

SWIMMING NELSON MARLBOROUGH INC.

Minutes of Board Meeting 7.00 pm Tuesday 30 July 2013 WHK Board Room, Oxford St, Richmond

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

In attendance: Margaret Young, Lindie Nelson (minutes)

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

2) **APOLOGIES** – Phil McMath

Moved Jos/Susie/carried

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

That the minutes of the meeting of 18 June 2013 be approved as a true and accurate

Moved Jim/Karen/carried

4) **MATTERS ARISING FROM THE MINUTES**

- Shattersport notification - done
- Adam & Eve towels – carried forward
- Start procedures (timing) – Steve will discuss at winter meet
- Nayland report back -- waiting for Nayland to come back with further information
- Contact Sport Tasman (Andy Morris) re High Performance Centre – Steve tried contacting but there has been no response, Brent has promoted idea with CE from Sport Tasman.
- Talk to Nelson Club treasurer about entry fee process and report back – carried forward.
- Belsham Trophy criteria – Jim reported that no response was received from Alex Coomb-King. It is now too late to change the constitution, but can be considered when (if) new constitution adopted.
- Solicit sponsorship for SI Champs -- Lanes are all taken and 3 event sponsors secured, there are still spaces for a few more event sponsors.
- Report to Murchison re incorporation requirements - done
- Contact David Prattley re SI Zonal Meet decision -- Brent followed up in Phil's absence. The name will be Southern Makos, with blue/silver colours. Hamish has discussed with coaches—Andy Adair happy to be NM nominee as selector for interzonal competition team.

Moved

That Andy Adair be appointed as NM representative on the SI Zone selection panel for a 12 month period

Hamish/Brent/carried

- Meeting with Sport Tasman – done

Moved

As discussed with Sport Tasman, from the proceeds of the meet there will be a donation to Sport Tasman to cover incidental costs and accommodation. The profit (after these costs) will be shared 50:50 with BSC

Jim/Susie/carried

- Change name on bank account – carry forward
- Prepare annual budget – done (discussed below)
- Extend time for pool bookings for Winter Meet – request put in. Will confirm time by the end of this week.
- Remit re SNM Country and Town Meet prizes - done
- Remit to clarify guidelines for Swimmer's Trust - done
- Book Richmond Town Hall for AGM - done
- Refreshments for AGM - done
- President's report and Balance Sheet - done
- Circulate annual report - done
- Order SNM Representative blazer pockets - done
- Send clubs the link to Auckland submission on regional constitution – not done, but no longer necessary since SNZ sent out information re all submissions
- Distribute swim calendar to clubs and post on website - done
- Order officials shirts - done
- All to consider ideas for Coach Accreditation Funding – carry forward
- Steve to check his shed for pads for recording times by unregistered swimmers - done.

5) **SECRETARY'S REPORT**

Lindie noted the Secretary's report was pre-circulated, with no matters needing follow up.

Moved adoption of the Secretary's report

Karen/Hamish/carried

6) **TREASURER'S REPORT**

- Annual accounts

Susie circulated the audited financial statements for 2012/13. Profit is better than last year because we had less donations and grants this year. Agreed to include the audited accounts in the hard copy of the SNM Annual Report.

There was discussion about the NM Swimming Trust. Steve reported that some work was done in the past to formalise the Trust as a legal entity. Brent noted that under common law it could be deemed to be Trust. The funds are held in a special term deposit and interest is reinvested.

Moved adoption of the annual accounts

Susie/Brent/carried

Items on the Asset register were discussed and changes agreed. Steve will advise State insurance of insured value.

- Draft Budget 2013-14

Susie circulated a draft budget, using estimates of income and costs based on last year and YTD. It was noted that computer software cost not required, since relying on clubs' software.

- Other matters

Susie raised a point about allocation of sponsorship income from SI meets, and confirmed that Nayland Club should not be invoiced for club fees.

Moved adoption of the Treasurer's report.

Susie/Hamish/carried

7) REGISTRAR'S REPORT

Jim spoke to his pre-circulated report. The Winter Meet arrangements are in hand. SNM Calendar needs to be confirmed (discussed under general business).

- SNZ Database – technical officials

SNZ has offered that technical officials can be listed on the SNZ database as non-voting members for no fee. We need to decide whether SNM wants to pay to register some officials on the database. For officiating at national meets, there has been some suggestion that officials who are registered as voting members will be selected over non-voting members.

Agreed that SNM will pay SNZ registration fees for referees and starters.

Jim to advise clubs that they should register their referees and starters on the SNZ database and then invoice SNM for the costs. For any other officials, it is up to clubs and individual officials how they choose to register.

- Records

Jim noted that he had corrected and updated the records. The updated record set (to 30 April 2013) will be included in the hard copy of the SNM Annual Report.

Moved that the records listed in the Registrar's Report be confirmed and that the report be approved.

Jim/Jos/carried

Moved a vote of thanks to Jim for his work as Registrar over the last year.

Brent/Susie/carried

8) PUBLICITY/COMMUNICATION REPORT

There was good coverage for the SISS in Nelson Mail.

9) FUNDING REPORT

Resolution

It was agreed to apply to Pub Charity for a donation to cover the cost of 400 chairs for 3 days at the South Island Swimming Champs.

Sue/Jim/carried

I certify that this is a true and correct record of a resolution passed at this meeting.

Lindie Nelson
Secretary
Swimming Nelson Marlborough

Sue will give Steve the SI Champs medals to take to Blenheim.

10) TECHNICAL

Nothing to report

11) COACHING REPORT

Nothing to report

12) GENERAL BUSINESS

- *SNM Calendar*

Coaching group has provided suggestions to alter the NM Swim Calendar including removing the time trial and consolidating the Summer champs to a single weekend in early February at Nayland. There was extensive discussion of the proposals, including the value of the time trial and the importance of encouraging LC swimming from January onwards.

It was agreed to retain the time trial for further discussion, and swop the 2 weekends for the NM Age groups. Hamish will report back to the coaching group with the reasons for the Board's decisions.

- *Composition of Board*

Hamish, Jim, Sue, Phil, Steve, Brent, Susie are all willing to stand. A nomination form has been received for Phil. Steve will nominate the remainder. Brent is proposing to stay on the Board to see the SNZ review process through. Steve is willing to stand for President.

Jos would like to stand down from Board but attend meetings as a Life Member and stay on the Awards Committee.

- *Items for discussion at AGM*

Include discussion of SNZ review (Brent's presentation) and Whole of Sport Plan submission. Brent read out a draft of his report to the AGM on implementation of the SNZ Review. It was agreed to remove section on 'Plan B' regarding the size of clubs.

Thank retiring Board members.

Lindie to send a reminder to clubs re AGM and note the meeting will give an update on the SNZ Review.

- Annual Report copies for AGM

Lindie to arrange for 40 copies of Annual Report (with blue cover) and 40 copies of the remits.

- SNZ Database – covered already

- Regional Constitution Update

Brent advised that the SNZ Board will discuss the regional constitution at a meeting in the next couple of weeks. The key change we are looking for is removal of 50 member minimum for each club.

13) BOARD TIME

The success of Lauren Boyle -- who placed 3rd in 400 Free at the World Champs in Barcelona – was acknowledged.

Lindie was thanked for putting together the Annual Report.

Steve thanked everyone around table, including Margaret, for their contributions during the year. Hamish recorded the Board's appreciation for Brent's work leading the response to the SNZ Review.

Steve was thanked for his commitment to leading the Board during a difficult year.

14) NEXT MEETING (DATE AND VENUE)

To be determined following AGM.

List of Tasks

- 1) **Karen** to order Adam & Eve towels
- 2) **Steve** to discuss start procedures (timing) with officials at Winter meet
- 3) **Steve and Brent** to report back on Nayland, once further information is available.
- 4) **Susie** to talk to Nelson Club treasurer about entry fee process and report back
- 5) **All** to solicit sponsorship for SI Champs
- 6) **Susie** to change name on bank account
- 7) **Hamish** to confirm extended time for pool bookings for Winter Meet
- 8) **All** to consider ideas for Coach Accreditation Funding
- 9) **Steve** to advise State Insurance of insured value of assets
- 10) **Jim** to advise clubs about registration of officials
- 11) **Sue** to make application to Pub Charities
- 12) **Sue** to give SI Champs medals to Steve to take to meet
- 13) **Lindie** to order copies of Annual Report and remits for AGM
- 14) **Lindie** to remind clubs of AGM
- 15) **Hamish** to report back to coaching group on swim calendar decisions