

Minutes

What: Swimming Counties Manukau Association (SCM) - General Board Meeting

Where: 18 Rushgreen Avenue, Papakura

When: Wednesday, 13 November 2019 @ 7pm

Who attended: Debra Mahony (DM) – Chairperson
Alastair Bates (AB) – Deputy Chairperson
Emiel Logan (EL)
Ligi Asiata (LA)
Dave Beattie (DB)
Anthony Chaney (AC)

Apologies: Sandra Harnett / Administrator (Admin)

Decisions and action points	By whom	Due on or update provided by
Minute taker: Anthony Chaney		
1. Confirmation of Previous Minutes		
1a. October Board Minutes confirmed as true and correct.	Moved by Chair, Seconder AC	
2. Correspondence		
2a. Correspondence Inwards		
Received by Admin and forwarded to Board.		
Letter Tyron Henry application for assistance. Selected to represent NZ in the Queensland Champs.	Moved by Chair for Board to provide \$250 on return on evidence of selection and proof of costs, Seconder EL Letter to be drafted advising Tyron of Board decision by AB	30/11/19
2b. Correspondence Outwards		
As per list provided by Admin.		
Letter of Congratulations to Jo Clare (NZ Official).		
Letter of Congratulations to Zac Dell (NZ Record).		
Letters to Sub-Committee members.		
3. Matters arising		
3a. Swimming and Technical		

Decisions and action points	By whom	Due on or update provided by
Counties Junior Champs Survey sent to Members – overall feedback received was very positive. Issues		
identified mostly about the Facility. New improvements were well received. Proposed facility to be enquired with, and if possible Booking to be made for last weekend of school holidays in October 2020.	Proposed facility to be booked – AB to contact.	22/01/20
Swimming NZ to be contacted to confirm that the pool is certified and that we can swim outside of our region for a Regional meet.	Chair to confirm with SNZ if proposed pool is certified.	22/01/20
Feedback to be provided back to the region thanking them for partaking in the survey. Part of new newsletter content.	AC to include as part of newsletter	28/11/19
4. Officials		
4a. Regional official exams – <ul style="list-style-type: none"> • Sean Hyland-Mills – Starter • Judith Shuker – IOT • Gary Chapman – IOT • Kevin Adlington – TK 	Moved by AC, Seconder EL	
4b. National official exams – <ul style="list-style-type: none"> • Anthony Chaney – IOT 		
5. Administration		
5a. Monthly conference call with Swimming NZ for October not done as were not contacted about this beforehand. Have requested to be notified in future. Will contact Admin from other Regions as Swimming NZ doesn't take minutes of these calls.	Admin to contact other Region Administrators	20/11/19
5b. Financials approved. Swimming NZ invoices with GST issue identified. Bottom line number correct though. Swimming NZ chose to not change future invoices.		
5c. Swimming NZ representative to be invited to future Board Meeting.	Chair to make contact with Swimming NZ	22/01/20
5d. Postal Box in Manurewa confirmed not being used, once next invoice comes in decision on continuation of Postal Box will be made.		
5e. Payments for October have been approved.	Moved by Chair, Seconder EL	
5f. Question re: does LA need to be a member of Swimming NZ to be included on the Swimming NZ database. Response provided – LA does not.	Admin to contact Swimming NZ	13/11/19
6. Strategic Plan		
6a. Board to go through this in detail as part of Away Day in February 2020. Date to be confirmed in January Board Meeting.	Date for Away Day to be confirmed in January Board Meeting.	22/01/20
6b. Policy, Regulations and the Strategic Plan in general to be developed with a 'plan' to develop these to be documented.	AB to develop 'plan' for the development of Strategic Plan, LA to assist	13/11/19
6c. New Regulations to be drafted and adopted at the next Annual General Meeting. To be reviewed and	AB to draft new Regulations, AC to assist	

Decisions and action points	By whom	Due on or update provided by
compiled beforehand and sent to Board Members for review.		
6h. All Policy documents to be reviewed annually with versions to be captured on all. Final versions to be sent to AC who will format for public viewing, then to be published and circulated to Member Clubs by Admin.	Final Policy Documents to be forwarded to AC, then to Admin for circulation and publishing	
7. Financial		
7a. Financials received for October approved.	Moved by Chair, Seconder EL	
7b. Pub Charity Funding for Medals and Ribbons for Counties Age Group Champs sent.		
7c. Application sent to Four Winds for pool rental costs for Age Group Champs.		
7d. In process of changing over Financial System to XERO in conjunction with Engine Room.		
7e. Direct Debit and Reimbursements on behalf of Board to be looked at moving forward by EL with parties to be communicated with before next meeting. Advice provided by Engine Room to not accept full payment for reimbursements without prior agreement as to what is to be paid. EL and Chair to follow up.	EL and Chair to contact parties before next Board Meeting	22/01/20
7f. Proposal received by Engine Room approved for assistance with Financial Management on behalf of Board. Second quote received from Hunter Withers, Engine Room cheaper with same level of service provision.	Email resolution by Board to accept Engine Rooms proposal	
7g. Outstanding monies owed by Mangere Swimming Club has been paid. Pukekohe Swim Club are awaiting an invoice from Board to pay outstanding monies from relay teams at Counties Junior Champs. Papakura Swim Club and Howick Pakuranga has a small outstanding balance to be chased.	Admin to contact all Clubs with outstanding monies owed, and where required to resend invoices for the amounts.	22/01/20
7h. Insurance renewal notices have yet to be received by EL or the Administrator.	If not received by the end of November, to be chased up by EL and Admin.	30/11/19
7i. Contract template for Admin to be provided by Engine Room.	EL to contact Engine Room for copy of Contract Template.	22/01/20
7k. Swimming Counties Manukau 'Travel Levy' as per Regulation 4.3 advising of 50 cents per entry to be captured by host Club and paid to Swimming Counties Manukau. Motion passed to send a reminder to all Clubs that this needs happen with immediate effect.	Admin to contact all hosting Member Clubs reminding of Travel Levy and the requirements as per Regulation 4.3 Moved by EL, Seconder DB	30/11/19
7l. Reimbursement approved for Flowers purchased by Chair on behalf of Board.	Moved by EL, Seconder LA	

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7m.	Reimbursement approved for First Aid Kit purchased by EL on behalf of Board.	Moved by AB, Seconder AC	
7n.	Quote to be sought for new Lap Counter set on behalf of the Board. Pukekohe Swim Club have recently purchased a set, will check with them on quote costs.	DB to source quote on Lap Counters	22/01/20
8. Registrar / Records			
8a.	Registrations – 850, Swimming NZ and Region 1* 2019-20		
9. SCM Records			
9a.	25x records confirmed. Certificates circulated to Member Clubs.	Moved by DB, Seconder AC	
9b.	22x race records at Counties Junior Champs.		
10. Transfers			
10a.	1x Inter Member Club (Coach) 5x Inter Member Club (IN) 5x Inter Region (OUT) 3x Inter Region (IN)	Moved by AC, Seconder EL	
11. General Business			
11a.	Police Vetting – Plans / Process		
11a1.	Registration of Swimming Counties Manukau to be done first off to allow for vetting procedure to happen.	Admin to register Swimming Counties Manukau for vetting procedure.	22/01/20
11a2.	Admin to be vetted first, then Board members second, then sub-committee members after.		
11a3.	Results of the vetting will be made available initially to the Admin, with access to results to be provided to the Chair.	Access to be given to the Chair to see results of the vetting.	
11a4.	Understanding is that all results can be PDF'd. Copies of PDF's to be kept by Admin, with register to be developed capturing all results including screenshots and copies of PDF's.	Admin to develop register for recording results and copies of Vetting PDF's.	22/01/20
11b.	Member Protection Policy		
11b1.	Draft Policy document created based off advice provided using other Region examples, however will await new version in development from Swimming NZ which Swimming Counties Manukau will look to use in future. Once received, the Board shall review before adaption.	Board to await new Member Protection Policy from Swimming NZ that shall be provided by the end of 2019.	31/12/19
11c.	Flat Bush New Pool Proposal (response to Auckland Council)		
	Notification of new Flat Bush Aquatic and Leisure Centre received by AB (not formally). AB to draft submission response on behalf of Board, to be circulated to Board Members beforehand for input. Submissions open until 29 November 2019. All Member Clubs to be communicated with by Admin to encourage to respond to the Submission Request	AB to draft submission, all members of board to review. Admin to send out an email to all Clubs to submit an individual response (link to be captured in the email).	29/11/19

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requesting that the new complex has all year round capabilities, 50m length, with at least 6 lane availability at all times, with plenty of seating, and with the ability to be able to partition the pool. Swimming NZ have advised that they will endorse our response.		
11d. Representative Swimming Caps Proposal		
Proposal received for new Representative Swimming Caps for the region. Before proceeding, an inter-regional event has to be confirmed. Dialogue to be opened with both Swimming Waikato and Swimming Auckland on future opportunities. Once confirmed, will confirm proposal for Swimming Caps then.	AC to communicate with Swimming Waikato and Swimming Auckland on future inter-regional opportunities.	
11e. Existing Swimming Caps and Bottles		
Existing stock of Swimming Counties Manukau branded bottles and Swimming Caps to be provided as spot prizes for up coming meets.		
11f. Sub-committees		
New drafted policies – Withdrawal and Protests Policy and Late Entries and Entry Refund Policy signed off	To be captured on Swimming Counties Manukau website	
11f1. Awards sub-committee		
Minutes provided from first meeting held on 5 November 2019.	Minutes circulated to Board Members.	
Notice to be sent out to all Clubs for the return of all Trophies. To be done before Anniversary Meet.	Admin to send out email to all Clubs to return trophies before the Anniversary Meet.	23/11/19
Notice to be sent out to all Clubs to request for a helper with all of the trophies.	Admin to email to all Clubs to ask for a ‘helper’ with the trophies.	23/11/19
11f2. Events sub-committee		
Issues with a number of items to be used at upcoming events. Gazebo’s and Chairs. Looking at hiring rather than ‘buying’. Multiple quotes being sourced on all items.		
Admin to get access to the ‘Meet Set-up’ section for Jo Clare (on behalf of the Board) on the Swimming NZ website which currently only Geoff Sibun has access to.	Admin to liaise with Jo Clare to get access to the Meet Set-up Section on Swimming NZ website	31/12/19
11f3. Finance and Property sub-committee		
NTR.		
11f4. Technical sub-committee		
Minutes provided from first meeting held on 11 November 2019.	Minutes circulated to Board Members.	
Minoo Ghadiali to carry out research on behalf of the Board for new Touch Pad and peripheral systems.	Moved by DB, Seconder LA;	22/01/20

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11f5. Publicity and Communication sub-committee		
Meetings held separately with both Julie Watts and the Admin at Counties Junior Champs. Roles and responsibilities agreed amongst team.		
Instagram Account up and going and currently have 80 entities following us.		
<p>Quarterly Newsletter to be developed on behalf of the Board. To go out in the next week.</p> <p>Title – ‘Swimming Counties Manukau Gazette ‘</p> <p>Feedback from Junior Meet Call for Technical Officials Upcoming Meets Anniversary Meet coming up Sub-committees need some stuff – who the chairs are of these and the members Awards Trophy – returning these Technical Team – quick blurb The Website, the Instagram etc.</p>		
Website currently being updated. Issue around the website not showing up on Search Engines. AC to contact Swimming NZ to assist.	AC to contact Swimming NZ for assistance.	22/11/19
12. Other business		
12a. Have received an informal ‘invitation’ from Waikato to join Caro Cup next year. To be followed up with Swimming Waikato.	AC to discuss with Swimming Waikato	
12b. Board Charter – deferred until next meeting.		

Next meeting: Wednesday, 22 January 2019 @ 7pm; 18 Rushgreen Avenue, Papakura.

Meeting closed: 9pm.