



## SNM BOARD - Meeting Minutes

**Date:** Tuesday 9 June 2020

**Time:** 6:00pm

**Venue:** OneFortyOne

**Attendees:**

Members: Dave Hall, Lees Seymour, Patsy Berriman, Sarah Woodhouse (via Teams),  
Susie Foster (via Team)

Minutes: Fiona Lulham

**Apologies:**

Nicky Douglas

Item #:	Discussion:	Action Points:
1.	<p><b>Welcome</b> Dave acknowledged that a quorum was present so called the meeting open at 6:02pm.</p>	
2.	<p><b>Apologies</b> From Nicky were accepted.</p> <p style="text-align: right;"><i>Moved/seconded: Dave/Patsy Carried unanimously</i></p>	
3.	<p><b>Confirmation of previous minutes</b> <i>It was moved to accept the minutes of the previous meeting (6 April 2020) as a true and accurate record.</i></p> <p style="text-align: right;"><i>Moved/seconded: Dave/Patsy Carried unanimously</i></p>	
4.	<p><b>Matters Arising &amp; Tasks</b></p> <ol style="list-style-type: none"> <li>1. Swimmers Fund – Susie presented breakdown of SNM meet profitability (see Treasurer’s report for further detail) – completed.</li> <li>2. Swimmers Fund – the Board approved the changes to the Fourth Schedule Swimmers Fund (see below) – completed.</li> </ol>	

	<p>3. SNM Affiliation Fees – the Board approved that the SNM fees remain the same for 2020/2021 (ie, no discount) – completed.</p> <p>4. High Level Financial Information – provided to SNZ by Susie – completed.</p> <p>5. SNM Alumni Programme – the Board agreed to progress the Alumni programme – Fiona to liaise with SNM clubs (move to MC tasklist) – completed.</p>	
5.	<p><b>Chair Report</b> Dave’s report (prepared for the Management Committee) was tabled as read.</p>	
6.	<p><b>Treasurer Report</b></p> <ul style="list-style-type: none"> <li>- Prior to the meeting Susie circulated the meet reconciliations for the SNM meets, along with a profitability report for the SNM meets from 2015 to current.</li> <li>- The profit for LC Champs and SC Champs has decreased significantly over the past 5-6 years due to increase in lane hire costs; heats &amp; finals format; increase in number of sessions; cost of medals &amp; ribbons; imposed limits on number of entries. Profit for C&amp;T is fairly constant due to low lane hire costs (exception was 2018 when meet was moved from HSS to RAC due to weather).</li> <li>- It was agreed that a review of SNM meets should be undertaken after the AGM – look at expenses; entry fees; profit split and funding split models recognising that meet profit should be an important revenue stream for SNM.</li> <li>- Swimmers Fund – need to understand the history and conditions of the fund. Dave to follow up with Hamish Neill.</li> </ul> <p><i>Susie moved that the meet reconciliations be accepted and profit payments be made to the respective clubs.</i></p> <p style="text-align: right;"><i>Moved/seconded: Susie/Sarah Carried unanimously</i></p> <p><i>Susie moved that the apportionment of statutory liability insurance be accepted and all SNM clubs are invoiced for their share.</i></p> <p style="text-align: right;"><i>Moved/seconded: Susie/Sarah Carried unanimously</i></p> <p><i>Lees presented receipts from Melinda Baigent and asked that she is reimbursed for the costs incurred to protect the Picolo from damage when in transit.</i></p> <p style="text-align: right;"><i>Moved/seconded: Susie/Dave Carried unanimously</i></p>	<p>AP1</p> <p>AP2</p> <p>AP3</p> <p>AP4</p> <p>AP5</p>
7.	<p><b>Registrar’s Report</b> Patsy’s report was tabled as read.</p>	

8.	<p><b>Ratify e-decisions</b> The e-decision to accept the changes to the Fourth Schedule Swimmer's Fund was ratified.</p> <p style="text-align: right;"><i>Moved/seconded: Dave/Patsy Carried unanimously</i></p>	
9.	<p><b>General business</b></p> <ol style="list-style-type: none"> <li>1. SNM Alumni Programme – see above Tasklist</li> <li>2. SNM Highlights – ideas to be collated with those from MC and a draft presented to the Board before deadline</li> <li>3. SNZ Service Awards – it was agreed that no one from SNM would be nominated</li> <li>4. Treasurer's role – it was agreed that Andy McKay (accountant) should be nominated for the role of Treasurer at the SNM AGM and Fiona Lulham would manage the day-to-day financial transactions as part of her Admin role.</li> </ol>	
10.	<p><b>Date of next Board meeting</b> SNM AGM: 2:00pm, Saturday 8 August followed by SNM Awards Dinner at 7:00pm.</p>	
11.	<p><b>Close of meeting</b> Dave thanked everyone for their time and called the meeting to a close at 6:40pm</p>	