

What: Swimming Counties Manukau Association (SCM) – General Board Meeting
Date: Monday 21st September, 2020 @ 7.00pm
Venue: Emiel Logan’s House, 18 Rushgreen Ave, Papakura

Minutes

Present:

Debra Mahony (DM) – Chairperson, Dave Beattie (DB), Emiel Logan (EL), Keri Doidge (KD), Lesieli Oliver (LO), Sandra Sutcliffe

By Phone:

Alastair Bates (AB) – Vice Chairperson

Apologies: Nil

Decisions and action points	By whom	Due on or update provided by
Minute taker: Sandra Sutcliffe		
Appoint Chair for 2020/2021: Deb Mahony – nominated and accepted	Moved DB, KD seconder. Carried	
Moving forward, Board to work towards election of new chair for 2021/2022		
Appoint Vice Chair for 2020/2021: Alastair Bates – nominated and accepted	Moved EL, DM seconder	
DM welcomed back elected board members and new board member Lesieli Oliver		
Minutes from Previous Meeting:		
<i>Action Points from Previous Meeting:</i>		
1. SNZ Board: Regional Constitution – dealt with in GB		
2. WKU SC – dealt with in GB		
3. Insurance Quote – done		
4. Technical Shirts – subsidised cost is \$15.00 per shirt, 22 orders received – delivered, KD liase with AB re HPK shirts		
5. Budget – dealt with in Financial Report		

6. Timing System – dealt with in GB		
7. Policies – dealt with in GB		
8. MRE – Monitoring on how club progresses, review in 6 months		
Errors and Omissions:		
Nil		
Previous Minutes Passed as True and Correct:	Moved KD, EL seconder	
Correspondence In:		
<ol style="list-style-type: none"> 1. HPK, FST, MRE - Transfers 2. Sandra Sutcliffe – Police Vet application 3. Marta Van der Veen – Police Vet application 4. Keith Melvin – Police Vet application 5. SNZ – Board Election Notice 6. SNZ Regional Admins Zoom Call 7. SNZ Newsletter 8. SNZ Fastlane update 9. SNZ Regional Chairs call 10. SNZ – Affiliation fees Invoices x 4 11. SNZ – Reply Qualifying Period opens 2021 12. SNZ – Regional Chairs Meeting Notes 13. SNZ – Database ACCESS LINK 14. SNZ – Regional Membership clarification 15. SNZ – AGM Notice 16. NZ Police – N Loza Police Vetting Application 17. Papatoetoe Pool – Bookings confirmation 18. MRE Pool booking letter SC meet 19. Board – Swimming Waikato proposal 20. Auckland Board Letter 21. FST, PUK – Fundraising BBQ bookings 22. Gilmour’s application 23. Insurance Policy Documents 24. PUK – Letter medals Juniors 25. PPK – Sub-committee Nominations 26. PUK – Board Nomination 27. PPK – Board Nomination 28. SCM Technical Sub-committee Minutes 29. ASA – Letter Board 		y

<ul style="list-style-type: none"> 30. COGS – Funding letter 31. Four Winds Funding letter 32. Pub Charity Funding letter 33. PUK – Transfer follow-up Auckland 34. PPK – Swim meet booking Mar 21 35. MRE - Delegates 36. PUK – Club Minutes 37. Anthony – SCM Gazette Aug 38. Anthony – Draft Calendar 39. Alastair – SCM Strategic Plan 2020-2024 40. Dave – SCM Draft Policies 41. Waiuku Club – Response 42. Mangere Pool – re Site Visit 43. Meet Manager Renewal 		
<p>Correspondence Out:</p>		
<ul style="list-style-type: none"> 1. All emails from Board/General/Clubs/SNZ 2. Massey Park Pool – Booking Long Distance 3. SCM Gazette Aug 4. Waiuku Club – Recess requirements reminder sent 5. Clubs – SNZ Database updates 6. Duty Club and BBQ Fundraising 7. Nominations Board and Sub Committees 8. Board Draft – AGM Paperwork 9. M Van der Veen, Keith Melvin, Sandra Sutcliffe Police Vetting Applications loaded 10. Waikato - Board 11. BBQ Fundraising expressions of interest 12. SCM National Assessments notice 13. SCM Strategic Plan 2020-2024 14. SCM SC Rescheduled dates 15. SCM AGM Pack 16. ASA – ASA SC Meet 17. SNZ – Board Election vote 18. SNZ – Board Letter 19. Friendship House cancellation 20. SCM AGM Zoom details 21. Board – SCM Draft Policies 22. SCM Draft Calendar 23. PUK – Technical forum 24. SNZ – Transfers on portal 25. SNZ – Database ACCESS LINK 26. SNZ – Regional Membership clarification 27. SNZ – Rescheduled NZ Secondary Schools 		

28. Board – SCM Draft AGM Minutes		
Correspondence In/Out Approved:		
<u>Administrator’s Report</u>		
Regional Officials’ Assessments: Nil		
National Officials’ Assessments: Nil		
Registrations: #791 SNZ and Region		
Regional Records: 3 – Evolution Winter Champs: 2 Age, 1 Open Age: Elizabeth Murphy PPK – 100 IM 16 year Girls Phoebe Harris HPK – 100 IM 17 years+ Open: Phoebe Harris HPK – 100 IM 17 years+		
National Records: nil		
Transfers: 8		
Transfers – Inter Club: 3		
T Raumanui MRE – PPT		
T Neiufi HPK – PUK		
S Kemp HPK - PUK		
Transfers – Inter Region In: 3		
E Cameron United – PUK		
S Greig-McKay Waitakere – PUK		
Transfers - Inter Region Out: 2		
N Chapman HPK – Capital WEL		
C Iako HPK – Parnell		
Volunteers / Officials: 1		
S Murphy FST – PPK		
Administrator’s Report Approved:	Moved EL, KD seconder	

Financial Report:		
Closing balances: \$62,588.13 Cheque: \$19,959.12 Savings: \$32,629.01 Investment \$10,000.00		
Payments for approval: HY Tek Updates \$830.11 SCM SC Refunds to Clubs \$2,592.00		
<ol style="list-style-type: none"> Four Winds Foundation – Mangere Pool \$540.00 (SC MRE towards pool rental) 3rd rescheduled date – 31st October Funding Application: Pub Charity – Dio Pool \$2,000.00 2nd rescheduled dates 12-13 December Resolution for Funding Application: Four Winds Foundation – Age Group & Long Distance - \$4,000.00 ASB Tax exempt – getting back from IRD Sorted Draft Budget Conservative budget set Medals & Ribbons – use stock for Juniors; orders required for Age Group, Long Distance Pool Hire \$11K – additional for SC at MGE, Long Distance at PPK & PPT Possible room for development meet Accepted and adopted 	Moved EL / KD Seconder	
SNZ Business:		
<u>Next meeting</u> for discussion: SNZ allocation of meets with new competition structure		Discuss next meeting
SNZ Service – Jim Ruiterman declined, DM asked SNZ to clarify as had met the criteria, enquire further information to be passed on to Clubs	DM SNZ	
SNZ AGM – Virtual 30 th September 2 voting delegates required, AB & DM	Moved DM, EL seconder	
Health & Safety:		
KD updated on research done so far <u>For next meeting</u> , present a SCM version to be adopted	KD	Next Meeting
Board Strategic Plan:		
1. Board member to be assigned to work through the next steps. <u>DEFER TO NEXT MEETING</u>	SCM Admin	Discuss next meeting

Board Policies:	Moved DB, LO seconder	
1. Member Protection Policy 2020 Version: <ul style="list-style-type: none"> Code of Conduct, Complaints & Disputes, Disciplinary and Appeals, Diversity and Inclusion Policies and Complaints forms all under SNZ Member Protection Policy Manual, August 2020 Board member “go to” person – Lesieli Oliver 	Moved DB, KD seconder	
2. Code of Ethics for Board <ul style="list-style-type: none"> Governance & decision making, adopt 	Moved DB, LO seconder	
3. Member Transfers <ul style="list-style-type: none"> Adopt SNZ policy No chargers for Regional transfer fee as all done online now 	Moved DB, EL seconder	
4. Time Trials – DRAFT <ul style="list-style-type: none"> Consultation before adopting to S-C Technical, S-C Events, Coaches Feedback before next Board meeting 	Events, Technical, Coaches	Next Meeting
5. Records – DRAFT <ul style="list-style-type: none"> Board to consult and refine further before sending out Board to also consult with SCM Events 	Board Events	Next Meeting
6. S-C Policy x 1; Terms of Reference ToR x 4 <ul style="list-style-type: none"> Reviewed and adopted 	Moved DB, EL seconder	
<u>Sub-Committee Reports</u>		
Awards S-C:		
No report received;		
Events S-C:		
No report received		
Financial and Property S-C:		
No report received		
Publicity and Communications S-C:		
No report received		
Technical S-C:		
Meeting held, DB verbal report given: <ul style="list-style-type: none"> Sandra Sutcliffe elected as Chair Huge thank you extended to Keith Melvin for his time as the previous Chair Protest Fee – recommendation to remain at \$100.00 Plan Referee forum for SCM Referees to become familiar with the protest process 		

General Business:		
<p>1. WKU – Update</p> <ul style="list-style-type: none"> • Special meeting scheduled for 13th October • May be winding up • DM check with AB for Board requirements on club winding down • WKU are currently in breach of their constitutional requirements 		DM, AB
<p>2. SNZ Board – Regional Constitution</p> <ul style="list-style-type: none"> • AB explained requirements • Chair initial each page • All Board members present to sign front page 		
<p>3. Timing System Funding update</p> <ul style="list-style-type: none"> • DB to pass on to someone else to proceed with funding • DM to ask Sandra Harnett (SCM Admin) & Minoo Ghadiali (MG) to take over • 3 months to formulate a plan for Board to review • Provide monthly report on progress • Next application is mid / end March with Foundation North • Requirements for Foundation North – generate a budget including SCM funds available • Look at other Gaming Trusts for funding 	DM SCM Admin MG	
<p>4. Sub-committees to have held their respective meeting before next Board meeting</p>	Sub Committees	Next Board Meeting
<p>5. Missed from AGM:</p> <ul style="list-style-type: none"> • Appoint Patron and Solicitor? DM asked AB to clarify • Previous Patrons Graeme Hall and Ross Robinson • Sandra Harnett (SCM Admin) to ask Graeme Hall if wanting to continue • Discussion Ross Robinson very busy, look at alternative Patron • KD to ask John Walker if wanting to be Patron 	SCM Admin KD	
<p>6. Board Rotations</p> <ul style="list-style-type: none"> • AB explained requirements for rotation aligning with new constitution 8.8: • 1 year rotation 2021: EL & DB • 2 year rotation 2022: AB, DM • 3 year rotation 2023: KD, LO 		
<p>7. Board Rep for each Sub Committee</p> <ul style="list-style-type: none"> • Awards: DM • Publicity & Communications: LO 		

<ul style="list-style-type: none"> ● Events: EL / KD ● Technical: DB ● Coaches Liaison: AB 		
<p>8. Portable PA System</p> <ul style="list-style-type: none"> ● All agreed on getting a portable PA system ● 2nd quote needed, proceed with application for funding (DB sorting) 	Moved DM, KD seconder	
<p>Counties Age Champs</p> <ul style="list-style-type: none"> ● AB consult with Coaches on layout of poster, urgent attention due to limited time frame left for setting up meet & poster ● Juniors 12 and under able to be included in heats ● Juniors acknowledged with TB ribbons ● Finals for Seniors only 13 and over ● SCM Events Jo Clare (JC) and SCM Admin to investigate into medals for Age Groups, pricings & order ● Communications & Publications LO look in to design for medals (only have 1 month's grace for design due to limited time frame left) ● DM to email through design information to LO 	JC, SCM Admin DM, LO	
<p>9. SC Winter Meet</p> <ul style="list-style-type: none"> ● Postponed yet again due to Parliament announcements & level restrictions ● Rescheduled for 31st October @ MRE Pool 	Events	
<p>10. Junior Champs</p> <ul style="list-style-type: none"> ● Postponed due to Parliament announcements & level restrictions ● Rescheduled to 12th & 13th December @ Dio Pool ● Brian Sorenson MAN queried NT's for swimmers unable to get times with restrictions brought on by Covid ● Agreed for 50m & 100m distances to be NT's, 200m and above must have time ● Amend poster – only for 2020 event only 	Events LO	
<p>11. Regional Administrator Job Description / Contract – with SCM Admin</p>		
<p>12. Auckland at meets while in restricted level</p> <ul style="list-style-type: none"> ● Agreed for AB to communicate with SNZ on restrictions for Auckland swimmers at Level 2 while rest of country at Level 1 ● Are swimmers eligible for money back if they decide to withdraw 	Moved AB, EL seconder	

<p>13. Waikato Document</p> <ul style="list-style-type: none"> Defer to next meeting 	SCM Admin	Next meeting
<p>14. PPK meet March 2021</p> <ul style="list-style-type: none"> KD to email SCM Events to add in to SCM Calendar When confirmed, advise SCM Technical for support 	Events Technical	

Next meeting: 27th October
Emiel Logan's House, 18 Rushgreen Ave, Papakura 7 pm

Meeting closed: 9.21 pm