed at 4 meets listed in (2)*

Jim/Karen/carried

Resolved that:

1. the following swimmers be awarded Representative Badges in 2013:

Amy Coulton (Nelson South)
Clara Foster (Nelson South)
Kirsten Walker (Motueka)
Ellie Gaging (Nelson)
Rebecca Hull (Blenheim)

2. Bastian Guzinski (Nelson South) be awarded a Country and Town Representative Badge.

Steve/Sue/carried

Susie will order pockets. Hamish noted that pockets are dated. For future we should discuss option of a badge rather than the blazer pockets.

- Regional constitution update

Brent noted that our 2 submissions have been made. Auckland has made a substantial submission—it is on the front page of their website. Agreed to send clubs a link to the Auckland submission, noting that it makes many points that are relevant to clubs.

There has been no feedback from SNZ as to whether they will be making any changes to the draft regional constitution. We are in a holding pattern.

Our responsibility is to inform the clubs and let them make a decision, once the proposed regional constitution is available.

- **Coach Accreditation Funding**

Carried forward--look at in the context of the draft budget.

- **2013-14 meet calendar**

Phil noted that DiveRight in meets should be removed – they are for unregistered swimmers – and advised of some changes to the dates for BSC meets. It was also noted that the national meets calendar has not been confirmed by SNZ so the NM C&T meet and Summer champs are subject to possible change. No response was received from Motueka regarding its carnival, so it will be removed for now. Clubs can request changes to the meet calendar.

Approved 2013-14 NM Meet Calendar, subject to changes discussed and possible changes of SNM meets to accommodate national calendar.

Jim/Hamish/carried

Jim to post calendar on website and distribute to clubs.

- **Officials shirts**

Jim noted that we applied unsuccessfully for funding, but we should look professional for the upcoming SI meets.

Moved that we order 50 shirts and spread the costs over the 2 SI meets as an expense

Jim/Susie/carried

Sue and Phil will make order.

13) BOARD TIME

Phil tabled a seating plan for Stadium 2000. Hamish will prepare a club seating rotation once entries are in.

14) NEXT MEETING

Tues 30 July, 7 pm WHK Board room

Agenda items

Consider budget

AGM – update for clubs re the constitution (under general business)

List of Tasks

- 1) **Hamish** to notify Shattersport of SI events
- 2) **Karen** to order Adam & Eve towels
- 3) **Steve** to discuss start procedures (timing) when officials next meet
- 4) **Steve and Brent** to report back on Nayland, once further information is available.

- 5) **Steve** to re-try contacting Sport Tasman (Andy Morris) re High Performance Centre
- 6) **Susie** to talk to Nelson Club treasurer about entry fee process and report back
- 7) **Jim** to report back on discussions re review of Belsham Trophy criteria
- 8) **All** to solicit sponsorship for SI Champs
- 9) **Lindie** to report back to Murchison re incorporation requirements
- 10) **Phil** to contact David Prattley re SI Zonal Meet decision
- 11) **Phil and Hamish** to meet with Sport Tasman
- 12) **Susie** to change name on bank account
- 13) **Susie** to prepare annual budget
- 14) **Hamish** to extend time for pool bookings for Winter Meet
- 15) **Jim** to prepare a remit re SNM Country and Town Meet prizes
- 16) **Jim** to prepare remit (in Margaret's name) to clarify guidelines for Swimmer's Trust
- 17) **Brent** to book Richmond Town Hall for AGM
- 18) **Margaret** to order refreshments for AGM
- 19) **Susie and Steve** to email Lindie President's report and Balance Sheet by end of June
- 20) **Lindie** to circulate annual report
- 21) **Susie** to order SNM Representative blazer pockets
- 22) **Lindie** to send clubs the link to Auckland submission on regional constitution
- 23) **Jim** to distribute swim calendar to clubs and post on website
- 24) **Sue/Phil** to order officials shirts
- 25) **All** to consider ideas for Coach Accreditation Funding
- 26) **Steve** to check his shed for pads for recording times by unregistered swimmers.