



SNM BOARD - Meeting Minutes

Date: Monday 15 February 2021

Time: 6:00pm

Venue: Boardroom, Sport Tasman

Attendees:

Members: Dave Hall, Lees Seymour, Pete Harman, Bob Richards (via Skype)

Minutes: Fiona Lulham

Apologies: Patsy Berriman, Andrew McKay

Item #:	Discussion:	Action Points:
1.	<p>Welcome Dave acknowledged that a quorum was present (need 4 members) so called the meeting open at 6:01pm. Dave welcomed everyone to the meeting.</p>	
2.	<p>Apologies Apologies from Andrew McKay and Patsy Perriman were noted and accepted.</p>	
3.	<p>Confirmation of previous minutes <i>It was moved to accept the minutes of the previous meeting (7 December 2020) as a true and accurate record.</i> <i>Moved/seconded: Bob/Pete</i> <i>Carried unanimously</i></p>	
4.	<p>Matters Arising & Tasks</p> <ol style="list-style-type: none"> 1. Fiona to organise audit of 2019/2020 accounts with Audit Professionals. This is underway. 2. Fiona and Andrew to finalise changeover to Xero. Almost complete. 3. Fiona to give Dave cheque book. Completed. Fiona to provide NBS bank details to Dave and Pete to transfer funds from ANZ account. 	AP1

	<p>4. Pete to look at changing balance date to 30 June to fall in line with SNZ (and how this affects Standing Orders). Pete presented report to the Board. All agreed that SNM should change its balance date, however the Board will seek feedback from member clubs (who may need to alter their AGM dates) before making a resolution. Dave thanked Pete for his work on this and for providing such a comprehensive report.</p> <p>5. Patsy to ask when SNM can expect guidelines from SNZ regarding designated meets. Carried over.</p>	<p>AP2</p> <p>AP3</p>
<p>5.</p>	<p>Ratify e-Decisions <i>It was moved to ratify the e-decision of 20 January 2021 to roll over the term deposit (ac 42) for a term of 12 months.</i></p> <p style="text-align: right;"><i>Moved: Dave Hall Carried unanimously</i></p>	
<p>6.</p>	<p>Chair Report Dave's report for the MC was tabled as read.</p> <ul style="list-style-type: none"> • Dave's intention to stand down from the Board and Management Committee at the AGM was noted. • Dave thanked NBS for their sponsorship of the SNM summer meets. It is great to have their support. Dave (and Fiona) to organise thank you letter. • As an FYI, Dave updated the Board that Drug Free Sport are available to run a workshop after the Swim Clinic and TOCS course being run by Donna Bouzaid. • Received correspondence from Hamish Neill who would like to receive minutes of the Board and MC meetings. It was agreed that all Life Members would receive minutes; and Pete and Bob to receive minutes of the MC meetings. Fiona to action this. • Dave will be attending the Regional Chair's meeting on Thursday which will be the first meeting in many months so is looking forward to being able to provide an update. 	<p>AP4</p> <p>AP5</p>
<p>7.</p>	<p>Treasurer Report P&L and Balance Sheet were tabled as read.</p> <ul style="list-style-type: none"> • It was noted that the ANZ bank account "SI Centre Champs" was not included in the Balance Sheet. This is because the account did not appear in the previous year's Financial Statements. • In Current Liabilities, the Combined Clubs Coaches Development Fund was used to fund the 2019 TOCS course; the Nayland Park assets have been disposed of and the SNM Swimming Fund needs to be adjusted. <p><i>It was moved to accept the Treasurer's Report.</i></p> <p style="text-align: right;"><i>Moved/seconded: Lees/Dave Carried unanimously</i></p>	

8.	Registrar's Report No Registrar's Report for this meeting.	
9.	General business There were no additional matters raised under GB.	
10.	Date of next Board meeting Confirmed for 6:00pm Monday 12 April, Sport Tasman Boardroom (Venue tbc).	
11.	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 provide bank details to Dave and Pete.	asap
AP2	Board to seek feedback from member clubs re proposed change of balance date. Fiona to email clubs.	asap
AP3	Patsy to ask SNZ when guidelines for Designated Meets can be expected.	April mtg or sooner
AP4	Dave/Fiona to organise thank you letter for NBS.	asap
AP5	Life Members to receive meeting minutes; Pete and Bob to receive MC minutes.	Ongoing.