

# **SWIMMING NELSON MARLBOROUGH INC.**

## **MINUTES OF SNM MANAGEMENT COMMITTEE MEETING**

Tuesday 12 December  
Cawthron, Nelson

Present: Stephen Fryer (chair), Hamish Neill, Jim Sinner, Susie Foster, Dave Hall, Steve Fox, Steve Malthus, Sarah Woodhouse, Melinda Baigent, Mandy Thomas, Lees Seymour

1. WELCOME: Stephen welcomed everyone to the meeting

2. APOLOGIES: Mark Lile, Lorraine McMath

*Moved* to accept the apologies

Hamish/Susie/*carried*

3. STRATEGIC PLAN/KPI IMPLEMENTATION

- Strategic plan review

Lees has talked to Tim Maples who is willing to help us on a voluntary basis. Tim is an excellent facilitator with experience in corporate strategic planning. We need to write up a brief, Tim will then get back to us with some issues to think about.

The session should take about 4 hours, say 9-1 pm and finish with lunch.

The review was scheduled for 10 Feb but this conflicts with Waimea Carnival. Agreed to switch to 11 Feb. Lees will check whether Tim is available. Jim will be an apology.

Venue: Lees will try to get access to the Cawthron room, otherwise Dave offered the upstairs room at The Waka.

Brief: To help SNM update its strategic plan in line with SNZ's strategic plan

Lindie to email Lees a copy of the current strategic plan to send to Tim.

4. CONFIRMATION OF MINUTES (14 November)

*Moved* that the minutes of 14 November are a true and correct record

Hamish/Susie/*carried*

5. MATTERS ARISING AND TASKS

- Survey – Hamish has written up the survey and has an account on Survey Monkey. The free version will only take 100 responses so suggest we just start a new survey once we reach the limit. Hamish will prepare a cover letter and distribute for comment. Once finalised the survey link will be sent to clubs to forward to their departing swimmers and parents. The survey responses will be anonymous.

Mandy will inquire whether Sport Tasman could offer a more sophisticated survey tool.

- Locks for trailer – Stephen will progress this weekend
- Touchpad booklet – will take more photos this weekend
- Sam McKenzie – Mandy has invited but he is busy. Will not follow up further but Sam is welcome to attend any time he wants to.
- Officials shirts – Jim sent out an inquiry to all officials. Based on responses there seem to be 27 missing shirts. All were taken to Blenheim for SI Champs but seem to have been handed out and not returned. It's also possible a box was mislaid somewhere but Blenheim has searched the pool and club areas.

*Moved* to order 20 officials shirts

Mandy/Steve M/*carried*

Melinda to order – 10 small and 10 large

- SI regions discussion -- Lees has emailed the regional chairs and heard back from Southland and Canterbury. Southland has no concerns about the proposals. Canterbury (Wayne Rollinson) still wants us to use Makos qualifying times. Lees will follow up with Canterbury and Otago chairs by phone.
- Parents' information regarding entering meets as officials – In progress. Mandy has found information from SNZ. Mandy and Jim will craft an email to send to clubs to send on to parents

#### 6. SECRETARY REPORT

Secretary report was tabled. There are no actions.

#### 7. CLUB UPDATES

- NSSC – Hoping for a decision from HSS by 15 Dec, but still working through it. The Club would like to be able to hire lane space in the mornings.

#### 8. TREASURER REPORT

Susie distributed the cash flow report and meet reconciliation.

- Cash flow report

Leah Friend has not cashed her refund check – Mandy to follow up

Mandy will get information on opening a new account from ASB and Westpac.

*Moved* to accept the Treasurer's report

*Susie/Sarah/carried*

- Meet reconciliation

Agreed to pay Blenheim \$4366.84 for host share costs for the meets this year.

Discussed how to apportion funding obtained for pool hire and medals across NM meets (including regional primary and secondary school champs) and SI meets held in this region. Meet sponsorship would stay as an income line in each meet.

*Moved* to apportion the funding for pool hire received during a year across all the NM meets based on the number of sessions in the meet, to be paid retrospectively at the end of the year on the same 60/40 split as the surplus from the meet

*Jim/Sarah/carried*

*Moved* to apportion the funding for medals received during a year across all the NM meets based on the number of medals awarded at the meet, to be paid retrospectively at the end of the year on the same 60/40 split as the surplus from the meet

*Jim/Dave/carried*

- Nayland funds

The 3 year period for Nayland funds to be held in trust has expired and these funds now transfer to SNM.

*Moved* that we accept the funds from Nayland ASC and transfer the balance to the SNM current account

*Susie/Hamish/carried*

#### 9. REGISTRAR REPORT/MEETS MANAGEMENT

- Meet directors for C&T meet and LC Champs – Stephen following up

*Moved* to add Laurie Crabb relay to the end of Session 4, renumber the events, and distribute the flier to all SNM Clubs

*Jim/Steve Fox/carried*

*Moved* to update the sponsorship form, add lane adverts, and remove wording about Swimmers Fund, but not seek events sponsors until we conclude discussion with a possible sponsor for scoreboard

*Jim/Dave/carried*

- Event organisers –

*Moved* to confirm the following host club and event organisers

| Meet                              | Pool         | Host club    | Event Organiser |
|-----------------------------------|--------------|--------------|-----------------|
| SNM Country & Town                | Hampden St   | Nelson South | Dave Hall       |
| SNM LC Champs                     | Nayland      | Tasman       | Mandy T         |
| Tasman Primary School champs      | RAC          | ?            | Mandy T         |
| Marlborough Primary School champs | Stadium 2000 | Blenheim     | Lorraine        |
| Tasman Sec School champs          | RAC          | Tasman?      | Mandy T         |
| SI Sec School champs              | Stadium 2000 | Blenheim     | Sarah           |
| SNM SC Champs                     | Stadium 2000 | Blenheim     | Sarah           |

Jim/Steve F/*carried*

Event organisers are asked to make pool bookings for these events, and to liaise with Jim if information is required on session times. Mandy T to liaise with Mandy B regarding primary schools champs and issues noted by Mandy B. Also make a booking once date is confirmed.

- Dual meet

*Moved* to approve a dual meet between NSSC and Aquagym on 7 Feb Jim/Mandy /*carried*

- Registration numbers

The table needs to be redone because it has not been filtered to exclude non-financial members.

*Moved* to approve the Registrar's report and confirm the following as NM records:

#### **NSSC Young Guns 18 Nov 2017**

|          |    |    |   |         |               |       |
|----------|----|----|---|---------|---------------|-------|
| 50 Fly   | SC | 18 | F | 30.51   | Clara Foster  | NLSNM |
| 800 Free | SC | 13 | M | 9:43.42 | Nicholas Hall | NLSNM |

Jim/Susie/*carried*

#### 10. PUBLICITY/COMMUNICATION REPORT

No press releases. There have been some posts on FB. Swimmers did well in Auckland and Wellington recently. Mandy will put something together that we can send to weeklies and put on FB.

#### 11. FUNDING REPORT

Funding was received from Pub Charity (10k) for Piccolo scoreboard and from Mainland for lane hire (\$3k).

Medals funding application to Air Rescue was not successful. There are limited places to apply for medals.

*Moved* to approve payment of \$362.25 for medals for NM C&T Champs Melinda/Lees/*carried*

*Moved* to apply to XX for medals and lane hire Melinda/Susie/*carried*

- Ribbons

Melinda has developed a design for the ribbons. Each place has its own colour, with SNM logo but not including the meet name or year.

*Moved* to order ribbons with the finalist place on them (different colours) and use the same design for all NM meets Melinda/Jim/*carried*

Melinda to determine quantities and place order. Jim to provide an estimate of numbers needed based on last year.

## 12. SNZ LIAISON REPORT

SNZ has sent a message regarding attending SNM Board meeting or meets. We should use the opportunity for us to raise key issues, after our strategic planning session. Prefer that SNZ attend a swim meet so we can meet with them between sessions – eg Tasman meets in 10-11 March or April. Decision on which will be made in January.

Mgt Committee members to advise Lindie of key issues they would like to discuss with SNZ Board members. Lees noted governance.

## 13. TECHNICAL

- Signing off new officials (Dave)

Stephen confirmed that only a national referee can sign off new officials. Ivon, Phil and Christine are national referees. There are no national referees in Nelson.

Invite Christine to the Tasman meet next weekend to sign off officials who are ready. Mandy T will invite.

## 14. COACHING REPORT

No report.

## 15. GENERAL BUSINESS

- Piccolo scoreboard

*Moved* to order the Piccolo scoreboard at a cost of \$20202.05 (GST inc) Jim/Dave/*carried*

Melinda to place the order. The Piccolo will also need a purpose built trolley. Hamish to inquire about costs and circulate an email. (Could also inquire whether local engineering shop could make one.)

Sponsorship

Melinda has a sponsorship offer of \$5-7k for the Piccolo. Sponsor would like his company name to come up as event sponsor for all NM meets (which would show up on Meet Mobile).

*Moved* to offer Eddyline sponsorship of the scoreboard and all events at SNM regional meets for the 2018, 2019 and 2020 for between \$5 and \$7k, to be negotiated by Melinda

Jim/Steve F/*carried*

- Tech suits

Swimming Auckland has banned the bonded tech suits for 12 and unders because these swimmers don't benefit from the suits and it avoids unnecessary costs.

Should we do this as well? Susie to invite comment on FB.

NEXT MEETING OF MANAGEMENT COMMITTEE – 9 January at approx. 7pm (after the Board meeting) at Cawthron

*Meeting closed at 9.20 pm*