

# SWIMMING NELSON MARLBOROUGH INC.

## SNM MANAGEMENT COMMITTEE MEETING MINUTES

Tuesday 14 June 2016

Nelson

Present: Stephen Fryer, Hamish Neill, Lorraine McMath, Mandy Bishop, Susie Foster, Jim Sinner, Steve Fox, Steve Malthus, Jos Pattison

1. APOLOGIES: Melinda Baigent, Margaret Young, Phil McMath

*Moved* to accept apologies

Steve Fox/Hamish/*carried*

2. STRATEGIC PLAN/KPI IMPLEMENTATION

- Draft annual performance review – Considered draft report prepared by Mandy.

KPI 1 – (a) not achieved because some club meets were added to provide more opportunities for swimmers

Susie reported that the two Financial KPIs were achieved (income exceeds costs) and not achieved (revenue increased), but underlying income was higher when last year's extraordinary income due to SIC&T meet being removed.

- Action Plan Priorities – assignment of tasks

KPI 1 – convene meetings to set calendar

Registrar (Jim)

KPI 1b – develop process to consider changes to calendar

Registrar

KPI 1c – run regional and zonal meets hosted by SNM

Mgmt Cmte and Tech Cmte

KPI 2 – obtain grants and sponsorships

Lorraine and Kirsty

KPI 2 – review profit sharing

Susie and Hamish

Review swimmer subs (club and competitive)

Mgmt Cmte

Arrange cross-club training or workshops/clinics – should this be organised by the coaches? Still needs someone from Mgmt Cmte to liaise with the coaches

Hamish and Jos

Enhance financial assistance to attend South Island, national and international meets

Melinda

Assist smaller clubs to train with larger clubs

Hamish and Jos

Network with clubs in Univ towns

Lorraine

NCC pool facilities

Hamish, Steve Fox, Mandy

Develop offer of exchange for university town clubs for their swimmers on holiday in our region

Lorraine

Develop support for swimmers to stay local

Lorraine

Conduct "exit" survey for swimmers leaving the sport

Lorraine

Survey current swimmers and coaches to identify potential barriers to them staying in the sport and mitigate those barriers

Hamish

Improve support for coaches

Hamish

Assist parents understanding of the sport and their training in official roles – distribute SNZ guidance, offer Q & A sessions at meets?

Steve Fox

Have public display of results at meets

Lindie applying for grant

SNM prize-giving backdrop and podium to be stored in trailer with touchpads

Bring high profile swimmer/coach to region	Mgmt Cmte
Offer to organise or be involved in interschools	Mandy
have starter/prize pack for place getters at school swimming sports	Mandy
remove barriers to TSSC	Mandy
results sent to schools – get one parent per school to prepare item for school newsletter	Mandy
Check all members are enrolled on SNZ database	Jim (Registrar)

### 3. CONFIRMATION OF MINUTES (10 May)

*Moved* that the minutes of the meeting of 10 May are a true and correct record

Steve M/Hamish/*carried*

A note should be added to the minutes that the list of badge and bar recipients is incorrect, and that a corrected list is in the minutes of 12 June.

### 4. MATTERS ARISING AND TASKS

- Bars for earlier years – club liaisons to follow up
- T-shirts – Susie showed samples of officials shirts provided by Adidas.

*Moved* to apply for funding for 100 “waffle” shirts for officials from “Biz Collection” (without piping)  
Steve Fox/Steve Fryer/*carried*

Technical Committee to develop a system to track who gets new officials shirts (including size), so that we can get them back when they stop officiating . Action Steve Fryer

### 5. SECRETARY REPORT

Steve Malthus will get the key for Richmond Town Hall, for the AGM.

*Moved* to confirm the following, corrected, list of badge and bar recipients for 2016:

Qualified for SNM Country & Town Representative 2016 badges & bars (qualified for the first time):

Megan	Clark	Blenheim
Krystal	Hollis	Waimea
Angelina	Johnston	Tasman
Finbar	Lewis	Golden Bay
Maya	Lewis	Golden Bay
Nathan	Limmer	Waimea
Nicholas	Lovell	Waimea
Sophie	Lovell	Waimea
Georgia	Reed	Blenheim

Re-qualified as a SNM Country and Town Representative, and are therefore eligible for 2016 bars:

Jasmine	Hollis	Waimea
Emma	Lovell	Waimea

Qualified for SNM Representative 2016 badges & bars (qualified for the first time):

Bree	Anderson	Tasman
Leah	Friend	Tasman
Tayla	Graham	Waimea
Bendi	Kepess	Tasman
Piper	Riley	Tasman
Ruby-Lou	Stuart	Nelson South

Re-qualified as a SNM Representative, and are therefore eligible for 2016 bars:

Xavier	Anderson	Tasman
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Caitlin	Delany	Tasman
James	Fleury	Tasman
Clara	Foster	Nelson South
Cassandra	Hagan	Tasman
Talya	Harwood	Tasman
Thomas	Heaton	Tasman
Kaleb	Johnston	Nelson South
Luke	Kelly	Nelson South
Matai	McGuinnety	Nelson South
Sam	McKenzie	Tasman
Sally	McMath	Blenheim
Libby	Neill	Nelson South
Ellie	Rukuwai	Nelson South
Oliver	Stark	Nelson South
Georgina	Trengrove	Nelson South
Daniel	Trevurza	Nelson South
Samantha	Trevurza	Nelson South

Jim/Mandy/*carried*

*Moved* to adopt the Secretary's report

Jim/Lorraine/*carried*

## 6. TREASURER REPORT

Susie tabled a set of draft accounts showing a surplus of \$4520. There is still work to be done to reconcile swimmer registrations with the SNZ database and what has been paid to us by clubs. Any changes are likely to be an increase in the surplus rather than a decrease.

*Moved* that the Management Committee recommend to the Board that the draft accounts tabled by the Treasurer on 14 June be approved for inclusion in the SNM Annual Report, with a note stating that they are subject minor amendments and then audit

Susie/Hamish/*carried*

- Invoices to pay
  - (i) Annual hosting fee for website \$287.50
  - (ii) Sport Tasman for Tasman Secondary School Swimming Champs \$570.00
  - (iii) Mandy Thomas for catering for Tasman Sec School meet \$38.63
  - (iv) Sport Tasman for Pathway to Podium fee for Sam McKenzie and Clara Foster \$200

*Moved* that we pay the above invoices

Susie/Mandy/*carried*

- Board needs to approve auditor for Annual Accounts (Brown & Associates)

## 7. REGISTRAR REPORT/MEETS MANAGEMENT

- Discussed the Tasman Secondary Schools meet and informally agreed (subject to confirmation next year) that:
  - (i) No entry fees for relays next year
  - (ii) All events should be age group events
- Discussed the correspondence from a parent about the Winter Meet and considered whether to move the relays from beginning of session 3 to the end of that session. It was noted that we used this format last year and that it proved popular. The programme remains as notified in the flier.
- Swim calendar for 2016-17

*Moved* that we provisionally approve the swap of the Nelson South and BSC meets, to be put to clubs for comment and confirmed by the Board on 28 June

Jim/Hamish/*carried*

*Moved* that we provisionally approve the addition of a 1-session meet hosted by BSC on 15 October, to be put to clubs for comment and confirmed by the Board on 28 June

Lorraine/Mandy/*carried*

*Moved* that we recommend that the Board approve the calendar subject to changes as per the above two motions

Jim/Mandy/*carried*

- Database rollover and associated issues

*Moved* to recommend that the Board amend the wording of its resolution regarding the equipment levy as follows:

That SNM levy clubs an annual equipment levy of \$5 per year for every competitive and club swimmer ~~registered as at 30 June~~ *who is registered at any time during the swimming year*, effective starting the 2016-17 swimming year.

Jim/Susie/*carried*

SNZ wants clubs to keep swimmers active on the database until the end of the year, even if a swimmer has stopped swimming. Jim to ask clubs not to lapse swimmers prior to end of year (ask clubs if this will cause any problems)

*Moved* that we ask SNZ to transfer Nayland Park swimmers and make NPASC inactive

Jim/Hamish/*carried*

*Moved* that we confirm to SNZ the SNM fees on the SNZ database are correct: competitive swimmers \$35 and club fee \$200 (to be increased to \$225 by SNZ)

Jim/Steve M/*carried*

#### 8. PUBLICITY/COMMUNICATION REPORT

- Media report done by Lorraine and Jim published in Nelson Mail (with very large photo) and in Marlborough Express

#### 9. FUNDING REPORT

- Two grant applications were successful: pool hire and medals
- Applications for officials shirts should go in asap
- Lindie has application to Rata Foundation for scoreboard in progress

#### 10. SNZ LIAISON REPORT

There has been no Regional Chairs meeting with SNZ Board Chair since February. Hamish had a conversation with Christian Renford about numerous issues, including communication from the Board to the regions.

Jos reported that Gary Hurring was here yesterday, poolside at RAC. It was noted that no one on the SNM Board or Mgmt Committee was made aware of the visit. Same thing happens with the SNZ Learn to Swim staff – they are in our region frequently and we never get notified. There is no way for us to coordinate any SNM activity with SNZ if we do not know what they are doing. The Mgmt Cmte asked Hamish to raise this with SNZ in his next conversation with them.

#### 11. TECHNICAL

Nothing to report.

#### 12. COACHING REPORT

Nothing to report.

#### 13. GENERAL BUSINESS

- Talya Harwood funding for Junior World Open Water Champs

Mandy has circulated by email Talya's costs for this meet, which are approximately \$6000. SNM Swimmers Fund problematic because Talya cannot apply until this time next year and grants are capped at \$500.

*Moved* that SNM give Talya Harwood \$1000 towards her expenses for Junior World Open Water

Steve Fryer/Steve Malthus/*carried*

Lindie to write a letter to Talya for Stephen Fryer signature advising her of the decision. Mandy to hand over letter and check.

- Regional Committee SI (Stephen)

Steve Fryer met with Wayne Rolleston of Canterbury-WC Board about hosting and organising zonal meets. CWC agrees with us re the need to have a zonal committee that represents the regional boards to make these decisions. Lorraine has offered to assist with administration of the committee. We have sent a letter to the other regions.

We need to get some action soon because of the need to get a decision about the selection meet for the SNZ Zonal competition.

Steve Fryer to contact Matthew Heaton (Otago) and Southland to ask their views.

Jos may make some further enquiries re SNZ decision on Div 2 meet (Jim to provide details on submissions from other regions).

- Follow up on chlorine incident at RAC – feedback to Mike Tasman-Jones

Jos met today with Mayor Richard Kempthorne and Mike Tasman-Jones about progress in converting to UV treatment at RAC pool. CLM is considering an alternative treatment system that is being used in the North Island. TDC has allocated money in this year's budget towards a new system to replace the chlorine treatment, which TDC recognises needs to happen, but it is unlikely to be resolved for at least a couple of years.

Hamish raised the issue of ongoing incidents with CLM and their poor practice. We recalled that Lisa Dunn and others reported that the pool was in good condition when Vaughn was away and a CLM manager from the North Island was in charge.

Lorraine to contact Medical Officer of Health to ask if he is aware of the issues at RAC

Lindie to write a letter to CLM (cc TDC and Tasman SC) forwarding letter from BSC and stating that we remain concerned about inadequate management chlorine. We would like a full response to our original letter. (Lindie to draft and circulate to Committee and Lisa Dunn prior to finalising.)

- Applications to SNM Swimmers Fund

Jos reported that applications to the Swimmers Fund from 7 swimmers total \$2451.90. There is only \$784 in interest available for grants, so the Committee asked Jos to report by email on what the total requested would be if grants are capped at \$500. The Board will decide on 28 June whether and by how much to top up the funding available for grants to swimmers.

- Board meeting on 28 June – agenda items

1. Confirm date of AGM as 31 July
2. Approve draft accounts for inclusion in Annual Report
3. Appoint auditor
4. Approve calendar with changes
5. Consider change in wording re equipment levy
6. Top up for Swimmers Fund

NEXT MEETING OF MANAGEMENT COMMITTEE – 12 July 2016

*Agenda items:*

Apologies from Hamish and Susie

Meeting closed at 10.15 pm