

**What:** Swimming Counties Manukau Association (SCM) – General Board Meeting  
**Date:** Wednesday, 27 May, 2020 @ 7pm  
**Venue:** via video conference

## Minutes

**Present:** Debra Mahony (DM) – Chairperson  
 Alastair Bates (AB) – Vice Chairperson  
 Ligi Asiata (LA)  
 Dave Beattie (DB)  
 Anthony Chaney (AC)  
 Emiel Logan (EL)

**Apologies:** Sandra Harnett (Admin)

Decisions and action points	By whom	Due on or update provided by
Minute taker: Dave Beattie		
<b>Minutes from Previous Meeting:</b>		
<i>Action Points from Previous Meeting:</i>		
1. AON Insurance – no response	Needs to be followed up by Admin	asap
2. Police Vetting – action Awards & Publicity & Communications S-C's	Sent, awaiting response	
3. Remind Clubs re SNZ Restructure Feedback	Completed	
4. COGS – investigate funding for SCM Juniors & Age Groups	Application completed – response by 29 July	
5. SCM Trophies – prepare a resume for each award and ask Clubs for nominations. Arrange engraving.	Work in progress - Admin	
6. St George Shield event – cancel pool booking	Completed	
7. SCM prizegiving – cancel Willie Iosia, MC	Completed	
8. Coach liaison – discuss with Shaun Foley	Completed	
9. Club AGMs – determine dates for each	Captured with in GB	

Decisions and action points	By whom	Due on or update provided by
10. Club Constitutions – determine if each Club can proceed with their AGM under the rules of their constitution.	Completed	
11. SCM AGM – determine Club requirements and communicate.	Work in progress - AB	
12. Communicate with Swim Waikato concerning Collaboration.	Completed. Awaiting response from Waikato	
13. Determine what and how our first ‘new’ meet should look. Continue with Juniors or, combine Juniors with a ‘welcome back’ meet or, a ‘welcome back’ meet for all members or, something else?	To be discussed at Planning Day by SCM Board	
14. Post H&S Incident Form on website.	Completed	
<b>Errors and Omissions:</b>		
1. Nil		
<b>Previous Minutes Passed as True and Correct:</b>		
	Moved by AC , AB Seconder	
<b>Correspondence In:</b>		
<ol style="list-style-type: none"> <li>1. Counties/Waikato Collaboration Meeting</li> <li>2. PUK, PPT, HPK – Trophy Nominations</li> <li>3. Trophy List</li> <li>4. AKTIVE/Sport NZ meetings</li> <li>5. Regional Admins Zoom Call</li> <li>6. Waikato/Counties Champs 2021</li> <li>7. SNZ Newsletter Swimming at home</li> <li>8. PPT Club – Constitution</li> <li>9. PUK - Record query</li> <li>10. PUK, MAN, PPK, FST- AGM Dates</li> <li>11. HPK, PPT – AGM dates TBA</li> <li>12. Technical Official Nominations 2020 Events</li> <li>13. CLM Community Sport</li> <li>14. SNZ Steve Johns – PPT Constitution</li> <li>15. MAN - Closure of Pools</li> <li>16. SNZ – Request for any surcharges to our Affiliation fees</li> <li>17. 2021 - 2022 Event Tender   Swimming New Zealand</li> <li>18. MAN - Health and Safety Policy</li> <li>19. SNZ – Junior Festival Improvements</li> <li>20. Engine Room - Stamp ordered for incorporated society</li> </ol>		



Decisions and action points	By whom	Due on or update provided by
21. Franklin Club – Booking Strategy Day 27th June 22. Sport NZ Community Resilience Fund & Alert Level 2 information 23. Regional Chairs Zoom Meeting 24. Draft agenda for Board Professional Dev & Planning Day 25. A Bates Police Vetting Application		
<b>Correspondence Out:</b>		
1. All emails from Board/General/Clubs/SNZ 2. PUK Coach query Records –update 3. Cogs Funding Application sent 4. AKTIVE/Sport NZ meetings 5. Records Updates 6. Prize giving Nominations required 7. AGM dates required 8. AGM Paperwork 9. Contact Tracing MOH 10. SNZ – Affiliation fees -no surcharges 11. SNZ – Junior Festival Improvements 12. Engine Room - Request for Stamp incorporated society 13. Franklin Club – Booking Strategy Day 27th June 14. A Bates Police Vetting Application loaded 15. Sport NZ Community Resilience Fund & Alert Level 2 information		
<b>Correspondence In/Out Approved:</b>	Moved by EL , DM Seconder	
<b><u>Administrator’s Report</u></b>		
<b>Regional Officials’ Assessments:</b> nil		
<b>National Officials’ Assessments:</b> nil		
<b>Registrations:</b> #914 SNZ		
<b>Regional Records:</b> nil		
<b>National Records:</b> nil		
<b>Transfers – Inter Club:</b> 1		
E Rollo – PPK>PUK		
<b>Transfers – Inter Region In:</b> 0		
<b>Transfers - Inter Region Out:</b> 0		

Decisions and action points	By whom	Due on or update provided by
<b>Officials: 0</b>		
<b>Administrator's Report Approved:</b>	Moved EL, DM Seconder	
<b>Financial Report:</b>	Moved EL, LA Seconder	
<ol style="list-style-type: none"> <li>No outstanding accounts to pay</li> <li>No accounts owing</li> <li>COG's application Manukau – sent</li> <li>COG's application Papakura –not sent as new application in progress can apply later if we fit criteria</li> <li>Travel Levy for counties meets transferred from cheque to 54 account</li> <li>Travel Levy from club meets needs to be transferred from cheque to 54 account</li> </ol>		
Closing balances:     \$52,630.96 Cheque:                 \$10,308.33 Savings:               \$6787.41 Term Deposit:         \$35,535.22		
Payments for approval: nil		
It was resolved that upon expiry of the Term Deposits they be placed in to an Accelerator Acc. for the time being.	Moved EL, AB Seconder	
<b>SNZ Business:</b>		
1. nil		
<b>Board Strategic Plan:</b>		
1. nil		
<b>Board Policies:</b>		
1. nil		
<b><u>Sub-Committee Reports</u></b>		
<b>Awards S-C:</b>		
1. No report received		
<b>Events S-C:</b>		
1. No report received		

<b>Financial and Property S-C:</b>		
1. No report received		
<b>Publicity and Communications S-C:</b>		
1. No report received		
<b>Technical S-C:</b>		
1. No report received		
<b>General Business:</b>		
1. Club AGM dates and Board member attendance. <ul style="list-style-type: none"> <li>• 21 May – PUK (DM &amp; DB)</li> <li>• 23 May – PPK (AC)</li> <li>• 26 May – MAN (EL)</li> <li>• 14 June – FAST (AC)</li> <li>• MRE – no requirement</li> <li>• TBC - HPK (AB)</li> <li>• TBC - PPT (EL) – needs follow up.</li> </ul>	AB Admin	
2. Administrator – Contract for Services. <ul style="list-style-type: none"> <li>• EL is progressing this.</li> </ul>		
3. Affiliation Fees for 20/21 <ul style="list-style-type: none"> <li>• To be discussed at Board Planning day</li> </ul>	Board	
4. SNZ Event Tender. <ul style="list-style-type: none"> <li>• We have no suitable venues so will not be tendering.</li> </ul>		
5. Medals/Ribbons stocktake. <ul style="list-style-type: none"> <li>• Options will be discussed at Bd Planning Day</li> </ul>	Board	
6. Board Planning Day 27 June. <ul style="list-style-type: none"> <li>• Board will pay for am/pm teas and lunch</li> <li>• Correction – AB to oversee Policies &amp; Regulations</li> </ul>	Board AB	
7. Sub-Committee Reports. <ul style="list-style-type: none"> <li>• Reminder that these are required for the SCM AGM</li> </ul>	Admin S-C Chairs	
8. Officials Designated to SCM. <ul style="list-style-type: none"> <li>• These people need to be affiliated with a Club – Admin to attend to.</li> </ul>	Admin	
9. 2020 SCM Juniors. <ul style="list-style-type: none"> <li>• Options to be discussed at Bd Planning Day</li> </ul>	Board	
10. Nomination form is required for Awards, Trophy, Sub-Committee and, Board applications.	Admin	

<ul style="list-style-type: none"> <li>Admin to compile</li> </ul>		
<p>11. Flat Bush Aquatic and Leisure Centre Update – presented by AB</p> <ul style="list-style-type: none"> <li>Delegates from Auckland Council presented interim report to Howick Local Board – recommend a 25m pool</li> <li>Howick Local Board do not agree – pushing for a flexible use 50m complex suitable for a number of aquatic sport users</li> <li>There is a need for SNZ and Sport NZ to be involved</li> <li>We will write to SNZ to gain their support - DM &amp; AB to lead</li> </ul>	DM & AB	
<p>12. Resignations from SCM Board</p> <ul style="list-style-type: none"> <li>Ligi Asiati tendered his resignation, due to work commitments, effective 1 June</li> <li>The Board extends their thanks to Ligi for his time and expertise while on the Board</li> </ul>		
<p>13. Co-opted Member to the Board</p> <ul style="list-style-type: none"> <li>The Board will be looking in to co-opting a member to the Board until the SCM AGM</li> </ul>	Board	
<p>14. CLM Leaders of Sport Zoom Meeting, 29 May</p> <ul style="list-style-type: none"> <li>DM will be participating</li> </ul>	DM	
<p>15. SCM AGM Requirements</p> <ul style="list-style-type: none"> <li>2 positions becoming vacant on the Board – Anthony Chaney (stepping down at AGM to focus on own Club) and Ligi Asiata (due to work commitments)</li> <li>Nominations will be called for 2 Board members and for positions on each Sub-Committee</li> <li>Asset Register needs to be updated</li> <li>Reports will be called for from all Chairs of Sub-Committees</li> </ul>	Admin	

**Next meeting:** 27 June  
Franklin Club, Pukekohe (SCM Board Planning Day).

**Meeting closed:** 8.20pm