

# SWIMMING NELSON MARLBOROUGH INC.

## SNM BOARD MEETING MINUTES

6.30 pm Tuesday 8 May 2018  
Cawthron Institute, Nelson

1. WELCOME
2. APOLOGIES - Lindie Nelson, Susie Foster
3. MINUTES --  
Approve minutes of meeting of 9 January 2018 – Hamish/Lees/carried  
No matters arising
4. TREASURER’S REPORT – emailed to members.
5. OTHER BUSINESS
  - Strategic Plan – Lees and Sarah are to revise the current plan, adding in the new points which came out of the planning session. Action item: Less and Sarah to report to next meeting with revised draft plan for the Board’s consideration. Jim/Hamish/carried
  - Standing Orders – Financial administration. The proposed amendment which had been circulated was discussed. It was moved that the Board approve an amendment to Standing Order 3 by the addition of Clause 5, as attached to the minutes. Jim/Lees/carried
  - Standing Order 21 – the proposed revision was discussed but as there had been an amendment recorded at the meeting of 12 Sep 17, this amendment was no longer required.
  - AGM – it was agreed that the SNM AGM be held on 12 Aug 18, as this date is after the next Board meeting (10 July) and avoids conflict with SISS and SNM Short Course champs. **Action item – Lindie is to book a venue (see Management committee Minutes).**
  - Stephen Fryer advised the Board that he would not be seeking re-election to the Board at the conclusion of his term (at the AGM).
  - Jim advised that he will be standing down as Registrar but will continue on the Board until the end of his term at the 2019 AGM. He has approached Mandy Thomas and Lorraine McMath to gauge their interest in taking on the Registrar role. He will also approach Fiona Lulham. If more than one applicant expresses interest, the Board will need to decide who to appoint as Registrar. **Action item – Lindie is to confirm whether any other Board members are reaching the end of their term and advise accordingly. Lindie is to notify Clubs of the AGM date and call for nominations to fill vacancies on the Board.**

The meeting closed at 7.10 pm.

NEXT BOARD MEETING – 6.30 pm 10 July 2018. Sarah advised her apology for this meeting as she will be overseas.

### **3. Financial Administration**

- 1) The Board shall be responsible for the control and investment of all funds of SNM and the proper administration of all other property of SNM.
- 2) The Board shall approve an annual budget for presentation to the AGM. The budget shall clearly identify the proposed financial expenditure on administration and development programmes for the upcoming financial year
- 3) All monies received by SNM shall be placed to the credit of SNM in the bank or banks approved by SNM and all disbursements of SNM funds shall be made by cheque, signed, or by internet banking authorised, by two persons designated by the Board.
- 4) No expenditure not provided for in the budget shall be paid out from any account of SNM except pursuant to a resolution duly recorded in the minutes.
- 5) The Board may establish a Finance Committee consisting of the Treasurer and at least two other members of the Board and/or Management Committee.
  - a) The Finance Committee may approve payment of invoices up to \$5000 each for expenses that have been previously authorised by a resolution of the Board or Management Committee.
  - b) Any payments approved by the Finance Committee must be reported to the next meeting of the Management Committee and recorded in the minutes.