

Minutes

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

Where: 18 Rushgreen Avenue, Papakura

When: Thursday, 22 August 2019 @ 7pm

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

Decisions and action points	By whom	Due on or update provided by
Apologies: None		
Minute taker: Anthony Chaney		
1. Election of New Board Roles		
1a. Election of Chairperson Debra Mahony appointed as new Chairperson	Moved by DB, Seconder EL	
1b. Election of Deputy Chairperson Alastair Bates appointed as new Deputy Chairperson	Moved by EL, Seconder LA	
1c. Election of Financial Controller Emiel Logan appointed as Financial Controller	Moved by DM, Seconder DB	
1d. Election of Technical Lead Dave Beattie appointed as new Technical Lead	Moved by DM, Seconder EL	
2. SCM Constitution Amendments		
2a. Clarification sought on section 2, clause 5.1; and all of section 2 clause 6 by the SCM board with Swimming NZ before next SCM Special General Meeting.	AB to contact Steve Johns	23/08/19
2b. Clarification sought regarding request by Swimming NZ for previous SCM Board to resign.	AB to contact Steve Johns	23/08/19
2c. SCM 'Club Registration Form (Privacy Consent) for all new registrations' to be resent to all Clubs with reminder that this is to be inserted in new membership applications. Existing members to either permit retrospectively or 'opt-out' if choose to.	Sandra to email all SCM Clubs	03/09/19
2d. Rotation of Board members, which Board members to resign after 1 year term to be agreed by Board before 2020 Annual General Meeting.		
2e. SCM Board to develop 'Charter' as per 2014 Constitution and as captured in Draft 2019 Constitution. Board members to research before next Meeting.	All SCM Board members	03/09/19

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3. Special General Meeting (SGM)		
3a. SGM scheduled - Saturday, 21 September 2019 @ 3pm Franklin Pool and Leisure Upstairs room		
3b. Franklin Pool and Leisure to be contacted to confirm booking	DM to contact Franklin Pool & Leisure	23/08/19
3c. Chairperson has advised will be in Australia at the time of the SGM, Deputy Chair to facilitate SGM	AB to facilitate	
3d. Agenda items <ul style="list-style-type: none"> • Adoption of 2019 SCM Constitution • 2018/19 FY Documentation ratification • Elected Positions 	Agenda to be sent out with relevant documentation for Elected Positions	09/09/19
3e. Future SGM's to be conference call enabled		
4. SCM Carnivals		
4a. DB to contact Minoo Ghadiali regarding 'electronic touch pads' and if these are compliant or not.	DB to contact Minoo Ghadiali	
4b. SCM 2019 Junior Champs (19-20 October 2019), DM to get copy of Hire Agreement from Auckland Council, DB to follow up if required with Auckland Council.	DM to get copy of Hire Agreement from Auckland Council	03/09/19
4c. SCM Board to procure First Aid Kits and understand requirements set by Auckland Council with pool bookings.	DB / DM to oversee	19/10/19
5. Other business		
5a. DM to meet with Jeannie Sibun to discuss handover from previous SCM Board to newly elected SCM Board.	DM	03/09/19
5b. AB to attend Swimming NZ AGM and Delegation Meeting beforehand as representative of SCM Board.	AB as SCM delegate	29/09/19
5c. SCM Administrator's role to be formalised by contract. Job Description and contract to be developed. Swimming Waikato has Administrator role in market currently, source copy of JD.	DM to discuss with administrator and to start developing JD, and to source contract template. AB to provide Swimming Waikato JD.	03/09/19
5d. Annual General Meeting Minutes to be confirmed for ratification. AB to clarify some points within the draft Minutes then send through to AC for collation (then to be sent to SCM Administrator).	AB to forward through amendments to AC, then to SCM Administrator	03/09/19
5e. Invite Swimming NZ representative to be invited to attend future SCM Board Meeting.	DM / SCM Administrator	03/09/19

Meeting closed: 9pm.

Next meeting: Tuesday, 3 September 2019 @ 7pm; 18 Rushgreen Avenue, Papakura.