



SNM MANAGEMENT COMMITTEE - Meeting Minutes

Date: Tuesday 18 August 2020

Time: 6:30pm

Venue: OneFortyOne

Attendees:

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

Minutes: Fiona Lulham

Apologies: David McKay

Item #:	Discussion:	Action Points:
1.	<p>Welcome</p> <p>Dave acknowledged that a quorum was present so called the meeting open at 6:39pm.</p> <p>Dave welcomed everyone to the Board, in particular Stephen Bayley who has come onto the MC as the representative from Nelson South Swim Club. Dave noted that the Board had earlier approved Stephen's appointment – so it was all official.</p>	
1 a).	<p>Election of Chair, Deputy Chair and Makos Committee representative</p> <p>Dave stood down as Chair. Nominations for Chair were called for. Lees nominated Dave Hall to be Chair of the SNM Management Committee. Patsy seconded. There were no other nominations, and all were in favour. Dave accepted the position as Chair.</p> <p>Patsy nominated Lees Seymour to be Deputy Chair of the SNM Management Committee. Dave seconded. There were no other nominations, and all were in favour. Lees accepted the position of Deputy Chair.</p> <p>Dave noted that in his Chair Report he indicated that he would be standing down from his position as SNM representative on the Makos Committee and was looking for someone to take on this role.</p>	

	Andrew nominated David Mc. Committee will wait for David's confirmation – otherwise Steve Fox might also be interested in the role.	AP
2.	<p>Apologies From David McKay were accepted.</p> <p style="text-align: right;"><i>Moved: Dave Carried unanimously</i></p>	
3.	<p>Confirmation of previous minutes <i>It was moved to accept the minutes of the previous meeting on 14 July 2020 as a true and accurate record.</i></p> <p style="text-align: right;"><i>Moved/seconded: Lowri/Mandy Carried unanimously</i></p>	
4.	<p>Matters Arising & Tasks Updated – see attached</p> <p>Decisions resulting from Matters Arising:</p> <p>1. Banks accounts at ANZ bank. <i>It was moved that Fiona Lulham is authorised to act on behalf of SNM with respect to the ANZ bank accounts, as we no longer have records of the account signatories to these accounts.</i></p> <p style="text-align: right;"><i>Moved/seconded: Mandy/Dave Carried unanimously</i></p> <p>2. Sponsorship with Eddyline. It was confirmed that the 3 year sponsorship deal with Eddyline had now ended, and the SNM Management Committee would like to acknowledge their generous support over this time. Steve Fox to catch up with the Heynekamps to discuss possible future options.</p>	AP
5.	<p>Chair Report Dave's report was tabled as read.</p> <p>The Makos Committee were surprised with the addition of a South Island Secondary Schools event (which had previously been dropped from the calendar due to poor attendance). In the SNZ event calendar, SISS clashes with the planned date for South Island Champs.</p> <p>The SNM committee discussed the two proposals presented by the Makos Committee and opted to support Option B which is to continue to run SI Champs at the preferred competition time. Dave to communicate this decision to the Makos Committee.</p>	
6.	<p>Strategic Plan/KPI Implementation Lees' "Strategy on a Page" document and SWOT analysis was tabled as read.</p>	

	<p>Three key issues to work on based on the SWOT are Facilities, Community and Funding/Fundraising and it was decided to set up sub-committees to facilitate a strategy for each key issue.</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>Health & Safety, Child Protection Nothing to report this month – Lowri is still waiting on the finalised documentation from SNZ – with details of designated person. When this is received, she will distribute to all clubs.</p>	
8.	<p>Secretary Report Fiona’s report was tabled as read.</p> <p>It was agreed to seek feedback from those who attended the SNM Awards Dinner.</p>	AP
9.	<p>Treasurer Report No report. Handover with Susie has started. Andrew and Fiona to liaise around this.</p> <p><i>It was moved to approve the payments for costs related to the SNM Awards Dinner and SNM AGM as presented to the meeting. Additional payments to approve: \$965.80 for badges & bars \$4071.00 for pool hire for SNM Short Course Champs.</i></p> <p style="text-align: right;"><i>Moved/seconded: Patsy/Andrew Carried unanimously</i></p>	
10.	<p>Registrar Report Patsy’s report was tabled as read.</p> <ul style="list-style-type: none"> - Fines from SNM Short Course Champs need to be actioned. - Refunds for Tasman Secondary Schools need to be actioned. <p><i>It was moved to ratify the SNM Records that were set at the SNM Short Course meet.</i></p> <p style="text-align: right;"><i>Moved/seconded: Patsy/Dave Carried unanimously</i></p> <p>Patsy to organise Calendar meeting to set the SNM Calendar from January to June 2020. Important to have coaches’ input for this meeting. As the Coach Liaison Portfolio is not currently filled, Patsy will liaise with the coaches directly regarding the Calendar.</p>	AP AP AP
11.	<p>Publicity/Communication Report</p>	

	<p>The media strategy presented by Lees was tabled as read. The final version was approved and signed off.</p> <p>No one is currently holding this portfolio. However, Patsy offered to liaise with More FM to help raise the profile of swimming in the region.</p>	AP
12.	<p>Funding Report Tabled as read.</p> <p>Waiting on outcome from Pub Charity for touchpads. Next funding application likely to be for lane hire for the summer meets. Will need quotes from Nayland and HSS. Fiona to prepare funding application closer the time.</p>	
13.	<p>SNZ Liaison Report</p> <ul style="list-style-type: none"> - Chair Level: No regional Chairs meeting this month. - Administration Level: No admin meeting this month. 	
14.	<p>Technical Update Verbal report from Steve. Great to see so many regional officials at SNM Short Course meet and lots of interest from parents wanting to train. 5 officials were signed off by Phil over the weekend. Note: Good option is to move “extra” referees to JOS position at future meets.</p>	
15.	<p>Coaching Report No report. No one is currently holding this portfolio, however it was agreed that a committee member would take up the role on an “as and when needed basis”.</p>	
16.	<p>Club Updates</p> <p><u>Tasman Swim Club</u> – AGM to be held 20 September. Currently updating their Constitution. They have booked RAC for 5 September for a 1 session meet from 12:30-4:30pm (so it won’t clash with Saturday morning sport). Happy to make it a 400 down meet.</p> <p><u>Blenheim Swim Club</u> – Has ordered their new touchpads! Operating an normal as Stadium 2000 is treating the club as a bubble, and have indicated that they are keen for business so would close the facility to the public if BSC or SNM wanted to hold a swim meet in Level 2.</p> <p><u>Waimea Swim Club</u> – Nothing to report – committee meeting being held on same evening.</p> <p><u>Nelson South</u> – Nothing to report.</p>	
17.	<p>General Business</p>	

	<p>a) Missing equipment. It seems that the covers have not been sighted in approx. 18 months. Agreed to check Nayland Pool (chemical shed and mouse house).</p> <p>b) Use of diving blocks for Scouts. It was agreed to let the Scouts use the blocks with parental supervision. Patsy would also be present.</p> <p>c) On return from SNM Short Course meet, the Tasman trailer caught fire. TSC is asking for reimbursement for the cost of repairs. TSC to provide receipts so decision can be based on cost.</p> <p>d) Confirmation of meeting dates. It was agreed that MC meetings will continue to be held on 2nd Tuesday of each month.</p>	<p>AP</p> <p>AP</p>
18.	<p>Date of next meeting 6:30pm Tuesday 8 September Venue: to be confirmed</p>	
19.	<p>Close of meeting Dave called the meeting to a close at 8:30pm</p>	