

Minutes

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

Where: 18 Rushgreen Avenue, Papakura

When: Tuesday, 3 September 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. July Board Minutes not 'confirmed' as no member of new board in attendance. To be confirmed as true and correct by ex-Board Chair Jeannie Sibun.	DM to confirm minutes with Jeannie Sibun	09/10/19
1b. August Board Minutes confirmed as true and correct.	Moved by EL, Seconder DB	
2. Correspondence		
2a. Correspondence Inwards		
Received by Admin and forwarded to Board.	Moved by EL, Seconder AB	
No remits received as of yet.		
2b. Correspondence Outwards		
As per list provided by Admin.		
3. Matters arising		
3a. Events		
<ul style="list-style-type: none"> Touch pads are not operating to specification. Dave to contact Minoo about these. 	DB to contact Minoo about touch pads;	09/10/19
<ul style="list-style-type: none"> Costs approximately \$2k to transport from meet to meet. 		
<ul style="list-style-type: none"> Dave to contact Swimming Auckland about where they purchased their pads from and get quote if possible. Funding will be needed for these, likely about \$100k for full set up. 	DB to contact Swimming Auckland about touch pad purchase info.	09/10/19

<ul style="list-style-type: none"> To be handled at Technical sub-committee level moving forward including communicating with SCM Member Clubs on if required. 		
<ul style="list-style-type: none"> Food Safety for future events for officials to be reviewed. Possibility to be more descriptive of what is required by the Board. No change for Counties Junior Champs meet. 		
<ul style="list-style-type: none"> First Aid Kit to be purchased for SCM run Events. EL to procure. 	EL to purchase First Aid Kit	09/10/19
3a1. 2019 Counties Junior Champs (19-20 October 2019)		
<ul style="list-style-type: none"> Entries for meet opened 1 September. 		
<ul style="list-style-type: none"> Counties Junior Champs meet shall be semi-automated. 		
<ul style="list-style-type: none"> Measles outbreak to be communicated by the Board as per point 3c of these minutes. 		
<ul style="list-style-type: none"> Confirmation that the Manurewa Pool has been booked. 		
<ul style="list-style-type: none"> DB to meet with Keith Melvin beforehand. 	DB to meet with Keith Melvin;	
<ul style="list-style-type: none"> DB to organise technical official roster for the meet and will send out to Member Clubs beforehand. 	DB to organise technical official roster for Meet.	
<ul style="list-style-type: none"> Confirmation that visitor clubs from outside of the Region shall compete at this meet. 		
<ul style="list-style-type: none"> Request from Deputy Chair for Board to contact HPK to support the Meet. 	Board to contact HPK to support Meet.	
<ul style="list-style-type: none"> Geoff Sibun to manage AOD for the Meet. 		
3a2. 2019 Counties Anniversary Meet (1 December 2019)		
<ul style="list-style-type: none"> Massey Park outdoor pool, Papakura to be booked by Admin. 	Admin to book Massey Park outdoor pool	09/10/19
<ul style="list-style-type: none"> Date for meet is 01/12/19. 		
<ul style="list-style-type: none"> Poster received today, Chair and DB to review before it's published. 	Chair and DB to review Poster contents	09/10/19
<ul style="list-style-type: none"> Need to make sure that if there is a limit on race numbers that this is reflected within swimming.org.nz. 		
3a3. 2020 Counties Age Group Champs (24-26 January 2020)		
<ul style="list-style-type: none"> Papatoetoe outdoor pool to be booked by Admin. 	Admin to book Papatoetoe outdoor pool	09/10/19
<ul style="list-style-type: none"> Date for meet is 24-26/01/20. 		

3b. Meeting with ex-Board Members Jeannie and Geoff Sibun			
Chair and DB met with Jeannie and Geoff (25/08/19). Discussion points covered –			
<ul style="list-style-type: none"> ● Pool Bookings ● Banking arrangements ● Regulations ● Willingness from both the Board and Geoff and Jeannie to work together in future with opportunities to be communicated over the next few months. 			
<ul style="list-style-type: none"> ● Monthly conference call with Swimming NZ once a month, Admin will do this moving forward (this upcoming Thursday @ 12.30pm); 		Admin to take part of monthly Swimming NZ Admin call this Thursday	09/10/19
3c. Measles Outbreak Notice			
<ul style="list-style-type: none"> ● AB to get draft wording from the Counties Manukau DHB. 		AB to draft wording of Notice	
<ul style="list-style-type: none"> ● Notice to be sent to all Member Clubs regarding Measles with recommendations and warnings. 		Admin to forward to all Member Clubs	
<ul style="list-style-type: none"> ● Draft wording of notice to be circulated to Board with final approval by Chair, then distributed by the Administrator. 		AB to circulate with Board members for feedback	
<ul style="list-style-type: none"> ● Notice to be placed on Swiminfo to warn swimmers attending Dolphin, Winter Leagues and Counties Junior Champs of Measles. 		Admin to publish on Swiminfo	
4. Administration			
4a.	Contract to be confirmed, advice from accountant to be sought beforehand by the Chair and EL.	Chair and EL to contact accountant for advice	13/09/19
4b.	Admin and partner to have accommodation funded by SCM for Counties Junior Meet and Counties Age Group Champs as previous.	Moved by Chair, Seconder DB	
4c.	AGM minutes ratified and forwarded out to all Member Clubs.		
4d.	Swimming NZ representative to be invited to future Board Meeting.	Chair to make contact with Swimming NZ	09/10/19
4e.	Postal Box in Manurewa to be confirmed if this is used, who checks it on behalf of Board.	Chair to check with Admin	09/10/19
4f.	Payments for August have been approved.	Moved by Chair, Seconder AC	
4e.	AGM Financials – correspondence received from Incorporated Society advising that finances need to be lodged by 13 September 2019. Decision made to send these in after this date as SGM needs to be undertaken beforehand to ratify. Decision made that the AGM documents have been corrected and shall be put forward at the SGM to be ratified.		
5. Officials			
5a.	Regional official exams – <ul style="list-style-type: none"> ● Rhonda Wheeler IOT, ● Cathy Fletcher – IOT, 	Moved by EL, Seconder AC	

	<ul style="list-style-type: none"> • Amanda van Der Westerloo – TK 		
5b.	<p>Examiners for the regions technical assessments –</p> <ul style="list-style-type: none"> • Dave Beattie • Debra Mahony • Keith Melvin • Jo Clare • Sandra Sutcliffe • Others to be appointed 	Moved by EL, Seconder AC	
5c.	Admin to send out notice to Member Clubs if they are wanting to sit either Regional or National Qualifications at the Counties Junior Meet to contact the Board beforehand.	Admin to send out to Member Clubs	09/10/19
6.	Strategic Plan		
6a.	Previous version of Strategic Plan sent out but unsure of if this is still current. Last version dated 2017.		
6b.	No minutes found on when the previous Strategic Plan was adopted by previous Board.		
6c.	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, LG to assist	09/10/19
6d.	Swimming NZ to be contacted on if they can assist with the development of the Strategic Plan document.	AB to contact Swimming NZ re: assistance on Strategic Plan development	09/10/19
7.	Financial		
7a.	Financials received for July and August to be approved. Questions around the 'Financial Report' and other documentation which EL will work through with the Admin.	EL to work with Admin to understand Financials	09/10/19
7b.	EL to work with Admin on a monthly Summary for the Board.	EL to work with Admin on development of Summary	09/10/19
7c.	Insurances identified in statements, EL to get copies of all insurance policies.	EL to obtain Insurance Policy documents	09/10/19
7d.	Question around who has access to the purchase account with Warehouse Stationery?	EL to check with Admin	09/10/19
7e.	Question around 'race levy of 50c' as per previous 'Regulations' document. If this applies to Club Meets or only Carnivals? Has the levy been collected for the year so far?	EL to investigate further re: race levy	09/10/19
7f.	Budget for FY19/20 to be confirmed. EL to confirm with Admin if this has been drafted. If not, EL to develop a draft Budget.	EL to confirm if FY19/20 Budget drafted, if not EL to develop a draft	09/10/19
7g.	Quotes to be sought for medals/ribbons for Counties Junior Champs, Anniversary Meet and Age Group Champs. Once quotes received, funding to be sought through Pub Charity Funding with applications to be drafted.	<p>Moved by Chair, Seconder AC</p> <p>Admin to gather quotes for medals / ribbons and Funding application to be drafted</p>	09/10/19
7h.	Registration numbers circulated not correct (906 Club Members). Corrected version to be circulated ASAP and provided to AB before Swimming NZ AGM.	Admin to circulate corrected Registration Numbers	06/09/19

8.	SCM Records		
8a.	3x records confirmed. Certificates circulated to Member Clubs.	Moved by Chair, Seconder DB	
9.	Transfers		
9a.	5x Inter Member Club 4x Inter Region (OUT) 1x Inter Region (IN)	Moved by AC, Seconder AB	
10.	General Business		
	10a. Special General Meeting		
	<ul style="list-style-type: none"> AB to chair SGM, must be 'elected to chair' at the SGM in absence of Chair who cannot attend. 	AB to be elected to chair SGM	
	<ul style="list-style-type: none"> AB, DB and AC attending the SGM. 	AB, DB and AC attending SGM	
	<ul style="list-style-type: none"> Need to confirm how the 'votes' shall work for the SGM and what is required to 'pass' recommendations. 	AB to check 2014 Constitution	21/09/19
10a1	Constitution		
	<ul style="list-style-type: none"> AB contacted Steve Johns by phone, has followed up with email to confirm discussion. 		
	<ul style="list-style-type: none"> Advice given by Swimming NZ is for SCM to continue with the 2014 Constitution until July 2020 where all concerns have been resolved and Club Member Registrations have been aligned with the 2020 Constitution document. 		
	<ul style="list-style-type: none"> If quorum is present, will seek for the Constitution to be 'passed', with the Constitution to be effective from 1 July 2020. 		
	<ul style="list-style-type: none"> New Constitution to be recognised as 2020 SCM Constitution. 		
10a2	Positions		
	<ul style="list-style-type: none"> Constitution is silent on 'positions' apart from the Chair and Deputy Chair positions. 		
	<ul style="list-style-type: none"> No positions shall be elected as part of the SGM. 		
	<ul style="list-style-type: none"> Positions if required, shall be appointed by Board separately. 		
10b.	Sub-committees		
	<ul style="list-style-type: none"> Understand that there is likely going to be overlaps of 'appointments' and 'work' between sub-committees. Where this is identified this needs to be communicated between groups. 2nd round of sub-committees likely to have a 'Development / Elite' sub-committee 		
	<ul style="list-style-type: none"> Expression of Interest Document to be sent out to all Member Clubs before SGM to publicise which sub-committees will be requesting Member 'interest' for. 	DB to draft EOI document and forward to AB and Chair to review, then to be sent out	08/09/19

10b1 .	Awards sub-committee		
	<ul style="list-style-type: none"> ● Will cover awards, ribbons, end of season prizegiving. ● Approach Jeannie Sibun to lead. ● AC to be Board Member on sub-committee. 		
10b2 .	Events sub-committee		
	<ul style="list-style-type: none"> ● Will cover swimming events/carnivals. ● Recorder, posters, entries, meet managers (they will organise the admin of the meet), equipment, tents etc. ● LA to be Board Member on sub-committee. ● Recommendation that this sub-committee have members invited rather than through EOI process. 		
10b3 .	Finance and Property sub-committee		
	<ul style="list-style-type: none"> ● EL to lead sub-committee. ● To be ringfenced to Member Club Treasurers and accountant(s) where required. ● Likely to meet quarterly once things underway. 		
10b4 .	Technical sub-committee		
	<ul style="list-style-type: none"> ● DB to lead sub-committee. 		
10b5 .	Publicity and Communication sub-committee		
	<ul style="list-style-type: none"> ● Chair to lead sub-committee. 		
5.	Other business		
5a.	Board Charter – deferred until next meeting.		
5b.	Managers Guidelines – document with comments by AB to be forwarded onto Swimming NZ.	AB to send Managers Guidelines to Swimming NZ with comments.	09/10/19
5c.	Inventory Review – deferred until next meeting.		

Next meeting: Wednesday, 9 October 2019 @ 7pm; 18 Rushgreen Avenue, Papakura.

Meeting closed: 9.45pm.