

# Minutes

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

Where: 18 Rushgreen Avenue, Papakura

When: Wednesday, 9 October 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		
<b>1. Confirmation of Previous Minutes</b>		
1a. Special General Meeting Minutes from 21 September 2019 Minutes confirmed as true and correct.	<b>Moved by EL, Seconder DB</b>	
1b. September Board Minutes confirmed as true and correct.	<b>Moved by EL, Seconder DB</b>	
<b>2. Correspondence</b>		
<b>2a. Correspondence Inwards</b>		
Received by Admin and forwarded to Board.	<b>Moved by EL, Seconder AB</b>	
Congratulations to Debra Mahony (SNZ Delegate) and Sandra Sutcliffe (SNZ Service) for successful SNZ Awards.	<b>Moved by AC, Seconder DB</b>	
Letter M Koenigsperger (application for assistance) – Board suggests he resubmits his request if selected for a National Team. AB to draft response for Admin to respond with.	<b>Moved by Chair, Seconder AB; AB to draft response for Admin to respond with.</b>	<b>13/11/19</b>
Financial Assistance Policy to be drafted and published.		
<b>2b. Correspondence Outwards</b>		
As per list provided by Admin.		
Service Plan Proposal by Engine Room CA LTD provided.		

Decisions and action points	By whom	Due on or update provided by
<b>3. Matters arising</b>		
3a. <b>Insurance Policies</b>		
Touch pads requiring to be insured, need confirmation on status of Touch Pads that they are operational and how many are operating to specification. This will need to include wiring for the pads. If they are working, then continue with Insurance Policy. If not, then cease Policy until required.	<b>DB to contact Minoo about touch pads;</b>	<b>13/11/19</b>
3b. <b>Swimming and Technical</b>		
Counties Champs poster is ready and can be used for funding requests purposes.	<b>Moved by EL, Seconder AC</b>	
Counties Junior Champs meet pool and seating setup 18/10, removal 20/10.		
Counties Anniversary Meet (1/12), missed funding request window for this Meet as needs to be lodged by 1/11.		
Closing date for the Junior Champs to be extended until midnight 15 October 2019 to allow for family's returning from School Holiday to enter.	<b>Admin to contact Geoff Sibun about changing closing date and time</b>	<b>11/10/19</b>
<b>4. Administration</b>		
4a. Monthly conference call with Swimming NZ for September not done as timing clashed with NZ Short Course Champs.		
4b. Financials approved. Swimming NZ invoices with GST issue identified. Bottom line number correct though. AB and Admin to provide feedback to Swimming NZ.	<b>AB and Admin to contact Swimming NZ</b>	<b>13/11/19</b>
4c. Contract to be confirmed, advice provided from accountant to be worked through by the Chair and EL.	<b>Chair and EL</b>	<b>13/11/19</b>
4d. Swimming NZ representative to be invited to future Board Meeting.	<b>Chair to make contact with Swimming NZ</b>	<b>13/11/19</b>
4e. Postal Box in Manurewa confirmed not being used, enquiring if accountant can act as our Postal Box and if cost associated.	<b>EL to enquire</b>	<b>13/11/19</b>
4f. Payments for August have been approved.	<b>Moved by Chair, Seconder AC</b>	
4g. Admin to book in the following for upcoming meets – <u>Anniversary Meet and Age Group Champs</u> <ul style="list-style-type: none"> <li>• Going Banana's DJ and Caravan</li> <li>• <u>Age Group Champs (only)</u></li> <li>• Coffee Man</li> </ul>	<b>Moved by EL, Seconder Chair - to be booked by Admin</b>	<b>13/11/19</b>
4h. Question re: does LA need to be a member of Swimming NZ to be included on the Swimming NZ database.	<b>Admin to contact Swimming NZ</b>	<b>13/11/19</b>
<b>5. Officials</b>		
5a. Regional official exams – <ul style="list-style-type: none"> <li>• Kevin Adlington – TK</li> </ul>	<b>Moved by EL, Seconder AC</b>	
5b. National official exams – <ul style="list-style-type: none"> <li>• None for September</li> </ul>		

Decisions and action points	By whom	Due on or update provided by
5c. Gavin Ion attending Saturday session at Counties Junior Champs, Anthony Chaney to sit National IOT accreditation with two Members from PSC one to sit Regional IOT test, and one to sit Regional Starter.		
<b>6. Strategic Plan</b>		
6a. Board to go through this in detail as part of Away Day in February 2020. Date to be confirmed.		
6b. Previous version of Strategic Plan sent out but unsure of if this is still current. Last version dated 2017.		
6c. No minutes found on when the previous Strategic Plan was adopted by previous Board.		
6d. Policy, Regulations and the Strategic Plan in general to be developed with a 'plan' to develop these to be documented.	<b>AB to develop 'plan' for the development of Strategic Plan, LA to assist</b>	<b>13/11/19</b>
6e. Disputes and Disciplinary Policy, SCM Board agreed to adopt the Swimming NZ Policy.	<b>Moved by Chair, Secunder EL</b>	
6f. Technical Swimsuit Disqualification and Technical Performance Race Suit Policies reviewed. To be circulated before being ratified.	<b>AB to update and circulate to Board</b>	<b>13/11/19</b>
6g. Publicity and Communication Policy amendments circulated by AC accepted. Policy adopted and shall be published and circulated to Member Clubs.	<b>Moved by AC, Secunder DB</b>	
6h. All Policy documents to be reviewed annually with versions to be captured on all. Final versions to be sent to AC who will format for public viewing, then to be published and circulated to Member Clubs by Admin.	<b>Final Policy Documents to be forwarded to AC, then to Admin for circulation and publishing</b>	
<b>7. Financial</b>		
7a. Financials received for September approved.	<b>Moved by EL, Secunder Chair</b>	<b>13/11/19</b>
7b. Anniversary Meet pool rental cost of \$2,400 to be paid.	<b>Moved by EL, Secunder DB</b>	<b>13/11/19</b>
7c. Pub Charity Funding received for pool rental and stands for Junior Champs.		
7d. Application sent to Four Winds for pool rental costs for Age Group Champs.		
7e. Research to be done around different Funds and application dates and timeframes required so that we can lodge requests within time throughout the year.	<b>EL and Admin to start on this</b>	<b>13/11/19</b>
7f. Resolution for \$5k is to go ahead and seek charitable trust funding approved by Board.	<b>Moved by EL, Secunder DB</b>	
7g. Refund received for Thomas Murray from PSC for \$250 provided for Australian State Champs (he didn't attend).		
7h. Resolution for approval for Spot Prizes \$200 for upcoming meets.	<b>Moved by Chair, Secunder EL</b>	

<b>Decisions and action points</b>		<b>By whom</b>	<b>Due on or update provided by</b>
7i.	Stop watch batteries request, EL to purchase on behalf of Board.		
7j.	Engine Room proposal received, advice provided on a number of items including contract, inventory and ongoing support including Financial management on behalf of Board. Quote provided, have requested an alternative quote for due diligence purposes before approval.	<b>Chair to source second quote</b>	<b>13/11/19</b>
7k.	Direct Debit and Reimbursements on behalf of Board to be looked at moving forward by EL with parties to be communicated with before next meeting.	<b>EL to contact parties before next Board Meeting</b>	<b>13/11/19</b>
<b>8.</b>	<b>Registrar / Records</b>		
8a.	Registrations – 811, Swimming NZ and Region 1* 2019-20		
<b>9.</b>	<b>SCM Records</b>		
9a.	8x records confirmed. Certificates circulated to Member Clubs.	<b>Moved by EL, Seconder AB</b>	
<b>10.</b>	<b>Transfers</b>		
10a.	1x Inter Member Club (held) 4x Inter Region (OUT) 0x Inter Region (IN)	<b>Moved by AC, Seconder AB</b>	
10b.	The Inter Member Club transfer request that has been held until exiting club debt has been cleared.	<b>Admin to inform the Member Club where the Club Member is to be transferring to of the decision, EL to inform the Member Club where the Club Member is transferring from of the Boards decision.</b>	<b>11/10/19</b>
<b>11.</b>	<b>General Business</b>		
11a.	<b>Sub-committees</b>		
	Police Vetting – all Board and sub-committee members to be vetted. Policy to be drafted by AB around this. Wider group of Members required to be vetted to be confirmed by Board. Admin to contact PSC Secretary to arrange for vetting to be undertaken.	<b>Admin to contact PSC Secretary to get contact for Police Vetting</b>	<b>13/11/19</b>
	Term of sub-committees to be annually, with the Board to reappoint sub-committee members (that are wanting to be reappointed) at the first Board Meeting after the annual AGM.		
	All applications by Expression of Interest (EOI) to be accepted (first requests only where multiple sub-committees have been applied to) dependent on Police Vetting process outcome.		
	Other new members may work with sub-committees during the Term without being accepted as a sub-committee member.		

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All sub-committee's to have their initial meeting (with minutes captured) before the next Board Meeting with Board Member on sub-committees to report back at each Board Meeting thereafter on progress.	<b>All Board Members on sub-committees to set up Initial Meetings</b>	<b>13/11/19</b>
11a1. <b>Awards sub-committee</b>		
Chair changed with AC as Board Member on sub-committee.		
11a2. <b>Events sub-committee</b>		
Stance on late entries, time trials and refunds to be confirmed.		
Age Group Champs poster to be finalised. Wording around No Times confirmed – any exceptions to the rules of this meet shall entirely be subject to the discretion of the Technical Director.	<b>DB to forward to AC for final check before Admin publishes</b>	<b>13/11/19</b>
Board agrees that for the Age Group Champs that all local entries must have a time to enter races. The Age Group Champs is a pinnacle meet for the region.		
Health and Safety Plan for meets to be in draft form before Junior Champs meet. Risk register has been documented with controls identified and put in place.		
11a3. <b>Finance and Property sub-committee</b>		
Nothing to report		
11a4. <b>Technical sub-committee</b>		
Sub-committee met on the week commencing 30/09. Minutes to be provided before next Board Meeting.	<b>Minutes to be provided to Board before next Meeting</b>	<b>13/11/19</b>
DB to contact Minoo Ghadiali to carry out research on behalf of the Board for new Touch Pad and peripherals system.	<b>Moved by DB, Secorder LA; DB to contact Minoo Ghadiali to carry out research</b>	<b>13/11/19</b>
If accepted requesting a report to be provided with findings by no later than 15 March 2020.	<b>If research accepted, report to be provided to Board</b>	<b>15/03/20</b>
11a5. <b>Publicity and Communication sub-committee</b>		
AC and Chair changed as Board Member on sub-committee.		
All Posters and Collateral intended for Public viewing to go through the Publicity and Communication sub-committee before being circulated to ensure brand and style is correct.	<b>AC to gate keep in the meantime.</b>	
<b>12. Other business</b>		
12a. Board Charter – deferred until next meeting.		
12b. Follow up with Papatoetoe Committee on low numbers at Junior Champs meet. Set date and time to meet with Committee to discuss sub-committee's and other items.	<b>Admin to contact Papatoetoe Committee to confirm date and time of next meeting</b>	<b>13/11/19</b>
12c. Inventory Review – deferred until next meeting.		

Next meeting: Wednesday, 13 November 2019 @ 7pm; 18 Rushgreen Avenue, Papakura.

Meeting closed: 10pm.