



SNM BOARD - Meeting Minutes

Date: Monday 7 December 2020

Time: 6:00pm

Venue: OneFortyOne

Attendees:

Members: Dave Hall, Lees Seymour, Patsy Berriman, Pete Harman, Bob Richards (via Teams)

Absent: Andrew McKay

Minutes: Fiona Lulham

Apologies: n/a

Item #:	Discussion:	Action Points:
1.	<p>Welcome Dave acknowledged that a quorum was present so called the meeting open at 6:02pm. Dave welcomed everyone to the meeting.</p>	
2.	<p>Apologies Late apology was received from Andrew.</p>	
3.	<p>Confirmation of previous minutes <i>It was moved to accept the minutes of the previous meeting (13 October 2020) as a true and accurate record.</i> <i>Moved/seconded: Lees/Pete</i> <i>Carried unanimously</i></p>	
4.	<p>Matters Arising & Tasks</p> <p>1. Fiona to organise audit of 2019/2020 accounts. Fiona contacted Smart Assurance and Audit Professionals. <i>It was moved to appoint Audit Professionals to conduct a Review of the 2019/2020 Financial Statements.</i> <i>Moved: Dave</i> <i>Carried unanimously</i></p>	AP1

	2. Fiona to put Designated Meets on agenda for December meeting – completed.	
6.	<p>Chair Report</p> <p>Dave’s report for the MC was tabled as read.</p> <ul style="list-style-type: none"> • It was noted that it was great to get some media coverage of the SNM swimmers making national teams. Would be good to get some coverage in Blenheim re Jack Bugler’s recent successes. • Dave unable to make the next Regional Chair Call. Patsy to sit in on the meeting. 	
7.	<p>Treasurer Report</p> <p>Verbal report provided.</p> <p>Bank account balances:</p> <ul style="list-style-type: none"> • Everyday a/c – 33555.58 • Wendy Fryer a/c – 2068.13 • Term Deposit 42 – 24527.78 • Term Deposit 44 – 25922.93 (Swimmers Fund) • Term Deposit 48 – 11343.28 <p>Xero almost finalised. Need to bring previous balances over.</p> <p>A P&L was circulated at the meeting showing a small monthly loss for November but an overall profit of \$14,678 for the year. It was agreed that monthly accounts would be included with the meeting papers prior to the meeting.</p> <p>Consolidate ANZ accounts: It was agreed to move the smaller balance to the account with the larger balance.</p> <p>Fiona to give cheque book to Dave.</p> <p>Changing FY balance date to 30 June to fall in line with SNZ. Pete to provide report on changing the balance date. Will also need to have a look at the Standing Orders.</p>	<p>AP2</p> <p>AP3</p> <p>AP4</p>
8.	<p>Registrar’s Report</p> <p>Patsy discussed the format of the LC Champs meet. This will be discussed at the MC meeting.</p> <p>Discussion around 10 designated meets including:</p> <ul style="list-style-type: none"> • Every meet having a purpose and working with clubs to prepare them for this. • Less onerous to run Development meets • An opportunity to clean up the calendar • Different focus for Junior Swimmers • To be successful, everyone will need to have a different mindset towards meets. <p>It was agreed to wait for SNZ guidelines. Patsy to ask at SNZ Regional Chair and Admin meetings when we could expect these.</p>	AP5
9.	Ratify e-decisions	

	No e-decisions were made since the last meeting.	
10.	General business There were no additional matters raised under GB.	
11.	Date of next Board meeting 6:00pm Monday 15 February, venue to be confirmed.	
12.	Close of meeting Dave thanked everyone for their time and called the meeting to a close at 6:26pm	

ACTION PLAN:

Action Point:	Action:	Due Date:
AP1	Fiona to organise audit of 2019/2020 accounts	Feb mtg
AP2	Fiona and Andrew to finalise the changeover to Xero	Feb mtg
AP3	Fiona to give Dave the cheque book to ANZ account	asap
AP4	Pete to look at changing balance date to 30 June to fall in line with SNZ (and how this affects Standing Orders)	Feb mtg
AP5	Patsy to ask when SNM can expect guidelines from SNZ regarding designated meets	Feb mtg