

SWIMMING NELSON MARLBOROUGH INC.

Minutes of Board Meeting
7.00 pm Tuesday 21 May 2013
WHK Board Room
Oxford St
Richmond

- 1) **WELCOME** - Steve welcomed everyone to the meeting.
- 2) **APOLOGIES** - Jos & Lynn, and Lindie (Acting Secretary)
- 3) **CONFIRMATION OF MINUTES OF LAST TWO MEETINGS (16 April and 9 May)**
 - Minutes of 16 April. Hamish noted that there was an additional action to talk to Coaches about timing of the SNM Winter Meet.
That the minutes, with that addition, be approved as true and accurate.
Moved Jim/Sue/carried.
 - Minutes of 9 May. Brent noted that Karen and Susie were present and need to be added to the attendees.
That the minutes, with that addition, be approved as true and accurate.
Moved Hamish/Brent/carried.
- 4) **MATTERS ARISING FROM THE MINUTES**
 - Jim – additional wording on entry forms for secondary school meets – investigated and not required.
 - Karen – towels – carried forward
 - Sue - to prepare applications to Trillian and Mainland – to be considered under Fundraising item on the agenda
 - Steve - quote for lane counters – completed; provided to Sue.
 - Steve – has spoken to Gail at Nayland; meeting will happen soon. Carried forward.
 - Jim – to talk to Golden Bay re purchase of Team Manager software. Completed but needs to be chased again. Carried forward.
 - Lindie to email Amaka re missing SNM trophies - done
 - Lindie to thank NISSA, contact WoW and advise clubs of SNZ registration fees - done
 - Brent to talk to Susie about Profit and Loss reports (debtors and creditors) – not done, to be discussed under Treasurer's report.
 - Jos to organise catering for meeting with SNZ CEO – done. Susie to send invoice to SNZ for reimbursement as per email from C Renford.
 - Jim to prepare and circulate notes for agenda for meeting with SNZ CEO - done
 - Brent to send agenda to SNZ CEO - done

- Steve to discuss start procedures (timing) when officials next meet – carried forward
- Sue to talk to Waimea College about Tasman Sec Schools meet - done
- Lindie to talk to Margaret and then send information to clubs about Swimmer's Fund - done
- Lindie to email clubs re AGM date - done

5) SECRETARY'S REPORT

The Secretary's Report was discussed.

- Sport Tasman correspondence re High Performance centre. Steve and Brent have spoken to Sport Tasman (Andy Morris) and said would get back to him after next SNM Board meeting with some ideas. Board agreed to suggest that Sport Tasman meet with swimming coaches and other sports to get ideas and level of support.
- AUSTSWIM course – Board members were unsure what this correspondence was about.

That the Secretary report be approved.

Moved Sue/Susie/carried.

6) TREASURER'S REPORT

Susie circulated a report for November to end of financial year. (May-Nov 2012 was circulated for last meeting.) Overall, we have a slight surplus. Hamish queried the difference between income and expense for national entries. Susie to investigate; looks like some entry fee income might have been miscoded.

Susie tabled a draft "Entry Fee Process". Jim indicated that he would like to suggest a few minor changes. The Board agreed that Susie send this to the Nelson Club treasurer and indicate that the Board will be making a decision at the next meeting. If he would like to speak to this, he needs to contact Steve Fryer and indicate that he plans to attend.

Moved that the Treasurer's report be adopted

Susie/Sue/carried.

7) REGISTRAR/RECORDS REPORT

Jim presented his report, including a discussion of criteria for the Belsham trophy. Steve and Jim to discuss who should get the award, and possibility of a special award.

Moved that the Registrar's report be adopted:

Jim/Karen/carried

8) PUBLICITY/COMMUNICATION REPORT

Marlborough Express had good coverage of the Tasman Sec Schools meet including several photos. Shanine is corresponding with the Nelson Mail so there might be coverage there as well.

9) FUNDING REPORT

- Application to Trillian Trust for medals for SI Champs and ribbons for winter meet – Trust would not approve the application because the name on our bank deposit slip did match the name on our certificate of incorporation. Sue and Susie to get ANZ bank to email the Trust to indicate that they will accept the payment.
- Mainland – Apply for funding for lane counters and T-shirts. Best quotes for both are from Blenheim providers. Sue to finalise application and get Lindie to sign the minutes of Board minutes 16 April.

Moved adoption of funding report

Sue/Susie/carried.

10) TECHNICAL

Steve had nothing to report. Phil reported that Lesley Huckins is coming for both South Island events and will bring four qualified referees with her.

11) COACHING REPORT

Hamish reported that Andy Adair has started the process of establishing a coaches group for the region and will include Golden Bay, Murchison and Kaikoura. He will report back to Hamish again on progress.

Moved adoption of coaching report

Hamish/Phil/carried

12) GENERAL BUSINESS

- ***Whole of sport plan***

Brent has corresponded with Christian Renford re process for WOSP. No date has been set. Workshop will include one representative per region, SNZ board, staff and a few other stakeholders, so about 30 in total.

Comments

- WOSP is not just “whole of sport” it is also “whole of country – at all levels of the sport”
- The WOSP should be clear about the roles and responsibilities of SNZ and the regions, especially important because the new constitution will require us to comply with the WOSP (Brent)
- We would some indication of funding to support the regions in any new responsibilities they would be asked to undertake (Brent, Phil)
- Essential to have clear pathways and support for coaches, swimmers, officials and administrators at all levels (Hamish, Steve, Jim)
- In sum, WOSP needs to show how activities, funding and support flow through the entire organisation to support the pathways (Hamish)
- Want the WOSP to show where the funding is to come from. Regions need financial support from national level (e.g. Sport NZ) or the plan will fail. Current arrangements are so expensive they are not sustainable (Phil).
- There is a risk that the WOSP will include “unfunded mandates” which are therefore unachievable. Regions will then be in breach of their obligations under the new regional obligations and subject to sanction by SNZ.
- Regional constitutions require that WOSP is binding on regions. SNZ needs to accept that it is also binding on the national body.

- ***Submission on regional constitution***

No comments received from clubs.

Moved that the draft submission be approved as final and sent to SNZ.

Brent/Phil/carried.

- ***SI Champs***

Phil noted revised To Do list has been sent.

Sponsorship sold this morning to Heritage Aviation museum for \$200. Board members to all help solicit sponsorships; Phil to send PDF of sponsorship form.

Pool seating plan has been tested; plan has 450 persons with space for 50 more if needed.

Need 2 swimmers, one for each meet, to read the Swimmers Declaration at the beginning of the meets.

Decision on lane counters and T-shirts needed by June meeting.

- **2013-14 Swim Calendar**

Phil tabled the dates requested by Blenheim SC. Hamish presented comments from the coaches (Eileen, Tim and Andy, and Andy has also spoken to other coaches)

Moved that the date of the SNM Winter Meet be 10-11 August. Jim/Susie/carried

Jim to send a Winter Meet flier from last year to Hamish to forward to coaches for their input. Hamish to talk to Vaughn at CLM about booking the pool.

Moved that Jim or Lindie send a tentative swim calendar to clubs and ask them to submit their requested dates for club meets by Friday 14 June, for the next Board meeting. Jim/Hamish/carried

Phil will discuss with BSC the proposed regional calendar and come back to the board with revised BSC dates.

- **Profit sharing for So Island meets**

Noted that in the past the region has retained the entire profit from hosting of SI meets.

Moved that the Board has the discretion to retain entire profit, but in this case in recognition of the significant effort being put in by Blenheim SC, we agree to a 50-50 profit share with the club for the SI Sec Schools and the SI Championships.

Brent/Jim/carried.

- **Coach Accreditation Funding**

The issue was raised but requires more thought. Steve asked Board members to come back with ideas to the next meeting.

- **Call for SGM**

Brent noted that there is no certainty yet as to date when new Regional Constitutions will be available, so we cannot set the date of an SGM yet.

Jim proposed that the status of the SNM Country & Town Champs be reviewed as part of the transition to the new Constitution. It was noted that this can be dealt with in the new bylaws if we have a new Constitution, otherwise it will need to be done via a remit to the AGM.

- **Invoicing policy and procedures** – carried forward to next meeting.

13) BOARD TIME

- SI C&T CUP – Hamish reported that the missing cup has been located by Southland and that it was given to him at the Div II meet. The board agreed that the cup should be

held by Waimea SC in recognition of the outstanding performances in leading Swimming Nelson Marlborough's team that won this cup.

- Phil noted that printing of pads for recording times by unregistered swimmers would cost \$150. Steve noted that he may have some in his shed, and will check.

14) NEXT MEETING

Tuesday 18 June 7 pm, WHK

Meeting closed at 9:30 pm.

Agenda items

- Entry Fee Process
- 2013-14 Meet Calendar
- Coach Accreditation Funding

List of Tasks

- 1) **Karen** to get quotes for Adam & Eve towels & embroidery
- 2) **Steve and Brent** meet with Nayland SC (in progress)
- 3) **Jim** to follow up with Golden Bay SC about purchasing TM
- 4) **Susie** to invoice SNZ for catering for meeting with SNZ CEO
- 5) **Steve** to discuss start procedures (timing) when officials next meet
- 6) **Steve and Brent** to follow up with Sport Tasman (Andy Morris) re High Performance Centre
- 7) **Susie** to investigate discrepancy between income and expense for national entries
- 8) **Susie** to send draft "Entry Fee Process" to Nelson Club treasurer and advise him to contact Steve Fryer if he wishes to attend the next Board meeting.
- 9) **Steve and Jim** to discuss Belsham Trophy
- 10) **Sue** to finalise Mainland application
- 11) **Brent** send submission on regional constitution to SNZ
- 12) **All** to solicit sponsorship for SI Champs (**Phil** to forward form)
- 13) **Jim** to send a Winter Meet flier from last year to Hamish to forward to coaches for their input.
- 14) **Hamish** to talk to Vaughn at CLM about booking the pool.
- 15) **Jim or Lindie** to send a tentative swim calendar to clubs and ask them to submit their requested dates for club meets
- 16) **Phil** to discuss dates with BSC.
- 17) **All** to consider ideas for Coach Accreditation Funding
- 18) **Steve** to check his shed for pads for recording times by unregistered swimmers