



## SNM MANAGEMENT COMMITTEE - Meeting Minutes

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**Date:** Wednesday 13 May 2020  
**Time:** 6:50pm  
**Venue:** Via Zoom (due to Covid-19 Level 3)

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**Attendees:**

**Members:** Dave Hall, Steve Fox, Patsy Berriman, Mandy Thomas, Lees Seymour, Lowri McNabb, David McKay, Andrew McKay

**Minutes:** Fiona Lulham

**Apologies:** Susie Foster, Mark Lile

Item #:	Discussion:	Action Points:
1.	<p><b>Welcome</b></p> <p>Dave acknowledged that a quorum was present so called the meeting open at 6:34pm and welcomed everyone to the meeting. It has been a crazy couple of weeks and a crazier 24 hours with the announcements over Level 2. We are in a place of uncertainty so need to be flexible but hopefully over the next 24-48 hours we will all receive some good guidance and all be back in the pool by next week.</p>	
2.	<p><b>Apologies</b></p> <p>Susie Foster, Mark Lile. Apologies were accepted</p>	
3.	<p><b>Confirmation of previous minutes</b></p> <p><i>It was moved to accept the minutes of the previous meeting on 6 April 2020 as a true and accurate record.</i></p> <p style="text-align: right;"><i>Moved/seconded: Patsy/Lowri</i> <i>Carried unanimously</i></p>	
4.	<p><b>Matters Arising &amp; Tasks</b></p> <p>Updated – see attached</p>	

	<p><u>Decisions from Task list:</u>  <i>It was moved to accept and ratify the SNM Records as set out in the Registrar's Report for the following meets:</i>  <i>Tasman Swim Club LC Meet 2020, 29 February 2020</i>  <i>2020 NZ Junior Festival, Mako Zone, 13 March 2020</i>  <i>Moved/seconded: Dave/Lees</i>  <i>Carried unanimously</i></p>	
5.	<p><b>Chair Report</b>  Dave's report was tabled as read.</p> <p><u>Swimmers Fund:</u>  The SNM Swimmers Fund (Fourth schedule) was discussed. The SNM Management Committee agreed to recommend to the SNM Board the changes as set out in the attached draft Schedule.</p> <p><u>Mako Committee update:</u>  SI Champs – Mako committee agreed that this meet should go ahead and would be held 4 weeks prior to NZ Short Course meet. The Mako committee has requested some changes which were discussed and agreed.</p> <p><i>It was moved to accept the following changes to SI Champs 2020:</i></p> <ul style="list-style-type: none"> <li>- <i>Move the meet to Ashburton to make it more accessible to all South Island swimmers coming out of Covid restrictions</i></li> <li>- <i>Agreed to be flexible around the timing of the meet if the NZ Short Course dates change.</i></li> <li>- <i>Agreed that Swimming Canterbury/West Coast should host the meet in 2020 on the proviso that SNM is guaranteed the hosting rights (or first right of refusal) on SI Champs 2021 AND that SNM host the 2021 Junior Festival as per the current rotation schedule.</i></li> <li>- <i>Agreed that the meet should be run as cost-neutral to reduce costs to all swimmers (provide some financial relief for families coming out of Covid).</i></li> <li>- <i>Agreed that SNM order and pay for the medals for 2020 SIC and invoice other 3 regions for ¼ of the cost (waiting on confirmation from 1 of the regions).</i></li> <li>- <i>Agree that \$1.15 per entry fee should be paid to the following years host region to help mitigate the financial risk of paying for medals before income from meet is received.</i></li> </ul> <p style="text-align: right;"><i>Moved/seconded: Lowri/Steve</i>  <i>Carried unanimously</i></p> <p><u>SNM Awards Dinner:</u>  It was proposed that SNM hold an annual Awards Dinner to recognise our swimmers' achievements and to acknowledge and thank our swimming community with presentation of SNM Awards etc. Draft Proposal to go out to clubs to form a sub-committee.</p>	<p style="text-align: center;">AP</p> <p style="text-align: center;">AP</p> <p style="text-align: center;">AP</p>

6.	<p><b>Strategic Plan/KPI Implementation</b></p> <p>Lees has been working on a draft Strategic Plan which he will have available for next meeting. He noted that the plan was the easy part – it was the action plan that falls out of it that will require some work and commitment.</p>	AP
7.	<p><b>Health &amp; Safety, Child Protection</b></p> <p>Nothing to report. There is a lot of information being sent directly to clubs about H&amp;S requirements under Alert Level 2 and committee did not feel it was necessary to add to this.</p>	
8.	<p><b>Secretary Report</b></p> <p>Fiona’s report was tabled as read.</p> <p>SNM Alumni – Fiona to draft a proposal for SNM Management Committee before presenting to Board.</p>	AP
9.	<p><b>Treasurer Report</b></p> <p>No figures were presented.</p> <p>Susie’s comments on the Swimmers Fund and Sport NZ Resilience Fund were noted.</p> <p>The draft Treasurer’s Job Description was also noted. It was agreed that Fiona could undertake the day-to-day functions of the Treasurer (bank reconciliations, invoicing etc) with Andrew McKay taking on the Treasurer’s role and providing high-level reporting for the meetings.</p> <p>Dave to contact Susie to discuss.</p> <p>Meet reconciliations – it was agreed that the invoice from Nayland is correct and Susie can go ahead with the meet reconciliations.</p>	AP AP
10.	<p><b>Registrar Report</b></p> <p>Patsy’s report was tabled as read.</p> <p>Calendar</p> <ul style="list-style-type: none"> <li>- It was agreed to hold a calendar meeting in the next couple of weeks to put in place the June-December 2020 calendar. It was noted that it was important that our region’s coaches communicate with each other prior to the meeting so that agreement can be reached. Patsy and Mandy to organise.</li> </ul>	AP
11.	<p><b>Publicity/Communication Report</b></p> <p>No report.</p>	
12.	<p><b>Funding Report</b></p> <p>Nothing to report.</p> <p>All funding still currently suspended due to Covid-19 lockdown.</p>	
13.	<p><b>SNZ Liaison Report</b></p> <ul style="list-style-type: none"> <li>- Chair Level: Discussed affiliation fees. SNZ offering a 2/12<sup>th</sup> discount for 2020/2021. A similar discount would reduce the SNM regional component by \$4.00 approximately. It was agreed that this was not “meaningful”.</li> </ul>	

	<p>2020/2021 Affiliation Fees:  <i>It was moved to recommend to the SNM Board that the SNM regional affiliation fees should remain the same for 2020/2021.</i>  <i>Moved: Dave</i>  <i>Carried unanimously</i></p> <p>- Administration Level: See Registrar discussion. Guidance around contact tracing was needed and would be discussed at the SNZ Regional Admin meeting.</p>	
14.	<p><b>Technical Update</b>  No report.</p>	
15.	<p><b>Coaching Report</b>  No report.</p>	
15.	<p><b>Club Updates</b>  <u>Blenheim Swim Club</u> – will start swimming with 4 swimmers per lane and have been offered more sessions (due to water polo not starting). Not allowed to use the showers.  <u>Tasman Swim Club</u> – also due to start with move to Level 2. 4 swimmers per lane with swimmers being walked into and out of facility. All swimmers need to stick to their “specified” days.  <u>Waimea Swim Club</u> – this would normally be a break time for WSC so not a big change. However, they are looking to get their competitive swimmers back training at the beginning of June.</p>	
16.	<p><b>General Business</b>  SNM Swimmers Fund – covered in Chair’s Report  Sport NZ Community Resilience Fund – covered in Treasurer’s Report  Alert Level 2 – no action to be taken  Treasurer’s position – discussed under Treasurer’s Report</p>	
17.	<p><b>Date of next meeting</b>  6:30pm Tuesday 9 June at OneFortyOne (Nelson Forests)</p>	
18.	<p><b>Close of meeting</b>  Dave called the meeting to a close at 9:04pm</p>	