

Minutes

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

Where: 18 Rushgreen Avenue, Papakura

When: Monday, 10 February 2020 @ 7pm

Who attended: Debra Mahony (DM) – Chairperson
Alastair Bates (AB) – Deputy Chairperson
Emiel Logan (EL)
Ligi Asiata (LA) – for first 30 minutes.
Dave Beattie (DB)

Apologies: Sandra Harnett / Administrator (Admin), Anthony Chaney (AC)

Decisions and action points	By whom	Due on or update provided by
Minute taker: Dave Beattie		
1. Confirmation of Previous Minutes		
1a. November Board Minutes confirmed as true and correct.	Moved by AB, Seconder EL	
2. Correspondence		
2a. Correspondence Inwards		
<ul style="list-style-type: none"> • Swimming NZ Affiliation Fee increase for 20/21 • Waikato Caro Cup • PPT request for affiliation letter • Minutes of Presidents/Coaches meeting at Age Groups • Minutes of Awards S-C • Police Vet update • Swimming NZ National exams • SCM Technical S-C Regional exams 	Moved DB, Seconder DM	
2b. Correspondence Outwards		
<ul style="list-style-type: none"> • Board minutes and paperwork • Papatoetoe affiliation letter • Minutes of Presidents/Coaches meeting at Age Groups • Minutes from Awards S-C • Race record certificates sent to recipients • Officials badges sent to recipients 	Moved DB, Seconder DM	

Decisions and action points	By whom	Due on or update provided by
3. Matters arising		
3a. Police Vetting completed for D Mahony, S Harnett, D Beattie, E Logan and A Chaney.		
3b. Swimming NZ Board member to be invited to a future SCM Board Meeting.	Chair to follow up	
3c. SCM Board planning day date to be finalised – addressed in general business.		
3d. SCM trophy holders to be reminded to return trophies asap or to hand in at Papakura Summer Meet.	Admin to send reminder	asap
3e. Travel Levies – Clubs to be sent invoices. An ongoing process.	Admin	asap
3f. Swimming NZ Affiliation Fee – AB to draft a letter to be sent to Clubs.	AB	asap
3g. Caro Cup – Darren Ward, Waikato HP Director, has invited SCM and AKL to a meeting 27 Feb in Hamilton. To discuss – Coaches Collaboration, Regional Collaboration and Caro Cup. Chair will attend along with one other SCM Board member.	Attendees Chair & DB (possibly AB)	27/02/20
3h. Contract for Services – SCM Admin. A clear and transparent set of expectations is being developed and formalised. XERO accounting package for SCM is being developed, with assistance from Philippa O’Mara.	EL to lead	Proposed deadline of 30/04/20 – no later than 30/06/20.
3i. Survey results for SCM Age Groups not yet available.	AB to address	asap
3j. St George Shield – Mangere Pool booked for 7 June, followed by SCM Prizegiving at Mangere Cosmopolitan Club. Awards and Events S-C to plan and coordinate.	Awards and Events S-C	
4. Officials		
4a. Regional official exams – <ul style="list-style-type: none"> • Ramya Annappa - TK • Sherry Leon – TK • Katherine Sugarman – TK • Mami Yamagami – TK • Leo Ancheta – TK • Victoria Clark – TK • Richard Talagtag – TK • Christel van den Berg – TK • Nikki Lehrle – TK • Erica Crosby – TK • Michael Migounouff – TK • Dave Phillips – IOT • Mandy Clark – IOT • Alastair Bates – Starter 	Moved by DB, Seconder EL	
4b. National official exams –	Moved by DB, Seconder EL	

Decisions and action points	By whom	Due on or update provided by
<ul style="list-style-type: none"> • Lesley Masters – IOT • Lai Reynolds – IOT • Issac Loh – IOT • Sook Curlett – IOT Congratulations everyone.		
5. Administration		
5a. Monthly conference call with Swimming NZ for February not held.		
5b. Accountability report completed for Pub Charity		
5c. Accountability report completed for Four Winds		
5d. Postal Box in Manurewa renewed for 12 months. The Board will consider sharing a box with a Club in the future.		
5e. Payments for February have been approved.	Moved by Chair, Seconder EL	
6. Strategic Plan		
6a. Board to go through this in detail as part of Away Day in early 2020. Date is confirmed as 2 May.		02/05/20
6b. 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, LA to assist	02/05/20
6c. New Regulations to be drafted and adopted at the next Annual General Meeting. To be reviewed and compiled beforehand and sent to Board Members for review.	AB to draft new Regulations, AC to assist	02/05/20
6d. 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.	Final Policy Documents to be forwarded to AC, then to Admin for circulation and publishing	
7. Financial		
7a. Financials received for Nov/Dec, 2019 & Jan 2020 approved.	Moved DM, Seconder EL	
7b. Pub Charity application sent for medals and ribbons for SCM Age Groups and LD Champs		
7c. Four Winds application sent for SCM Age Group Champs		
7d. In process of changing over Financial System to XERO in conjunction with Engine Room.		
7e. 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. Advice provided by Engine Room to not accept full payment for reimbursements without prior agreement as to what is to be paid. EL and Chair to follow up.	EL and DM are currently working on this	asap
7f. Pub Charity funding received for medals and ribbons - \$4110.51		

Decisions and action points		By whom	Due on or update provided by
7g.	Four Winds funding received for SCM Age Groups pool hire - \$5000.00		
7h.	Insurance renewal notices have been received by EL or the Administrator.		
7i.	Insurance for AOD and, ancillary equipment stored at PPT Pool to be cancelled asap.	Moved EL, Seconder DB	EL Asap
7j.	Board is to investigate need and requirements for Public Liability Insurance.	Moved EL, Seconder DB	EL Asap
7k.	Travel Levy invoice sent to HPK		
7l.	Swimming Counties Manukau 'Travel Levy' as per Regulation 4.3 advising of 50 cents per entry to be captured by host Club and paid to Swimming Counties Manukau. Motion passed to send a reminder to all Clubs that this needs to happen with immediate effect.	Admin to contact all hosting Member Clubs reminding of Travel Levy and the requirements as per Regulation 4.3 Moved by EL, Seconder DB	28/02/20
7m.	Resolution passed to apply for funding for pool hire for St George Shield competition, 7 June.	Moved by EL, Seconder AB	
7n.	Resolution passed to apply for funding for miniature trophies and trophy engraving.	Moved by EL, Seconder AB	
7o.	Resolution passed to apply for funding for the purchase of 10 lap counters.	Moved by DB, Seconder DM	
7p.	Draft profit and loss doc s from Zero package sent to Board for further discussion.		
7q.	Board consented to EL being designated as IRD Account Manager for SCM at the request of IRD for us to appoint an Executive Officer to the role. EL to complete and forward form to IRD.	Moved DM, Seconder AB	EL Asap
8.	Registrar / Records		
8a.	Registrations – 861, Swimming NZ and Region 1* 2019-20		
9.	SCM Records		
9a.	11 x records confirmed. Certificates circulated to Member Clubs. 1. 4 ASA Champs 2. 3 Cars 3. 4 Anthony Moss	Moved by DB, Seconder AC	
9b.	39 x race records. 1. 18 Anniversary Carnival 2. 19 Age Groups 3. 2 Relays	Moved by DB, Seconder AC	
10.	Transfers		
10a.	9 x Inter Club (IN) 8 x Inter Region (OUT) 2 x Inter Region (IN) HPK seem to have some transfers not recorded.	Moved by AB, Seconder EL HPK to follow up with Admin	
11.	General Business		

Decisions and action points	By whom	Due on or update provided by
11a. Police Vetting – Plans / Process		
11a1. Registration of Swimming Counties Manukau to be done first off to allow for vetting procedure to happen.	Admin to register SCM for vetting procedure.	
11a2. Admin to be vetted first, then Board members second, then sub-committee members after.		
11a3. Results of the vetting will be made available initially to the Admin, with access to results to be provided to the Chair.	Access to be given to the Chair to see results of the vetting.	
11a4. Understanding is that all results can be PDF'd. Copies of PDF's to be kept by Admin, with register to be developed capturing all results including screenshots and copies of PDF's.	Admin to develop register for recording results and copies of Vetting PDF's.	
11a5. AB and LA to forward paperwork to SCM Admin asap.	AB & LA	asap
11a6. Once SCM Board vetting is completed Awards and, Publicity and Communications S-C to be vetted followed 1 month later by Events and Technical S-C.	Moved by EL, Seconder LA	
11b. Member Protection Policy		
11b1. The Board moved that it will adopt the current SNZ Member Protection Policy until the new SNZ Member Protection Policy comes in to affect.	Moved DM, Seconder LA	
11c. Flat Bush New Pool Proposal (response to Auckland Council)		
11c1. AL lodged a submission on behalf of SCM.		
11c2. AL has had meetings with Howick Local Board and Johnny Walker Field of Dreams Program.		
11c3. AB is keen to communicate with the likes of Sir Barry Curtis, Sir Owen Glenn and AKL Council member Bill Cashmore to enlighten them on our submission.	AB	
11d. Representative Swimming Caps Proposal		
Proposal received for new Representative Swimming Caps for the region. Before proceeding, an inter-regional event has to be confirmed. Dialogue to be opened with both Swimming Waikato and Swimming Auckland on future opportunities. Once confirmed, will confirm proposal for Swimming Caps then.	Meeting arranged between Auckland, Counties and Waikato	27/02/20
11e. Sub-committees		
11e1. Awards sub-committee		
Final request for all remaining trophies to be returned.	Admin	asap
11e2. Events sub-committee		
Board moved that the number of Administrators to the SNZ Database be the following 4 people – Chair of Events S-C, Secretary of Technical S-C, Chair of	Moved AB, Seconder EL	

Decisions and action points	By whom	Due on or update provided by
Publicity and Communications S-C and, the SCM Administrator. To be reviewed on a regular basis.		
11e3. Technical sub-committee		
Meeting deferred until 19 February		
Minoos Ghadiali to carry out research on behalf of the Board for new Touch Pad and peripheral systems.	Moved by DB, Seconded LA;	15/03/20
11e4. Publicity and Communication sub-committee		
<p>Photographers' Policy - The Board has received some excellent feedback from some members on its Photographers' Policy – thank you.</p> <p>The Policy was not advanced any further at the Board meeting – however it was discussed and the following was agreed:</p> <ul style="list-style-type: none"> - Send the latest draft policy with tracked comments to Jude Shuker to cover for the Papakura Meet on Sunday; - Cannot restrict photos from being uploaded to Flickr – this is no different to Facebook, Instagram and websites; - T & C's in future meet fliers will be amended – along these lines: "In entering this event participants agree to allow photograph, video, multimedia or film likeness taken by accredited/approved photographers". There will then be a link to the policy. Swimmers/parents will be reminded of the 'opt out clause'. This Policy is to be finalised at the Board workshop 2 May. 		
12. Other business		
12a. Formal request received from Darren Ward to attend meeting with himself and SCM and Swim AKL representatives. Scheduled for 27 February. Agenda items – Caro Cup, Coaches Collaboration and, Inter-Regional Collaboration. Chair, DB and possibly AC attending.		27/02/20
12b. The Board will be holding a workshop meeting 2 May to cover off the Charter, Policies and Regulations.		
12c. The Board approved Minoos Ghadiali be reimbursed for costs incurred in purchasing an additional start speaker.	Moved DB, Seconded DM	
12d. The Board moved that the SCM Events S-M be tasked with developing a minimum of 2 Junior/Developmental type meets per season for the SCM Region.	Moved DM, Seconded EL	

Decisions and action points	By whom	Due on or update provided by
12e. The Board moved that the Publicity and Communications S-C be tasked with evaluating and updating all SCM Certificates by 30 April, 2020.	Moved DM, Seconder DB	
12f. The Board moved that the Publicity and Communications S-C be tasked with coordinating the SCM Annual Report along with the SCM Administrator.	Moved AB, Seconder DM	
12g. Chair informed the Board that she will be overseas during June and July.		
12h. The Board moved that EL be given ASB Fastnet Banking access as an Administrator, asap.	Moved DM, Seconder DB	Asap
12i. The Board moved that existing SCM lap counters be written off.	Moved DM, Seconder DB	
12j. The Board moved a resolution to seek funding for the purchase of 10 lap counters at a cost of \$786.60.	Moved DB, Seconder AB	
12k. AB will be meeting with Horst Meihe and SCM Coaches to commence discussions concerning the Coaches Collaboration document.	AB	asap
12l. AB to review the SCM Financial Assistance Policy for discussion by the Board.	AB	16/03/20
12m. The Board moved that the Events S-C be tasked with evaluating and updating the SCM Duty Club Guidelines document.	Moved DM, Seconder DB	16/03/20
12n. SNZ Competition Pathway discussion paper. All SCM Clubs are asked to forward their feedback to the Board by 29 February. The Board will collate responses and add its own.	All SCM Clubs to provide feedback to the Board	29/02/20
12o. Technical Officials Polos. DB is tasked with gaining the Board's preference as to a new Technical Officials' polo.	DB	13/03/20
12p. New venue for SCM Junior Champs AB and DB visited Diocesan Girls School Aquatics Centre recently to scope it as a potential venue for future SCM Junior Champs. The venue addresses all the survey feedback concerns		
12n1. The Board moved that the Diocesan Girls School Aquatics Centre be booked for the 2020 SCM Junior Champs.	Moved DM, Seconder DB	
12q. The Board moved that at all future SCM Regional Meets the only type of food to be available for Technical Officials, and other SCM volunteers, be in the form of a Goodie Bag. The rationale behind this decision is food Health and Safety and, the fact that some venues prohibit food on pool deck.	Moved DM, Seconder AB	
12r. The Board will defer any decision concerning attendance at the SNZ Awards Function until further information becomes available.		

Decisions and action points	By whom	Due on or update provided by
12s. DB will investigate name badges for Board members.	DB	13/03/20

Next meeting: Monday, 16 March, 2020 @ 7pm; 18 Rushgreen Avenue, Papakura.

Meeting closed: 9.25pm.