



MINUTES

Swimming Nelson Marlborough – Board Meeting

Date | time 26 August 2019 6.00pm | Meeting called to order by SNM Board

In Attendance

Dave Hall, Lees Seymour, Susie Foster, Nicky Douglas, Patsy Berriman, Sarah Woodhouse (Via telephone conference)

Apologies

None

Meeting Greeting

Quorum declared and meeting opened at 6.11pm.

Nominations for Chair, Deputy Chair

Nominations called for Chair.

Dave Hall **nominated by** Lees Seymour & **seconded by** Susie Foster **CARRIED**

Nominations called for Deputy Chair

Sarah Woodhouse **nominated by** Susie Foster & **seconded by** Patsy Berriman **CARRIED**

Urgent Task List

- Appoint Registrar
Patsy Berriman **nominated by** Dave Hall & **seconded by** Lees Seymour **CARRIED**
- Appoint Secretary
No nominations received by board – nominations to be called for first Management Committee meeting held.
- Appoint a SNM Representative to Mako's Committee
Dave Hall appointed by SNM Board.
- Appoint Finance team. Susie Foster to lead team as Treasurer with Dave Hall, Nicky Douglas appointed & Sarah Woodhouse remaining. Signatories for bank accounts to be changed. **For action Susie to arrange paperwork and change over.**
- Appoint SNZ Liaison's for Administration & Policy
Dave Hall appointed for Policy/Chair Level
Patsy Berriman with support from Mandy Thomas appointed to Administration Level. **For action Patsy to liaise with Mandy to seek availability.**

- Website & Social Media Management to be assigned – Lowri McNabb has spoken with Jim regarding this and is happy to take it on. **For action Susie to check Lowri's availability and access rights.**
- Computer replacement recommended by Jim Sinner discussed and quotes to replace to be obtained. **For action Nicky Douglas to obtain quotes and report back via email.**
- Once new computer purchased need to look into online licensing for Hy-tek programmes & cloud storage. **For action placed in diary for agenda once purchased.**
- Future Meeting Venue – Nelson Forest Ltd
- Future Board & Management Calendar (*please see attached*)

Board - bi-monthly on 2nd Tuesday of month

Management Committee – Monthly on 2nd Tuesday of month. First meeting date set for 10 September 2019 at 6pm. **For action Patsy to send out dates and information for committee positions for club distribution.**

- Board Rotations

Rotation 1:- Susie Foster, Sarah Woodhouse

Rotation 2:- Lees Seymour, Patsy Berriman

Rotation 3:- Dave Hall, Nicky Douglas

- SNZ AGM – Dave Hall & Lees Seymour to attend. 1 x Flight & Accommodation paid for by SNZ. Motion for 2nd Flight & Accommodation is paid for by SNM.

MOTION: Flights & Accommodation for 2nd representative to attend SNZ AGM be paid for in full.

Moved by Sarah Woodhouse **Seconded by** Nicky Douglas **CARRIED**

Changes to Standing Orders

Standing Order 3

6. The financial year of SNM shall be the 12 month period commencing 1 May in any given year and ending 30 April the following year. Notwithstanding this, and except as provided elsewhere in these Standing Orders or the SNM Constitution, all non-financial reporting for the annual report shall be for the 12 months ending 30 June, in order to align with the New Zealand swimming year.

For action Patsy to change standing orders and put on website once minutes read and accepted.

MOTION: Standing orders be amended as above

Moved by Lees Seymour **Seconded by** Susie Foster **CARRIED**

Board Reports

Chair/Policy SNZ Liaison – tele conference

Dave reported that with a significant increase in complaints around inappropriate behavior in the industry Swimming New Zealand is seeking to employ experts to deal with these cases and new policy and procedure from SNZ will follow.

Question around data on outcomes being kept – no further information to hand – more information should be available at AGM.

Full report to be given at Management Committee meeting.

Next Meeting

8th October 2019 6.00pm, Nelson Forests Boardroom.

Motion to adjourn was made at ??pm and was passed unanimously.