



SNM MANAGEMENT COMMITTEE - Meeting Minutes

Date: Monday 17 May 2021
Time: 6:30pm
Venue: Sport Tasman Boardroom

Attendees:

Members: Dave Hall, Patsy Berriman, Lowri McNabb, Andrew McKay, David McKay, Stephen Bayley, Mandy Thomas

Minutes: Fiona Lulham

Apologies: Lees Seymour

Item #:	Discussion:	Action Points:
1.	<p>Welcome At 6:31pm, Dave acknowledged that a quorum was present and welcomed everyone to the meeting.</p>	
2.	<p>Apologies Apologies from Lees Seymour were noted and accepted.</p>	
3.	<p>Confirmation of previous minutes <i>It was moved to accept the minutes of the previous meeting on 19 April 2021 as a true and accurate record.</i> <i>Moved/seconded: Patsy/Steve</i> <i>Carried unanimously</i></p>	
4.	<p>Matters Arising & Tasks Updated – see attached Decisions resulting from actions on Tasklist: no specific decisions.</p>	
5.	<p>Ratify e-decisions There were 2 e-decision made during the past month to be ratified: <i>It was agreed to approve the cancellation of the TSC meet on 5 June 2021 (Queens Birthday weekend).</i> <i>Moved/seconded: David M/Patsy</i> <i>Carried unanimously</i></p>	

	<p><i>It was agreed to apply for funding to Air Rescue Services for pool hire costs for SNM SC and SISC.</i></p> <p style="text-align: right;"><i>Moved/seconded: Patsy/Dave Carried unanimously</i></p>	
6.	<p>Chair Report Dave's report for the MC was circulated prior to the meeting and tabled as read.</p> <ul style="list-style-type: none"> • Donna Bouzaid swim clinic – 23 swimmers attending across 2 days. Numbers lower than last time, possibly due to timing just after Opens/NAGs/Divs. • Dave received feedback from Jenni Gane: For future swim clinics, SNM to think about timing to make the clinic more accessible for Blenheim swimmers. Dave to respond to Jenni around timing. • Drug Free Workshop – Dave not able to attend but Lees will welcome and introduce Tracey Lambrechts. 	AP
7.	<p>Strategic Plan/KPI Implementation Nothing to report as Lees not at meeting. Ongoing</p>	
8.	<p>Health & Safety, Child Protection Nothing new to report, although Lowri did mention that it will be important to ensure that all clubs are up to date with police vetting. Patsy will keep in touch with all clubs to make sure this is happening.</p>	AP
9.	<p>Secretary Report Report was tabled as read. Nothing of significance to report.</p>	
10.	<p>Treasurer Report Report was tabled as read.</p> <ul style="list-style-type: none"> • Review of 2019/2020 Financial Statements. After providing the requested additional information to the auditors they have replied saying: "At this stage it will not be possible to complete a review for the 2019/2020 accounts, there are too many issues with the balances for us to be able to get any level of comfort over the financial statements". • The MC will therefore recommend to the Board that the financial statements are not reviewed. Fiona and Andy to ensure that the 2020/2021 financial statements in Xero are accurate so that an audit of the 2021/2022 financial statements can take place.. • The Aged Payables were tabled as read. In addition to the aged payables, the insurance premiums were also approved for payment. <p><i>It was moved to approve the aged payables as at 16 May 2021.</i></p> <p style="text-align: right;"><i>Moved/seconded: Dave/Mandy Carried unanimously</i></p>	AP

	<ul style="list-style-type: none"> • The draft 2020/2021 SNM Swim Meet reconciliation was tabled as read. Cost of ribbons need to be included and then it can be finalised. • Discussion around profit share split. Dave to track down latest decision and circulate before next meeting when the profit share split will be approved for payment. • Discussion around the split for South Island/Makos meets. Currently: Host region will receive all profits from SI meets, and the host region decides how this will be split with any host club. Currently 60:40. 	<p>AP AP</p>
<p>11.</p>	<p>Registrar Report Report tabled and discussed.</p> <ul style="list-style-type: none"> - The cancellation of the Tasman meet on 5 June was approved. Patsy to update calendar to reflect this. - SNM Short Course – meet flyer needs to be approved by MC. This has been circulated. Please email Patsy with any feedback by Monday 24 May. - SI Champs – Lowri noted that BSC currently have 8 swimmers who have qualified for this meet. This number could be bumped up to approximately 30 swimmers if the QTs for the 50’s are removed. This would also help boost the number of available TOs from Blenheim. - TOs are currently thin on the ground. - Ron Clarke very happy to come and does not require any payment for his costs. This will be a great opportunity for some of the SNM TOs to be signed off for next level of officialdom. Patsy to go out to TOs and send them the criteria. - Patsy has asked Fiona from Swim Canterbury West Coast to attend the meet to help her on at the Recorders desk. <p><i>It was moved to offer to pay for Fiona’s transport and accommodation costs to attend the South Island Short Course Champs meet.</i></p> <p style="text-align: right;"><i>Moved: Dave Approved unanimously</i></p> <ul style="list-style-type: none"> - SISC apparel. Two designs were submitted. These to be circulated to the MC so a decision can be made. Apparel will be pre-ordered by swimmers so no up-front costs for SNM. - Streaming. Lowri spoke to the Streaming Company who streamed DIVS and asked them for a quote. Discussion around various options although all agreed that it was better to have no streaming than poor quality streaming. - Makos committee are meeting 20 May and will make a decision about the QTs for the 50m events. Once this is finalised the meet flyer can be distributed and the meet can be opened on the database. 	<p>AP AP AP AP AP</p>

	<ul style="list-style-type: none"> - SNM Records: <i>It was moved to ratify the SNM records set at 2021 NAGs.</i> <i>Moved/seconded: David M/Andrew</i> <i>Carried unanimously</i> - SNZ Admin meeting: <ul style="list-style-type: none"> • Policy 007 – waiting for this to be released as this will determine how times from meets will be used. • Regions will have to nominate their 10 designated meets by 30 June 2021. • Police vetting – Patsy asked if there will be a cost to police vet after 1 July when all vetting will be done via SNZ, but did not receive an answer to this. - Standing Orders – Pete Harman is doing a review of all Standing Orders. At the last Board meeting it was agreed that the SNM balance date would change to 30 June so this SO needs to be updated and published online, and all clubs notified. Patsy to advise Pete that the Financial SO is a priority. - Calendar meeting. Discussion around process. <ul style="list-style-type: none"> • It was agreed that the Board will meet with regions coaches on 22 May to get input on where 10 designated meets should be placed on the calendar as well as SNM LC and SC meets. • Clubs will then be contacted to see who would like to host each of the 10 designated meets. • Calendar meeting to be held to include development meets on the SNM calendar (including a purpose for each meet). • It was noted that the SNM Country & Town meet was not considered a regional meet that could sit outside the 10 designated meets (that is, SNM cannot have 10 designated meets + LC + SC + C&T). However, it could definitely be considered as one of the 10 designated meets for the region so SNM would have LC + SC + C&T + 9 additional designated meets. • Patsy will contact all coaches before 22 May to ensure their attendance at meeting, or get their input. - Police Vetting accreditation. All agreed on getting cards and lanyards similar to SCWC. Patsy to get specific quote for SNM. 	<p style="text-align: center;">AP</p> <p style="text-align: center;">AP</p> <p style="text-align: center;">AP</p>
12.	<p>Publicity/Communication Report</p> <p>No report this month.</p> <ul style="list-style-type: none"> - Patsy’s facebook posts for DIVS were acknowledged and recognised. It was fantastic to have a list of events and swimmers and then the results. Patsy was thanked for her work on this. - 	

13.	<p>Funding Report Funding report tabled as read.</p> <ul style="list-style-type: none"> - Mainland Foundation accountability completed. - Air Rescue & Community Services application for pool hire costs was submitted. Net proceeds meeting will be held 27 May with an outcome expected after this time. - Lion Foundation application for scoreboard – ongoing. 	
14.	<p>SNZ Liaison Report</p> <ul style="list-style-type: none"> - Chair Level: Included in Dave’s Chair Report - Administration Level: May meeting included in Patsy’s report. 	
15.	<p>Technical Update No update this month.</p> <ul style="list-style-type: none"> - Google doc/contact list for the region’s Technical Officials has been sent out, and it is now a live document. 	
16.	<p>Coaching Report No coaching liaison report.</p>	
17.	<p>General Business</p> <ul style="list-style-type: none"> - Swimmers Fund. It was agreed that the Swimmers Fund is not affected by the change of balance date and can be opened now. Fiona to get underway. 	AP
18.	<p>Club Updates</p> <p><u>Tasman Swim Club</u> – Everything is going well, but nothing particular to report.</p> <p><u>Nelson South</u> – Successful DIVS meet for the team. Club still settling in with HSI as the coaching provider.</p> <p><u>Waimea Swim Club</u> – Currently on winter break. Training will start in another week. Dave asked if the Waimea DIVS swimmers wanted to attend the Swim Clinic?</p> <p><u>Blenheim Swim Club</u> – Successful DIVS with a few swimmers making the Makos relays. Lowri commented on the really awesome atmosphere amongst SNM swimmers and coaches.</p>	
19.	<p>Date of next meeting Monday 14 June 2021. Venue: Boardroom at Sport Tasman</p>	
20.	<p>Close of meeting Dave called the meeting to a close at 8:12pm.</p>	