



## SNM MANAGEMENT COMMITTEE - Meeting Minutes

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**Date:** Tuesday 8 September 2020

**Time:** 6:30pm

**Venue:** OneFortyOne

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**Attendees:**

**Members:** Dave Hall, Lees Seymour, Andrew McKay, Patsy Berriman, Steve Fox, Mandy Thomas, David McKay, Stephen Bayley, Lowri McNabb (via Teams)

**Minutes:** Fiona Lulham

**Apologies:** n/a

Item #:	Discussion:	Action Points:
1.	<b>Welcome</b> Dave acknowledged that a quorum was present so called the meeting open at 6:33pm.	
2.	<b>Apologies</b> No apologies – full house.	
3.	<b>Confirmation of previous minutes</b> <i>It was moved to accept the minutes of the previous meeting on 18 August 2020 as a true and accurate record.</i> <i>Moved/seconded: Patsy/Steve B</i> <i>Carried unanimously</i>	
4.	<b>Matters Arising &amp; Tasks</b> Updated – see attached  No decisions resulting from the Tasklist.	
5.	<b>Chair Report</b> Dave's report was tabled as read. There were no questions or further discussion required.	

6.	<p><b>Strategic Plan/KPI Implementation</b></p> <p>It was noted that SNZ are reviewing their Strategic Plan, so it would be worth reviewing this when available and cross-reference against SNM.</p> <p>Facilities sub-committee – Lees, Steve  Community/events – Dave, Patsy  Funding/fundraising – agreed that Fiona would continue with funding applications as required.</p>	
7.	<p><b>Health &amp; Safety, Child Protection</b></p> <p>SNZ has released their Member Protection Manual. Lowri will distribute to clubs and take part in the online training/education sessions provided by SNZ.</p>	AP
8.	<p><b>Secretary Report</b></p> <p>Fiona’s report was tabled as read.</p> <p>Actions arising:  It was moved to appoint Lees Seymour as the Swimming Nelson Marlborough Voting Delegate for the upcoming Swimming New Zealand AGM.</p> <p style="text-align: right;"><i>Moved: Dave  Carried unanimously</i></p> <p>It was moved to appoint Fiona Lulham as an Executive Office Holder to act on behalf of Swimming Nelson Marlborough with Inland Revenue.</p> <p style="text-align: right;"><i>Moved/seconded: Lees/Patsy  Carried unanimously</i></p>	
9.	<p><b>Treasurer Report</b></p> <p>Verbal report. Handover with Susie has started. Andrew and Fiona to liaise around this. Deadline to have everything moved to Xero and set up correctly is 28 September. From October, we will be able to start generating monthly reports.</p> <p><i>It was moved to approve the refund payments as presented at the meeting for the Tasman Secondary Schools meet which was cancelled due to Covid-19.</i></p> <p style="text-align: right;"><i>Moved: Dave/Patsy  Carried unanimously</i></p> <p>SNM would like to thank Christine Fisk for her very kind donation to the region and as suggested, will use the money to purchase 2 hi-vis vests for Chief Timekeepers to wear at meets to improve their visibility. Thanks again for your support Christine!  Lees and Mandy will liaise to coordinate the purchase etc.</p>	AP

	Need to do an audit of Technical Officials – who has paid their own fees and require a refund. Lowri to send Fiona details of BSC officials. Fiona and Patsy to liaise around this.	AP
10.	<p><b>Registrar Report</b> Patsy's report was tabled as read. Patsy has organised the next SNM calendar meeting for Thursday 17 September.</p> <p>It was decided that SNM did not need to issue specific regional recommendations for events taking place at Alert Level 2 – but recommended that all clubs adhere to venue guidelines with respect to training and meets, and pay particular attention to having good contact tracing in place.</p>	
11.	<p><b>Publicity/Communication Report</b> Patsy has contacted More FM who are very happy to help promote swimming in the region with a slot in the sports round-up and mentions on the community notices. Patsy to liaise with clubs/coaches to put a roster together to ensure this is actioned.</p>	AP
12.	<p><b>Funding Report</b> Tabled as read.</p> <p>Waiting on outcome from Pub Charity for touchpads – expected at the end of September</p>	
13.	<p><b>SNZ Liaison Report</b></p> <ul style="list-style-type: none"> <li>- Chair Level: Report included with Chair Report</li> <li>- Administration Level: Report included with Admin Report</li> </ul>	
14.	<p><b>Technical Update</b> Nothing to report this month.</p>	
15.	<p><b>Coaching Report</b> Patsy has been in touch with Glen and Daniel regarding the upcoming calendar meeting and will get in touch with Jenny for her feedback.</p>	
16.	<p><b>Club Updates</b> <u>Tasman Swim Club</u> – AGM has been changed to 27 September. Constitution has been updated and will be approved at AGM. Swim meet on 5 September went well with 44 swimmers.</p> <p><u>Waimea Swim Club</u> – Are now able to run their own (unapproved) swim meet solely with Waimea officials! Will check with facility around upcoming meet if NZ remains in Level 2.</p>	

	<p><u>Nelson South SC</u> – Currently working out a contract with Glen regarding new coaching proposal/model. This needs to be approved by NSSC committee then go out to the wider membership. Successfully applied to Phase 2 Resilience Fund.</p> <p><u>Blenheim Swim Club</u> – Did not apply to Resilience Fund as does not have any costs. Stadium 2000 has advised they may not have enough money to heat the outside pool, so BSC may look at ways to help with this. Held meet on 5 September with 55 swimmers – all went well. It was a fun meet! And will hold another meet this coming weekend (12 September). If NZ remains in Level 2, BSC will continue running smaller meets at the pool so might want to include 1 or 2 more small meets to the calendar.</p>	
17.	<p><b>General Business</b></p> <p>a) Golden Bay are struggling as a club. They are holding their AGM this coming week but have planned to open in January 2021. They don't have the resources or capacity to open in Term 4.</p>	
18.	<p><b>Date of next meeting</b> 6:30pm Tuesday 13 October Venue: OneFortyOne</p>	
19.	<p><b>Close of meeting</b> Dave called the meeting to a close at 8:07pm</p>	