



SNM BOARD - Meeting Minutes

Date: Tuesday 13 October 2020

Time: 6:00pm

Venue: OneFortyOne

Attendees:

Members: Lees Seymour, Patsy Berriman, Andrew McKay, Bob Richards (via Teams)

Guest: Pete Harman

Minutes: Fiona Lulham

Apologies: Dave Hall

Item #:	Discussion:	Action Points:
1.	<p>Welcome Lees, as Deputy Chair, acknowledged that a quorum was present so called the meeting open at 6:06pm. Lees welcomed everyone to the meeting, and thanked Pete for coming along.</p>	
2.	<p>Apologies The apology from Dave Hall was accepted.</p>	
3.	<p>Appointment of Board Member <i>It was moved that Pete Harman be co-opted onto the SNM Board to fill the casual vacancy that currently exists.</i> <div style="text-align: right;"><i>Moved/seconded: Lees/Patsy</i></div> <div style="text-align: right;"><i>Carried unanimously</i></div> <p>Congratulations Pete – welcome to the Board.</p> </p>	
4.	<p>Confirmation of previous minutes <i>It was moved to accept the minutes of the previous meeting (18 August 2020) as a true and accurate record.</i> <div style="text-align: right;"><i>Moved/seconded: Bob/Andy</i></div> <div style="text-align: right;"><i>Carried unanimously</i></div> </p>	

5.	<p>Matters Arising & Tasks</p> <ol style="list-style-type: none"> 1. Swimmers Fund background and history – Initially set up with a donation, then SNM contributed to the fund. SNM Board decision to set the capital fund at \$18k – completed. 2. Reimburse Phil & Christine their payments of TO registration fees – reconciliation of payments was done – completed. 3. Appointments Panel for Board Member – decision was made to co-opt member to fill casual vacancy as per constitution – completed. 	
6.	<p>Chair Report No report for the Board.</p>	
7.	<p>Treasurer Report Accounts update provided by Fiona was tabled as read. Still some work to do: It was agreed that a review of the Standing Orders and end of FY balance date was required. A reconciliation of bank accounts was also needed. Sort out insurance.</p> <p><i>It was moved that the 2019/2020 accounts should be audited.</i> <i>Moved: Lees</i> <i>Carried unanimously</i></p>	AP1
8.	<p>Registrar's Report Patsy's report was tabled. It was agreed that the Board should provide some guidance to the MC around the 10 designated meets – put on agenda for next meeting.</p>	AP2
9.	<p>Ratify e-decisions No e-decisions were made since the last meeting.</p> <p>It was noted that in order for an e-decision to be carried, ALL Board members need to REPLY ALL and the decision needs to be unanimous.</p>	
10.	<p>General business The following Board Rotation was discussed:</p> <ol style="list-style-type: none"> 2. Patsy & Peter (2021 AGM) 3. Dave & Bob (stand down at 2022 AGM) 1. Lees & Andrew (stand down at 2023 AGM) <p><i>It was moved that the Board rotation as set out above will be followed.</i> <i>Moved/seconded: Bob/Peter</i> <i>Carried unanimously</i></p>	

11.	Date of next Board meeting 6:00pm Tuesday 8 December, venue to be confirmed.	
12.	Close of meeting Lees thanked everyone for their time and called the meeting to a close at 6:46pm	

ACTION PLAN:

Action Point:	Action:	Due Date:
AP1	Fiona to organise audit of 2019/2020 accounts	Dec mtg
AP2	Fiona to put Designated Meets on Agenda for Dec mtg	Dec mtg