

SWIMMING NELSON MARLBOROUGH INC.

MINUTES SNM BOARD MEETING

7 pm Tuesday 14 March 2017

Nelson

1. WELCOME – Phil agreed to chair the meeting and welcomed everyone to the meeting.

Present: Phil, Jim, Mandy B, Susie

APOLOGIES: Stephen, Hamish

2. CONFIRMATION OF MINUTES OF LAST MEETING (6 December)

Moved to approve the minutes of 6 December as true and correct

Mandy/Jim/*carried*

Matters arising: No further reports of any issues at RAC. Water quality is good as far as we know.

3. CONFIRMATION OF BOARD DECISION BY EMAIL (Jan 11 and 12)

Moved that we confirm the following Board decision made by email:

Moved that, for 2017, the Board waive the criteria in Schedule 1 of the SNM standing orders for the Young, Durrant, and Pattison trophies and agree to implement changes to the criteria as agreed by the Management Committee (*approved unanimously*)

Jim/Phil/*carried*

4. TREASURER'S REPORT

No formal report. We have \$33000 in the cheque account, plus about \$18,700 in the Swimmers Fund, \$21,000 at NBS and \$10,000 term deposit at NBS. Reconciliations still need to be done for all swimmer registrations.

Susie has an invoice from liability insurance that needs to be apportioned to SNM and the clubs.

Moved that liability insurance premium of \$1041.90 be paid by SNM and the cost apportioned to SNM and clubs using the same formula as last year, except that SNM to pay Kaikoura's share

Susie/Phil/*carried*

Susie to advise Board members of formula by email.

Moved payment of invoice for \$1708.90 from AMP for insurance premium for touchpads, dive blocks and associated timing gear

Susie/Mandy/*carried*

Susie has done tentative reconciliation for SNM Country & Town Champs. Will present to Management Committee.

5. STRATEGIC PLAN, BUSINESS PLAN, KPIs

- No report

6. CORRESPONDENCE – no Board correspondence

7. OTHER BUSINESS

- New Standing Order on club use of SNM equipment (Jim)

Moved that the Standing Order as recommended by the Management Committee be adopted, with the additional words "that has signed an agreement as specified in Clause 4" inserted in Clause 2 after the words "Swimming NM"

Jim/Phil/*carried*

- Appointment of Mark Lile to Mgt Committee

Moved that Mark Lile be appointed to the Management Committee

Mandy/Susie/*carried*

NEXT BOARD MEETING – 9 May 2017 (immediately preceding May Management Committee meeting)

Appendix. SNM Policy on Use of Electronic Timing Gear

32. Use of SNM equipment by clubs

- 1) The SNM Management Committee will appoint a member of the Board or Management Committee as Equipment Coordinator to oversee use and maintenance of the timing gear and other equipment.
- 2) The timing gear may be used by any swimming club affiliated to Swimming Nelson Marlborough that has signed an agreement as specified in Clause 4. The gear may not be used by any entity or person not affiliated to SNM as the insurance will not be valid.
- 3) Decisions on use of the gear shall be made by the SNM Board or such person or committee designated by the Board.
- 4) Clubs wishing to use the gear shall sign an agreement specifying that the club agrees to:
 - a) Make sure that the SNM Equipment Coordinator is aware of the gear's whereabouts at all times that the gear is under the club's responsibility and promptly return it to SNM if requested by the Equipment Coordinator.
 - b) Report any loss or damage to the SNM Equipment Coordinator, Secretary and Chairman as soon as it is discovered.
 - c) Pay any and all insurance excesses and all other costs not covered by SNM insurance to rectify any loss or damage to the gear while it is being used, transported or stored under the responsibility of the club.
 - d) Obtain and maintain valid software licenses to operate Meet Manager in conjunction with the timing gear.
 - e) Designate, and advise SNM of, a club member who will be responsible for ensuring proper care of the gear during installation in the pool, use and dismantling (including washing down and drying all gear after use), and for communication with the SNM Equipment Coordinator.
 - f) Arrange for safe transport and storage of the gear to the satisfaction of the Board.
- 5) Agreements by clubs shall be renewed annually or more often when there is a change in the club member responsible for care of the gear.