

What: Swimming Counties Manukau Association (SCM) – Board Professional Development & Planning Day
Date: Saturday, 27 June, 2020 @ 9am
Venue: Franklin Club, Pukekohe

Present: SNZ – Steve Johns (SJ), Nick Tongue (NT)
 SCM – Debbie Mahony (Chair), Alastair Bates (AB), Dave Beattie (DB), Emiel Logan (EL)
 Sub-Committee Members – Jeannie Sibun (JS), Keith Melvin (KM), Minoos Ghadiali (MG), Jo Clare (JC),
 Keri Doidge (KD), Sandra Sutcliffe (SS) - (minute taker)

Apologies: Anthony Chaney (AC) - (late)
 Shaun Foley (phone conference)

Slide presentation from Steve & Nick as per listed in Agenda, bullet notes from discussion:	SJ to email DM slide presentation
<ul style="list-style-type: none"> SCM operates as both Governance and Executive 	
<ul style="list-style-type: none"> SNZ operates as 2 entities - Governance & Executive SCM operates as both, operating as 1 entity Sub-Committees ease workload 	
<ul style="list-style-type: none"> Agenda: Break into sections – Governance / Operational / Annual Plan / Reflection / Review of Performance / Brainstorm ideas ‘Blue sky’ Thinking Set Timetable / Calendar of workplan and reviews 	
<ul style="list-style-type: none"> Health & Safety – should be discussed at every meeting Add to Agenda – at Regional and Club meetings Learn from near misses 	Clubs to be informed
<ul style="list-style-type: none"> Insurance – DM no response from emails sent to AON Each Region and Club should have their own Public Insurance Public Liability – SCM to discuss ... Risk to take? Do we want & can we enforce? 	SJ to follow up with AON Chair, KD
<ul style="list-style-type: none"> Identify the difference between Policy (Governance) and Regulation (Operational) Review current Policies – determine if Policy or Regulation; Update / adjust as required 	SCM Board / Clubs
<ul style="list-style-type: none"> Policy - Governance Broad policy descriptions allow to be more inclusive Review one at a time – remain or remove / update as necessary 	
<ul style="list-style-type: none"> Regulation – Operational Set of rules created to comply with the Policy Restrictions set by Board to encourage / follow desired course of action Guidelines on how to operate reflect back to the policy Coaching – encourage one female interview for Regional coach applications 	
<ul style="list-style-type: none"> SNZ Diversity / Inclusive Policy – working towards National Sports Organisation (NSO) 2021 funding eligible for boards that have 40% female appointed members 	SCM Board / Clubs

<ul style="list-style-type: none"> Regional / Club – check if want to do & achieve for SCM / Club Boards? Smoke Free to include Vaping Free at events 	SCM / Club Events
<ul style="list-style-type: none"> Strategic Plan – How Board to operate Needs to work for Board and Clubs A living document - easily followed / clearly articulates what wanting to achieve 1 page encouraged Display at SCM & Clubs Direction of growth / able to sustain / Focus on future WHY are we here? What do we want to do for SCM? WHAT do we want SCM to aspire to? Vision? PURPOSE – guides you HOW – what drives you? Mission? Finding skill sets of membership within Region & Club 	SCM, Clubs
<ul style="list-style-type: none"> Review Strategic Plan – is it relevant? Reflect / Refresh Is it achievable? Realistic? Adapt to unprecedented times – COVID, Water shortage 	
<ul style="list-style-type: none"> Role of Board – lead, decision making Consultation with Clubs Drive / Own Strategic Plan Good procedures allow for all to see processing involved (aligned with Strategic Plan) Important for Board to respond within 24 hours advising on timeframe being dealt with e.g. within 7 days 	
<ul style="list-style-type: none"> Sub Committees – do you need? Are they critical for e running of the organisation? Terms of Reference: Clear information on what they are responsible for? Who the members of each sub-committee What are each sub-committee wanting to achieve? Who are each sub-committee responsible for? Responsible to? How long able to serve on sub-committee? Decision making – clear on what can be decided at sub-committee level. At Board level. Sub-Committees able to work together 	
<ul style="list-style-type: none"> Constitution reviewed at Club, Region, Governing Body 	CLUB, SCM, SNZ
<ul style="list-style-type: none"> Database update from 1st July: MYpage now Fast Lane DM / SS re members able to join directly to SNZ, Club Database Admins not being informed, advised changes being made on database for members to now tick check box for emails to be sent to Club Database administrators Accreditation for National Events – Police Vetting & photo I.D. of Coaches, Team Managers, Technical Officials 	SH check with Amber Piggott at SNZ

<ul style="list-style-type: none"> • Police Vetting can be from provided from Club / SNZ. Threshold of Police Vetting decided by Region / Club • Police Vetting Coaches / Team Managers / Technical Officials at Regional & Club meets • Photography: Guidelines at Regional & Club meets of photographers. Introduction of Hi-Vis at Regional meets well received 	SCM Board to discuss
<ul style="list-style-type: none"> • SNZ Board meeting 1st July • SNZ AGM 27th September, venue TBA 	
<ul style="list-style-type: none"> • SCM Strategy Plan – brainstorm session ideas • SCM Charter – discuss at Board meeting 	AB

DM thanked SJ & NT for their time this morning, stopped for lunch break 12.30pm

Meeting recommenced 1.00 pm, AC arrived 1.06 pm

Reports from S-C Chairs:	
Awards: Verbal report. <ul style="list-style-type: none"> • Trophy Steward required – trophy collection / ribbons & medals / trophy engraving • Service Awards – 2 received so far • SNZ Awards – Service. Honours, Life to be in before SNZ AGM • Trophy+ (current engraving business) looking at selling, have been with them for several years, but may have to look elsewhere if business sells • Lots of trophies – review of trophies, replacement (Yes or No) • Inventory of medals 	
Events: Report read. <ul style="list-style-type: none"> • No food poolside SCM Juniors meet at DIO • TO's to be rostered off to allow for refreshments 	
Technical: Report read.	KM report to SH for SCM AGM
Publicity & Communications: Report Read.	
Coaches: Phone Conference: Verbal report given by SF – areas highlighted, DM recommended to put forward: <ul style="list-style-type: none"> • Proposal of clinics required and prioritise • Collaboration with outside Regions – possibly joint Champ meets • Calendar 	
SCM Calendar of Events: <ul style="list-style-type: none"> • SC Meet @ Mangere Pools • Mixed events except for 400 FR, IM & 200 FLY, BK, BR, FR (Top 6 Male / Female) • Council restricted timeframe for use of complex 9am – 4pm INCLUDING Set up / Break down • Seating Plan – AB to check out and sort • 6-months Calendar of events being worked on 	AB

Meeting finished 3.20pm