

What: Swimming Counties Manukau Association (SCM) – General Board Meeting
Date: Tuesday 28th October, 2020 @ 7.00pm
Venue: Emiel Logan's House, 18 Rushgreen Ave, Papakura

Minutes

Present:

Debra Mahony (DM) – Chairperson, Alastair Bates (AB) – Vice Chairperson, Emiel Logan (EL), Keri Doidge (KD), Lesieli Oliver (LO), Shaun Foley (SF) – PPK Coach, Sandra Sutcliffe

By Digital - Teams:

Dave Beattie (DB)

Apologies: Nil

Decisions and action points	By whom	Due on or update provided by
Minute taker: Sandra Sutcliffe		
Coaches Report provided by SF:		
<p>Age Group Champs recommendations for discussion:</p> <ul style="list-style-type: none"> Favour Heats (morning) and Finals (afternoon) for 50m & 100m races, 200m races timed finals (morning), A & B final (afternoon). DM queried – how would the points work? 400m races timed finals for 12 and over – Saturday: Coaches to look at the order. Favour condensing 3-day meet to 2-day meet (Saturday / Sunday). Junior Grand Relay to move to Junior Champs meet. 11 yrs + under able to enter meet discuss Time buster ribbons as receive medals at Junior Champs. Medals for Age groups 12 & 13 yrs; 14 yrs; 15 yrs; 16 yrs; 17 yrs + over, 		
<ul style="list-style-type: none"> Remove all relays except for Adam & Eve Relay (Saturday); Grand Relay (Sunday) for Age Group Champs. Consider moving all other relays to another day. Fairy Mead – review or move to another event? <p>Possibly look at adding to St George's Shield events?</p>		

Decisions and action points	By whom	Due on or update provided by
<ul style="list-style-type: none"> Order of events need to be sorted ASAP for meet flyer to be posted. Coaches to revisit, report back to SCM Board by 09/11/20 		
Tainui Trophy – update: <ul style="list-style-type: none"> Meet will be unapproved 1 Coach for each team, \$50.00 petrol voucher for attending 6 Coaches Swimmers from 6 Clubs attending Parents attending to be Team Managers (TMs) – AB to assign 4 TMs; 2 for boys, 2 for girls Thanks to AB for sorting at short notice Counties Caps & T-shirts (120 of each) Agreed for SCM board to cover costs to have swimmers T-shirts printed, Coaches T-Shirts ordered and printed Total costs will be reconciled once all invoices are in. Costs will be covered under the regions development fund. Communications to be sent out to swimmers Representative Ribbons & Letters, caps and t-shirts to be handed out at meet by TMs 	<p>Moved EL, KD seconder</p> <p>Moved EL, KD seconder</p>	
DM thanked SF for his time attending the meeting. SF left meeting 7.50pm		
Minutes from Previous Meeting:		
<i>Action Points from Previous Meeting:</i>		
1. SNZ Board: Regional Constitution – done		
2. WKU SC – dealt with in GB		
3. Budget – done		
4. Timing System – dealt with in GB		
5. Policies – dealt with in GB		
6. MRE – Monitoring on how club progresses, review in 6 months as per minutes dated 28 th July 2020		01/2021
Errors and Omissions:		
<ul style="list-style-type: none"> Registrations: should read #664 		

Decisions and action points	By whom	Due on or update provided by
<ul style="list-style-type: none"> Member Protection Policy 2020 Version: extra bullet point should read: Adopt the SNZ Membership Protection Policy 2020 		
Previous Minutes Passed as True and Correct with Errors and Omissions corrected	Moved EL, KD seconder	
Correspondence In:		
<ol style="list-style-type: none"> 1. SNZ -2020 NZ SC Champs update 2. SNZ-Voting Delegates 3. SNZ-Auckland moves to Level 1 - NZ SC Champs update 4. SNZ-Link AGM Zoom 5. SNZ –Website Issues 6. SNZ -Andy Kent Leaves SNZ 7. SNZ –Transfers to be authorised 8. AUK-Opportunity Swimmer’s SC in Auckland 9. AUK-Swimming Calendar 10. WAIKATO-DUEL Meet WK V CM 11. Auckland Pools PPT-Champs and Long Distances Quotes 12. Auckland Pools MRE-Updated Quote 13. Diocesan Pool-Updated Quote received 14. CLM –Information workshop confirmation link 15. Four Winds –Approval for date change funding 16. Pub Charity –Approval for date change funding 17. SCM Technical- Officials request for SC Series 18. SCM Technical-A Rupp Police Vetting 19. SCM Technical –Recon of Dio Pool 20. HPK-SNZ Web site Issues 21. MRE/HPK -Transfer Requests 22. Clubs –Officials Availability 23. Clubs –Officials updates 24. Companies Office –Notification Minutes and Financials Received 25. Board –Rep Publicity & Communications 26. Board –Coach Reps 27. SNZ Regional Admins Zoom Call 28. PUK-Fundraising Bookings 29. Total Ventures –Medal Quote 30. ASA-Thankyou Letter Board 31. NSS-Thankyou Letter Board 32. PUK-Club Minutes 		

Decisions and action points	By whom	Due on or update provided by
33. HPK-Reject Transfer 34. Dave-SCM Policies 35. Team Lite –Confirmation Rep Caps and Invoice 36. MAN –request NT Restriction removed from SC Meet 37. Geoff-Request Photos at meets 38. Crown Badges –Medal Quote 39. SCM Awards Sub Committee-update 40. PUK/PPT –Officials Polo Orders 41. CLM –Long Distance Booking Quote 42. SCM Technical –Minutes 43. North Harbour Review 44. 2020 Taranaki 12/u Champs 45. PUK-TM Roster update		
Correspondence Out:		
1. All emails from Board/General/Clubs/SNZ 2. SNZ –Voting delegates SNZ AGM 3. Clubs -SNZ Database updates 4. Duty Club and BBQ Fundraising 5. A Rupp,D Mills- Police Vetting Application Loaded 6. Pryor’s –Extra Order Polo Shirts 7. SNZ –Member Protection policy adopted 8. SNZ –REQUEST Accreditation’s access not working 9. SNZ –Parent issues with fast lane 10. Four Winds –Request to change funding dates 11. Pub Charity –Request to change dates 12. SCM Constiution 13. SCM Officials List 14. SCM Board Minutes 15. SCM Duty Clubs 16. SCM Record updates 17. PUK-letter congratulations M Pickett -2 NZ Records 18. Dio Pool Confirmations sent 19. Companies Office –SCM Constiution 20. BBQ Fundraising expression of Interest 21. Police Vetting Forms sent –L Oliver,M Sargent,K Doidge 22. PUK Technical Forum cancelled notice 23. HPK Lai Police Vetting Approval 24. MAN –Letter NT’s removed from 50 and 100 events		

Decisions and action points	By whom	Due on or update provided by
25. Four Winds –Letter/Receipts and Paperwork sent for funding recvd 26. TOC Coaching Course Dates 27. NZ Fundraising Opportunities 28. SCM Spring Meet Flyer 29. SCM Junior Meet Flyer 30. DIO Request for Invoice for Pool 31. Selectors –Top Time Reports 32. Clubs –Selected Swimmers for Tanui Cup WK V SCM 33. PUK Letter congratulations A Jeffcoat 3 NZ Records 34. SCM Events-SCM TM Backup		
Correspondence In/Out Approved:	Moved KD, AB seconder	
<u>Administrator's Report</u>		
Regional Officials' Assessments: Nil; 6 being assessed at Spring		
National Officials' Assessments: Nil		
Registrations: #688 SNZ and Region		
Regional Records: 13 – NSS Club Invitational: 7 Age, 6 Open Age: Elizabeth Murphy PPK – 100 IM 16 year Girls Andrew Jeffcoat PUK – 50 Back, 100 Back, 200 Back 17/O Josh Pickett PUK – 50 Breast, 100 Breast 17/O Zac Dell PUK – 100IM 17/O Open: Andrew Jeffcoat PUK – 50 Back, 100 Back, 200 Back Josh Pickett PUK – 50 Breast, 100 Breast Zac Dell PUK – 100IM		
National Records: 5– Andrew Jeffcoat PUK – 50 Back, 100 Back, 200 Back NSS Club Invitational Michael Pickett PUK -2 NZ Records Australia		

Decisions and action points	By whom	Due on or update provided by
Transfers: 6 Approved SNZ		
Transfers – Inter Club: 2		
P Harris HPK-PUK B Masters HPK-PUK		
Transfers – Inter Region In: 2		
E Ancell Waitakere –PUK Q Walden Waitakere-PUK		
Transfers - Inter Region Out: 1		
C Iako HPK-Parnell Rejected L Peo MRE-Roskill		
Volunteers / Officials: 1		
L Masters HPK-PUK		
Administrator's Report Approved:	Moved EL, KD seconder	
Financial Report:		
Closing balances: \$61,178.04 Cheque: \$18,547.69 Savings: \$25,873.13 Travel/Development \$ 6,757.22		
Payments for approval: Team Lite –Rep Caps \$1690.00 Mangere Pool \$817.25 Spring Meet Pool Engine Room \$1351.25 Accounting Gilmores \$104.18 Carnival Goods Dio Pool \$2610.00 Junior Meet Flowers for Jeannie \$75.00 approved by email		
1. Funding Application: Resolution to apply to Pub Charity – \$2500.00 Medals 2. Funding Application :Resolution to apply to Lion Foundation \$2500.00 Medals 3. Funding Application: Resolution to apply to Four Winds Foundation – Age Group & Long Distance Pool Rental- \$4,000.00		

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<p>4. My IR – EL to sort, payment is due to be paid Medals & Ribbons – use stock for Juniors; orders required for Age Group, Long Distance AC quote received for New design SH quote received for Old design Agreed to go with Medals Plus based on design and cost.</p> <ul style="list-style-type: none"> Resolution for SH to apply for charitable trust funding for medals <p>Accepted and adopted</p>	<p>EL</p> <p>Moved EL, DM seconder SCM Admin</p> <p>Moved EL, DM seconder</p>	
SNZ Business:		
<u>Next meeting</u> for discussion: SNZ allocation of meets with new competition structure		Defer to next meeting
Health & Safety:		
<p>KD updated on research done so far <u>For next meeting</u>, present a SCM version to be adopted Review feedback received from Anthony Chaney (AC)</p>	KD	Defer to next meeting
SCM Strategic Plan		
<ul style="list-style-type: none"> AB board member to take ownership of the Strategic Plan. Each month to address a separate area for planning and progress. Next meeting: Relationships 	AB	Defer to next meeting
Board Policies:		
<p>1. Reward & Recognition Policy There is still the need to review the draft policy previously sent out. AB to review and provide feedback next meeting</p>	AB	Defer to next meeting
Approved for framed Certificate to be presented to Andrew Jeffcoat PUK at SCM Spring Meet for recent SNZ National records achieved at NSS Club Invitational Meet.	Moved EL, AB seconder	
2. Time Trials – completed and on website		
3. Records – completed and on website		

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<ul style="list-style-type: none"> Resolution for Junior Champs meet at Dio Pool, refer to General Business. 		
4. SNZ Member Protection Policy Manual LO presented the following policies and documents personalised to SCM. It was stressed that the content of each policy/document remains unchanged – just title changes. The policies are – <ol style="list-style-type: none"> 1. SNZ Member Protection Policy Manual – A Summary 2. SCM Code of Conduct Policy 3. SCM Complaints and Disputes Policy 4. SCM Complaints form 5. SCM Discipline Procedures and Appeals Policy 6. SCM Photography and Video (Electronic Images) Policy 7. SCM Diversity and Inclusion Policy 		
5. It was agreed to adopt Policies 1, 2, 3, 5, 6 and, the Complaints form.	Moved LO, DB seconder	
6. Diversity and Inclusion Policy <ul style="list-style-type: none"> It was recommend to not personalise this Policy at this time as more work is required before implementing it to SCM. 	Moved LO, DB seconder	
7. SCM Code of Ethics Policy <ul style="list-style-type: none"> It was agreed that each Board member be required to sign this Policy. DM to bring to SC for SCM Board members to sign if ready. 	Moved DB, EL seconder	
SCM Board thank DB for all the work done on Policies	Moved DM, AB seconder	
<u>Sub-Committee Reports</u>		Next Meeting
Awards S-C:		
Report received Light on personnel, SH to send out request to the region for helpers required, in particular someone to take care of the trophies. This is urgent.	SCM Admin	
Events S-C:		
No report received Also getting light on personnel, SH to send out to region for helpers required, noting heading into the summer outdoor pool season.	SCM ADMIN	

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Financial and Property S-C:		
No report received		
Publicity and Communications S-C:		
No report received		
Technical S-C:		
Report received <ul style="list-style-type: none"> Digital meeting held 19th October with SCM Events team Spring Meet – on track, fine tuning in preparation for meet, officials lists being sorted. Using PSC urn, tables & 15 metre cones; PPT starter. Thanks to both clubs for the use of this equipment. 		
General Business:		
1. WKU – Update <ul style="list-style-type: none"> Special meeting held 13th October. Decided to wind up. WKU unaware still registered with Incorporated Societies Assets cash plus peripheral assets – distributing funds as listed below: <ul style="list-style-type: none"> Purchasing set of stop watches for all WKU schools Any residual \$\$ to be donated to Kariotahi Surf Lifesaving Club Donate lane ropes and kickboards to Belgravia pool. Copy of minutes and timeframes still to be submitted. 		
2. SC Spring Meet <ul style="list-style-type: none"> Closed entries early 23 October as at capacity for complex Expect to make a profit Tight timeline, entry only from 9.00 am for set up & warm up; must be packed down and left complex by 4.00 pm. Meet looking at finishing 3.10pm Warm up to be staggered, Seating plan to be attending to. Officials roster done, full complement available All communications to be sent to members to be checked over by DM before sending to Anthony Chaney (AC) S-C Publicity & Comms to send out to members Wednesday 28th October Spot Prizes – Approval for 20 spot prizes for swimmers (favourite chocolates); 5 Officials draws (TK: chocolates; Key officials: BP 		

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vouchers). Thank you also to Cindy Hickmott – her work donated 2x spot prizes and a petrol voucher.		
3. Counties Sport – Leaders Breakfast <ul style="list-style-type: none"> AB attended on behalf of SCM Board, verbal report given. Worthwhile attending, the new fund is already over-subscribed. 		
4. Timing System Funding update <ul style="list-style-type: none"> SCM Admin (SH) happy to assist with funding application DB happy to take on Funding application as his sole role for the SCM Board with SH now that Policies are all sorted 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 	SCM Admin, DB	
5. Update on Patron: <ul style="list-style-type: none"> Previous Patrons Graeme Hall and Ross Robinson Sandra Harnett (SCM Admin) to ask Graeme Hall if wanting to continue DM recommended for SCM Board members to do more research and bring back to next meeting: AB – Rebecca Linton ex HPK swimmer (suggested by DB) KD – Kevin Mealamu; LO – Indira Stewart, Rima Nahkle 	SCM Admin AB, KD	Next Meeting
6. Portable PA System <ul style="list-style-type: none"> DB & Minoo Ghadiali (MG) looking into, info has been emailed to all Board Members Looking at 2 systems – Sitech (unit with 4 speakers) and Challenger 1000 (unit with 3 speakers) Agreed to hire \$385.00 and test before purchasing Challenger 1000 for Sprint Meet Will get discount off hireage should decide to purchase 	DB, SCM Board Moved DM, EL seconder	
7. Counties Age Champs <ul style="list-style-type: none"> Report given earlier by SF at beginning of meeting Further consultation to be addressed with feedback to SCM Board by 09/11/2020. 	SCM Events	

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	SCM Admin LO	
8. Junior Champs <ul style="list-style-type: none"> Rescheduled to 12th & 13th December @ Dio Pool Poster updated – later start time Saturday due to swim programme at Dio No Times (NT) accepted for 50m and 100m distances only for 2020 	S-C Events S-C Technical LO	
9. Survey Dio Pool <ul style="list-style-type: none"> Is the pool going to be a regular venue? S-C Technical recommend for pool to be surveyed AB to contact Dio: Availability of Dio pool for 2 per year bookings for SCM events And seek approval to have survey done AB to check if one of his team can undertake a survey prior to the Junior Meet, otherwise look into getting a quote and action from another source. Resolution to accept SCM records achieved at Junior Champs in December if the pool survey is not attended to in time. 	Moved AB, KD seconder	
10. Regional Administrator Job Description / Contract – with SCM Admin EL to update next meeting	Moved AB, EL seconder	
11. Waikato Collaboration <ul style="list-style-type: none"> DM & AB seeing Darren Ward and Gavin Ion WKT while at Tainui Trophy Meet 	AB, DM	
12. PPK meet 2021 <ul style="list-style-type: none"> Date set – 14th March, add to SCM Calendar Support required to run meet 	S-C Events S-C Technical	
13. HPK Development Meet <ul style="list-style-type: none"> Howick looking into a possible meet that all the region could attend, similar to a Auckland L3, 		

Decisions and action points	By whom	Due on or update provided by
targeted at new comers. DB asked if could avoid 21/11.		

Next meeting: 1st December, 7 pm
Digital – Teams, AB to sort
Meeting closed 9.40pm

Meeting closed: 9.21 pm