

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

Date: Tuesday, 21 April 2020 @ 7pm

Venue: via video conference

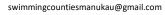
Minutes

Present: Debra Mahony (DM) - Chairperson

Ligi Asiata (LA)
Dave Beattie (DB)
Anthony Chaney (AC)
Alastair Bates (AB)

Apologies: Emiel Logan (EL)

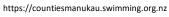
Dec	isions and action points	By whom	Due on or update provided by
Min	ute taker: Dave Beattie		
Min	utes from Previous Meeting:		
Acti	on Points from Previous Meeting:		
1.	Police Vetting – A Bates. Awards, Publicity and Communications Committees to action.	AB has completed form to be forwarded. Admin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











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Decisions and action points	By whom	Due on or update provided by
1. Counties/Waikato Collaboration Meeting		
2. Pub Charity Funding Application Declined COVID 19		
3. Trophy List		
4. SNZ Club Survey		
5. AKTIVE/Sport NZ meetings		
6. FINA Open Water Calendar		
7. Regional Admins Zoom Call		
8. Waikato/Counties Champs 2021		
9. SNZ Newsletter Swimming at home		
10. Friendship House Confirmation of AGM Booking		
11. SNZ Financial Impact Survey		
12. SNZ International Teams updates		
13. SNZ Olympic Trials Update		
Correspondence Out:		
All emails from Board/General/Clubs/SNZ		
2. Record Certificates Sent HPK,PUK		
3. SNZ Club Survey Results		
4. AKTIVE/Sport NZ meetings5. Message to Clubs from Board re Covid-19		
6. SNZ Financial Impact Survey –Sent to SNZ		
7. Swimming Counties Manukau Gazette		
8. SCM Long Distance Results		
9. Long Distance Medals posted		
10. Opens Letters		
11. Records Updates		
12. NZ Junior Photos and Results Administrator's Report		
Regional Officials' Assessments: nil		
National Officials' Assessments: nil		
Registrations: #903 SNZ and Region 1* 2019-2020 (passed)		
Regional Records: 17		
NZ Junior Festival – 14 Roskill Level 1 - 3		
National Records: nil		





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Decisions and action points	By whom	Due on or update provided by
Transfers - Inter Club: 1		
S.Kim – HPK > PPT		
Transfers – Inter Region In: 0		
Transfers - Inter Region Out: 1		
A Zhao – HPK > United		
Officials: 1		
E Edie – PPT > Coast		
Financial Report:	Moved DB, Seconder AC	
 GST Payment \$1238.91 Geoff's last Internet payment scheduled for 20th April – and then has been cancelled No outstanding accounts to pay No accounts owing Travel Levy for counties meets needs to be transferred from cheque to 54 account Travel Levy from club meets needs to be transferred from cheque to 54 account My ASB logon is not working will have to wait until Monday to sort and then arrange transfers Closing balances: \$54,444.06 Cheque: \$13,838.08 Savings: \$5,070.76 Term Deposit: \$35,535.22 		
Payments for approval: nil		
SNZ Business:		
1. nil		
Board Strategic Plan:		
1. nil		
Board Policies:		
1. nil		
Sub-Committee Reports		

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https://counties manukau.swimming.org.nz





Dec	cisions and action points	By whom	Due on or update provided by
Aw	ards S-C:		
1.	Nil		
Eve	ents S-C:		
1.	Nil		
Fina	ancial and Property S-C:		
1.	Nil		
Puk	olicity and Communications S-C:		
1.	Nil		
Tec	hnical S-C:		
1.	Nil		
Ger	neral Business:		
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.	Moved: DB, Seconder AC	Admin
2.	Communication to Clubs regarding AGMs. Sport NZ has provided the following legal advice from Buddle Findlay, NZ Lawyers — How to proceed in respect of AGMs that are scheduled to take place within the Alert Level 4 lockdown period. 13. Organisations must not, under any circumstances, hold an AGM in person at the present time. 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,		









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organisations should pursue that option. If decisions can be		
made by postal vote, that should occur.		
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.		
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.		
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:		
(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."		
(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 info@charities.govt.nz 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."		
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		











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Deci	sions and action points	By whom	Due on or update provided by
	take any action to remove entities from our registers or take any enforcement action for non-compliance with filing during these times." AB to establish AGM date per Club and if they can proceed with their AGM under the rules of their constitution.		AB asap
	It was agreed that at least one Board member will attend each Club AGM.		
3.	SCM AGM Date confirmed, at this stage, for Friday 28 August, Friendship House, 7pm Clubs need to be informed of their requirements.	AB & Admin	Admin asap
4.	SCM Constitution AB to investigate our level of complicity for adopting new SNZ Regional Constitution. In particular Club membership forms need checking.	AB to check.	AB asap
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.	DM & AB	АВ
6.	St George Shield To provide clarity for everyone it was decided to cancel the St George Shield event for 2020.	Moved: DM, Seconder: DB	
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.	Moved: DM, Seconder: DB	Admin & DM







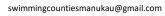


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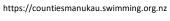
Decis	ions and action points	By whom	Due on or update provided by
	It was also agreed that at least one Board member will attend each Club's prizegiving.		
8.	SCM Junior Champs Discussion held as to whether this meet should go ahead in its current form or do we think outside the square and offer a 'welcome back' meet for everyone. The Events Team is to be tasked with investigating options keeping in mind the SNZ Review document and the Covid-19 issue.	Moved: DM, Seconder: DB	Events Team
9.	Board Strategy Day Deferred until Alert Level 2 reached – hopefully sometime in June.	Deferred	
10.	SCM Administrator Role Admin would like to share some possible options with the Board.	Deferred	
Actio	n Points for Board Members & Admin		
Adm	in		
1. 2.	AON Insurance – follow up Police Vetting – action Awards & Publicity & Communications S-Cs		
3. 4.	Remind Clubs re SNZ Restructure Feedback COGS – investigate funding for SCM Juniors & Age Groups		
5.	SCM Trophies – prepare a resume for each award and ask Clubs for nominations. Arrange engraving.		
6. 7.	St George Shield event – cancel pool booking SCM prizegiving – cancel Willie Iosia, MC		
АВ			
1.	Coach liaison – discuss with Shaun Foley		
2.	Club AGMs – determine dates for each		
3.	Club Constitutions – determine if each Club can proceed with		
4	their AGM under the rules of their constitution.		
4.	SCM AGM – determine Club requirements and communicate.		
DM 1.	Communicate with Swim Waikato concerning Collaboration		











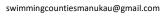




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Events Team - Jo Clare		
1. Determine what and how our first 'new' meet should look.		
Continue with Juniors or, combine Juniors with a 'welcome		
back' meet or, a 'welcome back' meet for all members or,		
something else?		
AC		
1. Post H&S Incident Form on website		

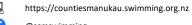
Next meeting: TBA; Location TBA.

Meeting closed: 7.40pm.









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