

SWIMMING NELSON MARLBOROUGH INC.

SNM MANAGEMENT COMMITTEE MEETING

Tuesday 11 December 2018
6.30 pm Cawthron Institute, Nelson

MINUTES

Present: Jim, Hamish, Susie, Steve M, Steve F, Mandy, Lorraine (by Skype)

1. WELCOME: Jim welcomed all to the meeting
2. APOLOGIES: Lisa, Dave, Mark, Melinda, Lees, Karla
3. STRATEGIC PLAN/KPI IMPLEMENTATION

KPI: Fit for purpose facilities (brainstorming)

- Should we hire someone to lobby council on our behalf?
- What are fit for purpose facilities?
 - Blenheim pool is the only facility that is fit for purpose in the region. But BSC is still tight for lane space, competing with other sports.
 - Nayland is a great venue, but the pool and plant lets you down.
 - A bubble over Nayland would increase lane space in the winter, but would still not fix the pool. Previous investigations suggest that the plant could not handle additional capacity of water if pool were deepened.
- If we had a decent 50m pool we could host regional meets – eg Div 2
- Need lane space -- for winter training especially
- Look at covering a school pool?
- We need to lay out what we want. Get a small subcommittee together to develop some suggestions? Get some of the coaches involved. Could also involve other codes – underwater hockey, masters swimming, triathlon
 - Hamish, Steve F
 - Discuss further at next meeting

4. CONFIRMATION OF MINUTES (13 Nov, 5 Dec)

Moved the minutes of 13 November are a true and correct record Jim/Hamish/*carried*

Moved that the minutes of 5 December are a true and correct record Jim/Steve M/*carried*

5. MATTERS ARISING AND TASKS

- 200 fly record – agreed to recognise both Bendi and Josh as breaking the record. Note that the minutes are correct.
- Retiling – Need to clarify that the retiling will NOT occur in the winter. Hamish to follow up.
- Cost of swimming template – Ask clubs to provide info on costs of lane hire, coaching (or, if combined, training costs), entry fees, and travel for 3 different groups (national, regional, and local swimmers). Mandy to finalise and send to clubs requesting estimates for each group.

- Accounts – Westpac requires more paperwork for us to move our accounts there. The RWT certificate is in the old name of SNM but IRD have no record that Susie is the authorised office holder

Moved to authorise Susie Foster to act for SNM with regard to Inland Revenue Department
Hamish/Steve M/*carried*

Use the minutes of the Board meeting of 11 September to note that Hamish is the Board chair.

- Town trophies – these are ordered. Clemett family is happy to have a trophy named after Ivon.

Moved to reimburse Mandy \$330.80 for the Town trophies Jim/Steve F/*carried*

- Awards badges – done
- Reconditioning quote – The timing boxes are fine. If you need new buttons either fix them here or replace them. Lorraine noted that an electrician from Aotea in Blenheim has offered to look at the touchpads. Phil and Lowri following up on this option. Agreed not to pursue the earlier quote from Wellington.
- Primary school champs

Mandy Bishop has agreed to coordinate arrangements for this meet and has sent a 'a save the date' message to the primary schools. She requested SNM to organise sponsorship for lane hire and prizes. Lindie has pencilled in a booking at RAC.

Seek sponsorship from Swim Magic or CLM? Or Sealord since they sponsor learn to swim? Golden Pine? Lisa to follow up sponsorship in the new year

In Marlborough swimmers pay \$2 to enter event. And winners get a certificate – which is what they get at other athletics events. And take a photo of each team with their school name, which was posted in the Stadium.

Agreed to make the Tasman primary school champs consistent with Marlborough – charge \$2, award certificates, take photos. Certificates could be given to the schools to hand out.

Mandy T to check whether Melinda has ordered medals for primary schools, and if not ordered, not do so.

- BSC billets for SI C&T – Lorraine has followed up and got some positive responses, people willing to host officials from Nelson/Tasman

6. SECRETARY REPORT

Secretary report was tabled. There were no questions.

7. TREASURER REPORT

Part of end of year process is apportioning the club share of meet proceeds

Moved to approve the following club shares of funding for 2017-18 meets

BSC	\$1620.63
NSSC	\$337.77
TSC	\$841.60

Susie/Jim/*carried*

Moved to approve the following payments:

Delfina Sport - swim caps for SIC&T	\$551.31
Ribbons & Rosettes - ribbons	\$2,366.13
Name plate engravers - engraving/cleaning of 2 cups	\$27.00

Susie/Hamish/*carried*

8. REGISTRAR REPORT/MEETS MANAGEMENT

Registrar report has been circulated.

Moved that the report be accepted and the following new NM records be approved

NSSC Young Guns 17 November 2018

50 Back SC 12 M 34.35 Ryan Marsh BLENM

BSC Club Champs 30 November 2018

200 Fly SC 12 M 2:41.08 Ryan Marsh BLENM

Jim/Hamish/carried

9. PUBLICITY/COMMUNICATION REPORT

Nothing to report

10. FUNDING REPORT

Grants for lane hire were received from Lion Foundation and Mainland Foundation.

11. SNZ LIAISON REPORT

There have been no chairs meetings. Hamish has spoken to Steve Johns about Juniors.

Constitution review (Jim) – There has been one meeting. SNM is only region that made a submission. There was agreement to at least discuss the issues raised by SNM but progress will depend on whether there is support from other regions for wider reforms. Next meeting will be on 30 Jan.

12. TECHNICAL REPORT

Phil has distributed information about technical swimsuits. He is planning to have a semi-regular Skype meetings of the Technical Committee.

Need to order 40 shirts for officials (this will give us some buffer of supply)

15 small
15 medium
5 large
3 XL
2 XXL

Moved to purchase 40 shirts up to \$1400

Lorraine/Steve F/carried

Lindie to ask Melinda to submit order and have the shirts delivered to Lorraine. Lorraine offered to keep track.

13. COACHING REPORT

Daniel Bell is starting training the Tasman squads in early January. In the meantime Talya has been doing a sterling job managing the training.

14. CLUB UPDATES

No updates

15. GENERAL BUSINESS

- Health and Safety Update

Lorraine has been in touch with SNZ and prepared draft documents and Jim has prepared a draft policy.

- Only clubs that employ their coaches will have a mandatory H&S arrangements.
- Because we are all volunteer organisations and don't employ any staff we have no legal responsibilities under H&S, but we have a general duty of care to look after people when we are hosting events. Venue has ultimate legal responsibility.
- Hazard register should be developed for each pool.

Agreed to ask clubs for information about things SNM should add to our hazard register and distribute template that clubs can adapt for their own H&S procedures.

- Incident reports – has value in establishing an evidence base/record
- Health and Safety policy draft

Action: All to review, id things to add to hazard register and feedback on draft policy. With a view to formalising at the next Board and Mgt Committee meetings.

- Pico transfer
SNM will pay for the transfer (when invoiced).

NEXT MEETING OF MANAGEMENT COMMITTEE – 6:30 pm Tues 12 Feb (apologies from Steve F)

Agenda items: KPI: Fit for purpose facilities – continued

Pathways

Mgt meetings – start at 6:30 pm

Board mtgs – start at 6.00 pm

Meeting closed at 8.20 pm