

What: Swimming Counties Manukau Association (SCM) – General Board Meeting
Date: Monday, 16 March 2020 @ 7pm
Venue: 18 Rushgreen Avenue, Papakura

Minutes

Present: Debra Mahony (DM) - Chairperson
 Emiel Logan (EL)
 Ligi Asiata (LA)
 Dave Beattie (DB)
 Anthony Chaney (AC)

Apologies: Sandra Harnett (Admin), Alastair Bates (AB) – Deputy Chairperson

Decisions and action points	By whom	Due on or update provided by
Minute taker: Anthony Chaney		
Minutes from Previous Meeting:		
<i>Action Points from Previous Meeting:</i>	Moved by AB, Seconder EL	
1. Police Vetting – AB to have his completed, Awards, Publicity and Communications Committees to action		
2. EL now has Admin rights on ASB – no token from ASB, EL awaiting on this.	Admin to follow up on.	
3. Insurance Policies have all been cancelled		
4. AON Pukekohe has made contact about Liability Insurance – was to send quote and questions before meeting not received to date		
5. SCM polos – existing polo to be continued with	Moved by DB, Seconder AC	
5a. Resolution to apply for grants funding to cover 40 shirts on behalf of SCM.	Wording for Grant Application to be drafted between the Admin and DB. Moved by DB, Seconder LA	

Decisions and action points	By whom	Due on or update provided by
6. SCM Board Badges – \$11.95 + GST + postage, Crown Badges and engravers.	DB to proceed with purchasing SCM Board Badges.	
7. Resolution required in Financial to apply for 10 Lap Counters at a cost of \$786.60. 2 quotes are also required.	DB to draft resolution for this request.	
8. Feedback from Regional collaboration meeting between Swimming Auckland, Swimming Waikato and SCM.		
Errors and Omissions:		
1. None		
Previous Minutes Passed as True and Correct: Yes	Moved by DB, Seconder EL	
Correspondence In:		
<ol style="list-style-type: none"> 1. SNZ 2020 Selection & Nomination Criteria 2. Div II & NAGS qualifying times clarification 3. SNZ Member Protection Advisor 4. SNZ Accreditation Applications NZ Opens 5. Technical Sub Committee Minutes 6. Events Sub Committee Minutes 7. Awards Sub Committee Minutes 8. SNZ Restructure Feedback – PUK, PPK 9. PUK - Club Minutes 10. Counties/Waikato Collaboration Meeting 11. Auckland - Harlequins call for Officials 12. Clubs - Membership Forms 13. Swim For Gold – Request for NZ Junior Festival Swimmers Names 14. Counties Champs - Survey Results 15. Contract and Paperwork – Pool Booking DIO 16. Willie losia MC for prize giving - Confirmation 		
Correspondence Out:		
<ol style="list-style-type: none"> 1. AUCKLAND Harlequins – PPT R Seko IOT volunteer 2. Clubs - NZ Junior Festival Letters and Ribbons sent 3. Alastair - Clubs Membership Forms 4. Club Notice – SCM Banner Missing 5. Swim For Gold – NZ Junior Festival Swimmers Names 6. Reminder - SNZ Restructure Feedback 7. Reminder - SNZ 2020-2021 Affiliation Fees 8. Contract and Paperwork sent – Pool Booking DIO 		

Decisions and action points	By whom	Due on or update provided by
9. Pub Charity Funding Application – St George Pool/Engraving sent 10. Invitation Willie Iosia MC for prize giving 11. All emails from Board/General/Clubs/SNZ 12. Record Certificates Sent HPK, PUK		
Administrator's Report		
Regional Officials' Assessments: 1		
D Santoso – PPT TK		
National Officials' Assessments: Nil		
Registrations: #903 SNZ and Region 1* 2019-2020		
Regional Records: 7		
Swimming Waikato Hit out - 1 Long Distance - 2 Victorian Champs - Age - 2, Open - 4		
National Records: Nil		
Transfers – Inter Club: 2		
M Kingi – PPT - MAN K Kingi – PPT - MAN		
Transfers – Inter Region In: 3		
F Lu – United - PPT G Williams – Mt Maunganui - PUK S Sun - MT Wellington - HPK		
Transfers - Inter Region Out: 6		
B Lafaele-Pucher – PPK - Parnell O Gu – HPK - Parnell F Brownlie – HPK - Aquagym S Brownlie – HPK - Aquagym S Hew – HPK - Roskill L Hew – HPK – Roskill		
Officials: 1		
R Malcolm – MAN – PPK		
Financial Report:		Moved by EL, Seconder LA
1. All information has been moved over into XERO and is now being used for invoices and reports		

Decisions and action points	By whom	Due on or update provided by
2. Closing balances: \$55,928.51 Cheque: \$15,322.74 Savings: \$5,070.55 Term Deposit: \$35,535.22		
3. Payments for approval: Provided by Admin.		
SNZ Business:		
1. Announcement from Swimming NZ (17 March 2020) regarding COVID-19 - <ol style="list-style-type: none"> Aon NZ Opens postponed until early June. Additional Olympic Time-trial Event likely to go ahead 31 March for Long List athletes. National Age Group Champs has been cancelled. Division II has been cancelled. 		
Board Strategic Plan:		
1. 2 May 2019 Board Away Day Planning date, venue and agenda to be finalised.		ASAP
2. SNZ Board member to be invited, Chairs of SCM S-C's to be invited.		
3. DB to lead the organising of the Day, SCM Board members to assist.		
4. Chair to talk to Franklin Club as possible venue.	Chair	
5. Planning for the Budget for next year, needing guidance from each of the S-C's on what is required and to be planned for throughout the year.		
Board Policies:		
1. H&S Incident Form, SCM form is in draft.	Events S-C to email draft through to the SCM Board.	
	Draft to be published on SCM website by Publicity and Comms S-C	
	H&S Incident Form to be reviewed by SCM Board before Strategic Planning Day.	
	Moved by Chair, Seconder AC	

Decisions and action points	By whom	Due on or update provided by
<u>Sub-Committee Reports</u>		
Awards S-C:		
1. All trophies have been returned in preparation for engraving for the Awards Ceremony (if proceeding)		
2. Medal and ribbon inventories as at 13 March are as below – a. 5mm medals (107x G, 54x S, 80x B = 241 total) b. 4.5mm medals (199x G, 204x S, 238x B = 641 total) c. Timebuster ribbons (various colours) = 2812 total.		
3. Requirements for Medals and ribbons for next years events are to be confirmed, with quotes to be provided to the Financial and Property S-C.	Awards S-C to provide details to the Financial and Property S-C before the Planning Away Day.	
Events S-C:		
1. Development Meets are to be considered in the 2021 Meets Calendar as per the Counties Age Group Champs Coaches and Managers Meeting feedback provided to the SCM Board. Chair to discuss this with the Events S-C Chair about what is to be considered in the 2021 Meets Calendar and the different types of meets.		
2. Gazebo's were an issue at Counties Age Group Champs and at Counties Anniversary meets.	Events S-C to source quotes for purchase, with grants funding to be sought to cover these.	
3. Counties Anniversary date clashes with a number of other big meets that are happening at the same time.	Date for 2020 Counties Anniversary event to be confirmed by the Events S-C.	
Financial and Property S-C:		
1. Executive Summary Report to be documented by Admin, EL to communicate what is required within the Report.		
2. Perishables and Invoices to be worked through between EL and Admin as to what is required within the reporting.		
3. Direct Debit to third party's internet charges to be stopped at the end of April as these are not directly related to SCM business.	EL to communicate this decision to the third party by the end of March.	

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	(Moved by LA, Seconder AC)	
4. Term Deposits maturity and expiration dates to be supplied by Admin to EL on the next Balance Sheet documents.		
5. Motion that laptop and peripheral assets of SCM in possession of the Admin are to be gifted to the Admin, with subsequent laptop and peripheral assets to be taken off the Assets Register of SCM. Items have depreciated to zero book value.	(Moved by EL, Seconder DB)	
6. \$1268 of Accounts Receivables from HPK, what this money is for to be clarified to EL.		
7. \$69 for Xero to be paid through Engine Room	(Moved by EL, Seconder LA)	
Publicity and Communications S-C:		
1. Next Gazette – new edition to be published. Key stories to include - a. Working with other regions b. Strategic Day on the horizon c. Coaches input d. St Georges Meet e. Prizegiving		
2. SCM website is fully up and running now – all events information will now be posted here.		
3. SCM Banner – old one is missing.	Publicity and Comms S-C to source designs and quotes.	
Technical S-C:		
1. 4 July, JOS and starters Forum		
2. 8 August, Referees Forum		
3. HPK IOT's forum – date TBC		
4. October IOT's forum – date TBC		
5. Protest Fee amount of \$100 was questioned for meets other than SCM Meets in the region.	Technical S/C to put forward recommendation and rationale to SCM Board for new Protest Fee amount.	
General Business:		

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1. Requests to hold Club Meets – for SCM calendar. Memo was circulated for response amongst SCM Board. As we are wanting to collaborate more with other regions and with the SNZ competition restructure on the horizon, the SCM Board agrees that we as a region need to be smarter with our ‘Meet Planning’.	DB to forward memo to all S-C Chairs for further feedback.	
2. AGM – set date and venue.	Admin to book Friendship House for the last week of August.	
3. SCM Feedback on the Competition Review proposal.	Comments to be drafted back to SNZ by AB and to be communicated around the Board beforehand.	
4. Timing System Proposal – proposal with findings and recommendations to be tabled at next General Meeting.	Admin to confirm with Minoo that he can present at the next meeting.	
5. St Georges Meet – flyer to be finalised.	DB to forward flyer draft to AC for publishing ASAP.	
6. COVID-19 – decision around Prizegiving and other events going ahead to be determined no later than 22 April.	Decision to be provided to the SCM Board by the Events S-C by 22 April.	
7. Counties Records Certificates are to be ratified by SCM Board before being communicated.		
8. Long Distance Meet for Counties region for 2021 to be looked at being included in the Annual Calendar of events by the Events Team.	Events Team.	
9. Combined Champs between Swimming Auckland, Swimming Waikato and SCM to continue to be worked through for the 2021 year. There is a willingness between Swimming Waikato and SCM to collaborate across future events as well as training opportunities between the regions. SCM Board are very enthusiastic to collaborate in preparation of working together in the 2021 year.	Admin to send out communication to all Member Clubs about putting forward a Coach to communicate as a lead for SCM (speaking on their behalf) in collaboration with Swimming Waikato in preparation of future opportunities.	
10. Events Team requesting identifiable vests for Approved Photographers and Chief Timekeeper, Events Manager and Technical Directors.	Events S-C to confirm what vests are required including specifications (e.g. colour). Recommendation from SCM	

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	<p>Board is that approved photographers shall provide their own vests that meet specifications put forward by the Events S-C.</p>	
<p>11. Photography – No Photographers for the St Georges meet will be approved on behalf of SCM.</p>		

Next meeting: Saturday, 2 May; Location TBC.

Meeting closed: 9.25pm.

