

# SWIMMING NELSON MARLBOROUGH INC.

## DRAFT MINUTES OF BOARD MEETING

7.00 pm Tuesday 8 September 2015

Tangaroa Room, Cawthron

Nelson

**Present:** Steve Fryer, Jim Sinner, Mandy Bishop, Hamish Neill

**In attendance:** Lorraine McMath, Christine Fisk, Steve Fox, and Melinda Baigent

1. WELCOME & ELECTION OF BOARD CHAIR. Steve welcomed all and called for nominations for the Board Chair

*Moved to nominate Stephen Fryer*

*Jim/ Hamish/carried*

Steve accepted the nomination but noted that this will be his last year.

There were no further nominations and Steve was declared duly elected.

2. APOLOGIES – Phil McMath, Susie Foster, Jos Pattison and Margaret Young

3. CONFIRMATION OF MINUTES OF LAST MEETING (16 July)

*Moved that the minutes of the 16 July meeting of SNM are a true and correct record*

*Mandy/Jim/carried*

4. MATTERS ARISING AND TASKS

- Nayland Pool: Paul Newton will give us a surveying certificate for the pool. No cost to SNM
- MM6: Tasman and NSSC have agreed to purchase the software upgrade, for which SNM will reimburse them using our grant
- KPIs - on agenda
- Standing Orders:
  - Best CC swimmer – part of awards criteria discussed in general business
  - Decathlon – Hamish to write a description and then discuss at coaches meeting. Hamish to work with Jos.
- Pathway: still nothing from SNZ. Hamish described the current criteria for the Pathway to Podium which he had to research- no advice was provided. Hamish will follow up with Christian.
- Scoreboards: Defer to Management Committee
- Independent Board member: Sport Tasman has recommended Ross Butler. Important to get an independent member, but no rush while still sorting out the division between Board and Mgt Committee
- Transporting touchpads: Tasman has secured a trailer that is big enough to fit the touchpads on the trolley. Happy to have it used to transport the touchpads.
- SS champs: Need to advise Sport Tasman that they gave out more medals than was indicated in the flier. If they charge us for these, it will reduce the surplus from the meet.
- Meeting of clubs & coaches re swim calendar: Jos is working on this.

5. RATIFICATION OF 2015 AGM MINUTES

It was noted that Lorraine McMath needs to be added to list of those present.

*Moved to ratify the draft minutes of the 2015 AGM, subject to being amended to add Lorraine to list of those present* Jim/Steve/*carried*

6. SECRETARY'S REPORT

*Moved to accept the Secretary report* Hamish/Steve/*carried*

7. TREASURER'S REPORT

- 2015-16 Budget

*Moved to approve the budget as presented to the AGM* Jim/Steve/*carried*

- Approve payment of bills as per Susie's email of 6 September;

*Moved approve payment of bills totalling \$11944.18* Jim/Mandy/*carried*

It was confirmed that SNM will keep paying the awards levy for competitive swimmers registering this year. Next year this cost will be passed on to swimmers, as most regions do.

8. STRATEGIC PLAN, BUSINESS PLAN, KPIs

- Review 2014-15 KPI performance

Mandy has circulated performance report and recommendations. These were discussed and the following changes agreed:

KPI 5 – Strategic and Business Plan – change to mostly achieved

KPI 1 – Jim to provide data on SI C& T attendance by SNM swimmers

*Moved to adopt performance report with the above amendments* Jim/Mandy/*carried*

Lindie to forward the report to SNZ.

- 2015-16 KPIs

Mandy suggests we rollover the 2014-15 KPIs, but they should be reviewed in detail at the next Board meeting. Club KPIs should align with regional KPIs (once finalised). It was agreed to merge the goals & actions appendix from Strategic and Business Plan with the KPIs. Mandy will prepare a draft for the next Board meeting.

The current Strategic and Business Plan should be circulated to the Board and Mgt Committee

SNZ is looking for feedback on regional KPIs, which we can provide following the next meeting.

9. GENERAL BUSINESS

- Appoint Management Committee

Standing Order provides for establishment of Mgt Committee.

*Moved that the Board appoint to Management Committee the following people: Steve Fryer, Hamish Neill, Susie Foster, Phil McMath, Mandy Bishop, Jim Sinner, Steve Fox, Lorraine McMath, Christine Fisk, Melinda Baigent, and Glen Anderson*

Jim/Hamish/*carried*

*Moved that Life Members are welcome to attend Board and Mgt committee meetings at any time*

Hamish/Jim/*carried*

It was agreed that the Mgt Committee would appoint its own chair.

- SNZ AGM: Attendance & Business & airport transfer details

*Moved that Steve Fryer be our delegate to the SNZ AGM*

Jim/Hamish/*carried*

Steve will book tickets and advise SNZ

- Approve Standing Orders

*Moved* to confirm the Standing Orders as last amended by the Board in July 2015

Jim/Steve Fryer/*carried*

- Review delegations – meet fliers etc

The Board needs to consider the spending authority delegated to the Mgt Committee.

*Moved* to authorise the Management Committee to approve expenditure provided that it is within the budget approved by the Board

Mandy/Steve/*carried*

Portfolio assignments were deferred to the Mgt Committee. The strategic plan should be reviewed first to ensure that the portfolios are for the most important tasks.

- Set Board meeting dates for the year

Agreed that

- the Board will meet on the 4<sup>th</sup> Tues of every other month
- the Management Committee will meet on the 2<sup>nd</sup> Tues of each month.

- BSC items

- Funding for candidates for Sportsperson of the year Dinner

*Moved* to pay the dinner tickets for any finalists at the Tasman or Marlborough Sportsperson of the Year

Jim/Mandy/*carried*

- Confirm the summer season dates

The Mgt Committee will do this after coaches meeting (October)

- Race/Poolside etiquette reminder

It was agreed the Technical Committee will draft a note about race etiquette/poolside protocol. Steve will discuss with Technical Committee. Lindie will circulate to clubs.

- NZ Swimming Trust contribution

Canterbury West Coast would like to see a system that ensures equitable contribution from regions to the NZ ST. In the past NZST has supported swimmers mostly over 17. We have not contributed much but neither has our region benefited directly. The international swimmers generate enthusiasm for the sport – but they don't come to the regions much!

*Moved* to support the remit going on the agenda and to indicate to Canterbury that we will support it at the level of \$1 per competitive swimmer

Jim/Mandy/*carried*

## 10. BOARD TIME

Hamish noted that we need to vote for a SNZ Board member. The candidate is Simon Perry, Chair of Swimming Waikato.

*Moved* to vote for Simon Perry

Jim/Hamish/*carried*

## 11. NEXT MEETING – 24 November

Agenda items:

- Approve audited accounts for 2015
- Approve KPIs for 2015/16

Meeting finished at 8:45 pm