

**What:** Swimming Counties Manukau Association (SCM) – General Board Meeting  
**Date:** Tuesday, 21 April 2020 @ 7pm  
**Venue:** via video conference

## Minutes

**Present:** Debra Mahony (DM) - Chairperson  
 Ligi Asiata (LA)  
 Dave Beattie (DB)  
 Anthony Chaney (AC)  
 Alastair Bates (AB)

**Apologies:** Emiel Logan (EL)

Decisions and action points	By whom	Due on or update provided by
Minute taker: Dave Beattie		
<b>Minutes from Previous Meeting:</b>		
<i>Action Points from Previous Meeting:</i>		
1. Police Vetting – A Bates. Awards, Publicity and Communications Committees to action.	<b>AB has completed form to be forwarded.</b> <b>Admin to action S-Cs next</b>	
2. ASB contacted about token – hopefully Emiel now has token.	<b>EL has received token</b>	
3. Friendship House AGM venue booked Friday 28 August.	<b>Hold booking for now</b>	
4. Minoos to attend next Board meeting	<b>Deferred</b>	
5. Coach representative – Shaun Foley.	<b>AB to consult direct with Shaun</b>	
6. SNZ Restructure Feedback due May.	<b>Admin to resend to Clubs</b>	
<b>Errors and Omissions:</b>		
1. AB moved changes to previous minutes – AB should read AC		
<b>Previous Minutes Passed as True and Correct:</b>	<b>Moved by AB, Seconder DB</b>	
<b>Correspondence In:</b>		

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<ol style="list-style-type: none"> <li>1. Counties/Waikato Collaboration Meeting</li> <li>2. Pub Charity Funding Application Declined COVID 19</li> <li>3. Trophy List</li> <li>4. SNZ Club Survey</li> <li>5. AKTIVE/Sport NZ meetings</li> <li>6. FINA Open Water Calendar</li> <li>7. Regional Admins Zoom Call</li> <li>8. Waikato/Counties Champs 2021</li> <li>9. SNZ Newsletter Swimming at home</li> <li>10. Friendship House Confirmation of AGM Booking</li> <li>11. SNZ Financial Impact Survey</li> <li>12. SNZ International Teams updates</li> <li>13. SNZ Olympic Trials Update</li> </ol>		
<b>Correspondence Out:</b>		
<ol style="list-style-type: none"> <li>1. All emails from Board/General/Clubs/SNZ</li> <li>2. Record Certificates Sent HPK,PUK</li> <li>3. SNZ Club Survey Results</li> <li>4. AKTIVE/Sport NZ meetings</li> <li>5. Message to Clubs from Board re Covid-19</li> <li>6. SNZ Financial Impact Survey –Sent to SNZ</li> <li>7. Swimming Counties Manukau Gazette</li> <li>8. SCM Long Distance Results</li> <li>9. Long Distance Medals posted</li> <li>10. Opens Letters</li> <li>11. Records Updates</li> <li>12. NZ Junior Photos and Results</li> </ol>		
<b><u>Administrator’s Report</u></b>		
<b>Regional Officials’ Assessments:</b> nil		
<b>National Officials’ Assessments:</b> nil		
<b>Registrations:</b> #903 SNZ and Region 1* 2019-2020 (passed)		
<b>Regional Records:</b> 17		
NZ Junior Festival – 14 Roskill Level 1 - 3		
<b>National Records:</b> nil		

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<b>Transfers – Inter Club: 1</b>		
S.Kim – HPK > PPT		
<b>Transfers – Inter Region In: 0</b>		
<b>Transfers - Inter Region Out: 1</b>		
A Zhao – HPK > United		
<b>Officials: 1</b>		
E Edie – PPT > Coast		
<b>Financial Report:</b>	<b>Moved DB, Seconder AC</b>	
<ol style="list-style-type: none"> <li>1. GST Payment \$1238.91</li> <li>2. Geoff's last Internet payment scheduled for 20th April – and then has been cancelled</li> <li>3. No outstanding accounts to pay</li> <li>4. No accounts owing</li> <li>5. Travel Levy for counties meets needs to be transferred from cheque to 54 account</li> <li>6. Travel Levy from club meets needs to be transferred from cheque to 54 account</li> <li>7. My ASB logon is not working will have to wait until Monday to sort and then arrange transfers</li> </ol>		
Closing balances: \$54,444.06		
Cheque: \$13,838.08		
Savings: \$5,070.76		
Term Deposit: \$35,535.22		
1. Payments for approval: nil		
<b>SNZ Business:</b>		
1. nil		
<b>Board Strategic Plan:</b>		
1. nil		
<b>Board Policies:</b>		
1. nil		
<b><u>Sub-Committee Reports</u></b>		

Decisions and action points	By whom	Due on or update provided by
<b>Awards S-C:</b>		
1. Nil		
<b>Events S-C:</b>		
1. Nil		
<b>Financial and Property S-C:</b>		
1. Nil		
<b>Publicity and Communications S-C:</b>		
1. Nil		
<b>Technical S-C:</b>		
1. Nil		
<b>General Business:</b>		
1. COGS application. This is Govt funded scheme and there is nothing on their website to say they are not accepting applications. We need to identify future meets and apply for operating costs (photocopying etc) and volunteer recognition. Online applications. Board moved that Admin progress an application targeting SCM Junior and Age Groups Meets.	<b>Moved: DB, Seconder AC</b>	<b>Admin</b>
2. Communication to Clubs regarding AGMs. Sport NZ has provided the following legal advice from Buddle Findlay, NZ Lawyers – <u><i>How to proceed in respect of AGMs that are scheduled to take place within the Alert Level 4 lockdown period.</i></u> <i>13. Organisations must not, under any circumstances, hold an AGM in person at the present time.</i> <i>14. Organisations should first consider whether their constitution permits members to take part in an AGM via alternative means – this could include an online meeting or teleconference. If a meeting of this sort is permitted,</i>		

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<p><i>organisations should pursue that option. If decisions can be made by postal vote, that should occur.</i></p> <p><i>15. If none of these options are available, we recommend that organisations, in the first instance, postpone their AGM. Given that at the present time it is very difficult to know in-person AGMs will be able to take place, we recommend that organisations wait until the COVID-19 situation changes before setting a new date.</i></p> <p><i>16. In the event that a sports organisation has to postpone its formal AGM, that organisation could nevertheless think about alternative means for creating a forum in which members can discuss relevant issues. For example, organisations could facilitate informal discussions via phone or online methods.</i></p> <p><i>17. Postponing an AGM may mean that sports organisations breach both the requirements of their constitutions and their statutory obligations. However, organisations should take comfort from the views that have been expressed by the relevant regulators on this subject. Charities Services has issued the following guidance:</i></p> <p><i>(a) "...while charities are generally required to follow their rules, we won't take compliance action against charities that are taking practical steps to prevent the spread of COVID-19. You must prioritise taking steps to minimise social contact, even if this breaches your rules on how you should carry out your AGM or meeting."</i></p> <p><i>(b) In respect of filing annual returns: "If your charity's annual return is due shortly, but COVID19 means you won't be able to file your documents on time, you can ask for an extension. To do this, please email <a href="mailto:info@charities.govt.nz">info@charities.govt.nz</a> and let us know how much extra time you need. We won't be taking action on any late returns during the lockdown period, but we encourage you to get in touch with us if you can."</i></p> <p><i>18. The Registrar of Incorporated Societies has stated that "If circumstances related to COVID-19 are affecting your ability to respond to our deadlines, please be assured that we will not</i></p>		



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<p><i>take any action to remove entities from our registers or take any enforcement action for non-compliance with filing during these times.”</i></p> <p>AB to establish AGM date per Club and if they can proceed with their AGM under the rules of their constitution. It was agreed that at least one Board member will attend each Club AGM.</p>		<p><b>AB asap</b></p>
<p>3. SCM AGM Date confirmed, at this stage, for Friday 28 August, Friendship House, 7pm Clubs need to be informed of their requirements.</p>	<p><b>AB &amp; Admin</b></p>	<p><b>Admin asap</b></p>
<p>4. SCM Constitution AB to investigate our level of complicity for adopting new SNZ Regional Constitution. In particular Club membership forms need checking.</p>	<p><b>AB to check.</b></p>	<p><b>AB asap</b></p>
<p>5. Response to Swim Waikato regarding 2021 Collaboration. Email received from Swim Waikato – Chair to respond that we are in the process of consulting with our coaches concerning matters raised. AB to discuss with Shaun Foley re coach coordinator position. It is intended that the Coach Coordinator become a member of the Events S-M in the future.</p>	<p><b>DM &amp; AB</b></p>	<p><b>AB</b></p>
<p>6. St George Shield To provide clarity for everyone it was decided to cancel the St George Shield event for 2020.</p>	<p><b>Moved: DM, Seconder: DB</b></p>	
<p>7. SCM Prizegiving Again, to provide clarity for everyone, it was reluctantly decided to cancel the SCM Prizegiving for 2020. However, all trophies will be engraved and forwarded to appropriate Clubs to be distributed as each Club sees appropriate. It was moved that each Club also receive the sum of \$150, as a goodwill gift, to be spent as the Club sees fit.</p>	<p><b>Moved: DM, Seconder: DB</b></p>	<p><b>Admin &amp; DM</b></p>

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It was also agreed that at least one Board member will attend each Club's prizegiving.		
<p>8. SCM Junior Champs</p> <p>Discussion held as to whether this meet should go ahead in its current form or do we think outside the square and offer a 'welcome back' meet for everyone.</p> <p>The Events Team is to be tasked with investigating options keeping in mind the SNZ Review document and the Covid-19 issue.</p>	<b>Moved: DM, Seconder: DB</b>	<b>Events Team</b>
<p>9. Board Strategy Day</p> <p>Deferred until Alert Level 2 reached – hopefully sometime in June.</p>	<b>Deferred</b>	
<p>10. SCM Administrator Role</p> <p>Admin would like to share some possible options with the Board.</p>	<b>Deferred</b>	
<b>Action Points for Board Members &amp; Admin</b>		
<b>Admin</b>		
<ol style="list-style-type: none"> <li>1. AON Insurance – follow up</li> <li>2. Police Vetting – action Awards &amp; Publicity &amp; Communications S-Cs</li> <li>3. Remind Clubs re SNZ Restructure Feedback</li> <li>4. COGS – investigate funding for SCM Juniors &amp; Age Groups</li> <li>5. SCM Trophies – prepare a resume for each award and ask Clubs for nominations. Arrange engraving.</li> <li>6. St George Shield event – cancel pool booking</li> <li>7. SCM prizegiving – cancel Willie Iosia, MC</li> </ol>		
<b>AB</b>		
<ol style="list-style-type: none"> <li>1. Coach liaison – discuss with Shaun Foley</li> <li>2. Club AGMs – determine dates for each</li> <li>3. Club Constitutions – determine if each Club can proceed with their AGM under the rules of their constitution.</li> <li>4. SCM AGM – determine Club requirements and communicate.</li> </ol>		
<b>DM</b>		
<ol style="list-style-type: none"> <li>1. Communicate with Swim Waikato concerning Collaboration</li> </ol>		

Decisions and action points	By whom	Due on or update provided by
<p><b>Events Team - Jo Clare</b></p> <ol style="list-style-type: none"> <li>Determine what and how our first 'new' meet should look. Continue with Juniors or, combine Juniors with a 'welcome back' meet or, a 'welcome back' meet for all members or, something else?</li> </ol> <p><b>AC</b></p> <ol style="list-style-type: none"> <li>Post H&amp;S Incident Form on website</li> </ol>		

Next meeting: TBA; Location TBA.

Meeting closed: 7.40pm.

