

What: Swimming Counties Manukau Association (SCMA) – General Board Meeting
Date: Tuesday 01 December, 2020 @ 7.00pm
Venue: Emiel Logan’s House, 18 Rushgreen Ave, Papakura

Minutes

Present:

Debra Mahony (DM) – Chairperson, Dave Beattie (DB), Emiel Logan (EL), Sandra Sutcliffe

By Digital - Teams:

Alastair Bates (AB) – Vice Chairperson

Apologies: Keri Doidge (KD), Lesieli Oliver (LO)

Decisions and action points	By whom	Due on or update provided by
Minute taker: Sandra Sutcliffe		
Minutes from Previous Meeting:		
<i>Action Points from Previous Meeting:</i>		
1. Administrator Contract – dealt with in GB		
2. WKU SC – dealt with in GB		
3. Finance My IR – EL still to do		Next meeting
4. Timing System – dealt with in GB		
5. Membership Protection Policy – dealt with in GB		
6. Survey Dio Pool – dealt with in GB		
7. MRE – Monitoring on how club progresses, review in 6 months as per minutes dated 28 th July 2020 <ul style="list-style-type: none"> DM to email MRE for update on progress, no swimmers registered on SNZ database 	DM	01/2021
Errors and Omissions:		
<ul style="list-style-type: none"> Nil 		
Previous Minutes Passed as True and Correct with Errors and Omissions corrected	Moved DB, EL seconder	
Correspondence In:		
1. SNZ –13 Transfers authorised		

Decisions and action points	By whom	Due on or update provided by
<ol style="list-style-type: none"> 2. Clubs –Officials Availability 3. Clubs –Officials updates 4. SNZ Regional Admins Zoom Call 5. SNZ Open Water Entries 6. SNZ National Camp 7. SNZ SC Results 8. SNZ Secondary School Champs 9. SNZ –Police Vetting 10. PUK/HPK/FST –Officials Exams 11. Gavin Ion-National Exams 12. SNZ –Meet Flyers on Website 13. Friendship House –AGM Booking 2021 14. Caravan Hire/Delivery –Champs confirmed 15. Sound System Hire –Champs confirmed 16. Coffee Man –Champs confirmed 17. DB –Announcers Draft 18. SCM Tech-Announcers Draft 19. ASA Opens 20. SNZ Event Updates 21. SCM Age Group Poster and Long Distance Poster 22. MAN-Poster queries 23. ONW-Club Affiliation Letter 24. WK –Invoice pool 25. PUK –Police Vetting 26. CLM –Funding Workshop 27. SNZ –Freestyler 28. PUK-Transfers from Auckland 		
<p>Correspondence Out:</p>		
<p><u>Correspondence Out:</u></p> <ol style="list-style-type: none"> 1. All emails from Board/General/Clubs/SNZ 2. SNZ –Meet flyers on Website 3. SNZ –Officials updates to be actioned 4. SNZ –Police Vetting to be actioned 5. SNZ –Freestyler 6. AK-Transfers PUK 7. Clubs -SNZ Database updates 8. Tainui Trophy Photos 9. Spring Meet Photos 10. Duty Club and BBQ Fundraising 		

Decisions and action points	By whom	Due on or update provided by
<ul style="list-style-type: none"> 11. Bunnings –Letter Gazebos 12. Cancer Society –Letter Gazebos 13. Caravan Hire/Delivery –Champs booking 14. Sound System Hire –Champs Booking 15. Coffee Man –Champs Booking 16. Mitre 10 –Letter Gazebos 17. Four Winds –Application 18. Pub Charity –Application 19. Lion Foundation –Application 20. Grassroots Trust -Application 21. SCM Constuition 22. SCM Officials List 23. SCM Board Minutes 24. Funding Applications Sent 25. SCM Duty Club roster updates 26. SCM Record updates 27. BBQ Fundraising expression of Interest 28. Police Vetting Forms sent –L Oliver,K Doidge 29. Pub Charity –Letter/Receipts and Paperwork sent for funding recvd 30. SCM Junior Meet Flyer 31. PUK-Officials Bars 32. HPK-Official Bar 33. PPK-Affiliation Letter funding 34. PUK-Record certificates 35. PPK-Record Certificate 36. Warehouse Stationery –Order carnival Stationery 37. Congratulations Tainui Team 38. Office Max –Order Carnival Stationery 39. ASA Opens 40. SCM Meet Flyers 41. SCM Club and Region contact details 42. ONW-Club Affiliation Details /paperwork 		
<p>Correspondence In/Out Approved:</p>	<p>Moved DB, DM seconder</p>	

Decisions and action points	By whom	Due on or update provided by
Administrator's Report		
Regional Officials' Assessments: 5 J Shields FST – TK A Bates HPK – IOT Sara Watt PUK – IOT Fiona Wright PUK – IOT Kim Hyland-Mills PUK - JOS		
National Officials' Assessments: 2 Gary Chapman PUK – Nat IOT Dave Phillips PUK – Nat IOT		
Registrations: #711 SNZ and Region		
Regional Records: 2 – N Z Secondary Schools Age: Danielle Asiata HPK – 200 FR 13 year Girls Danielle Asiata HPK – 100 IM 13 year Girls	Moved EM/ DM seconder records be accepted	
Transfers: 13	Moved	
Transfers – Inter Club:		
C Waenga-Hunter-MRE-MAN		
Transfers – Inter Region In:		
Q Walden-Dargarville –PUK S Sun-Porirua-HPK A Williams-Waitakere-PUK S Wright-Mt Eden-PUK		
Transfers - Inter Region Out:		
O Clare-PUK-Liz van welie B Ropati-MRE-Palmerston North C Fuatimau-PPT-Mt Wellington M Fuatimau-PPT-Mt Wellington C Zhu-HPK-Mt Eden		
Volunteers / Officials: 3		
S Curlett HPK-PUK D Curlett HPK-PUK R Crowe MTW-PUK		
Administrator's Report Approved:	Moved EL, DB seconder	

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Financial Report:		
Balances as at 27th November - <ol style="list-style-type: none"> 1. Closing balances: \$53,778.71 2. Cheque: \$11,146.97 3. Investment 80 : \$10,000.00 4. Savings : \$25,874.23 5. Travel-Development Fund \$6757.51 		
1. Resolution to apply for funding to Lion Foundation for sound system from Quote 2 received from Edwards Sound Systems Penrose \$2927.05 gst inclusive request help of \$2000.00	SCM Admin	Moved EL/DM seconder
2. Resolution to apply to NZCT for Automatic Timing System two quotes received - Colorado Time Systems \$38,089.70 <u>does not include</u> laptop or printer –Exclusive of GST (not preferred as not well supported in NZ) HTS Group (Swiss Timing) includes Printer and laptop \$42,493.00 Exclusive of GST , Apply for help of \$42,000.00 to purchase Swiss Timing System from NZ Supplier .	SCM Admin	Moved EL/DM seconder
SNZ Business:		
<u>Next meeting</u> for discussion: SNZ allocation of meets with new competition structure		Defer to next meeting
Health & Safety:		
No update provided, defer to next meeting	KD	Defer to next meeting
SCM Strategic Plan		
<ul style="list-style-type: none"> • Relationships <ul style="list-style-type: none"> ➤ Tainui Trophy meet with Waikato ➤ Meeting held with Swimming Auckland – DM, AB attended ➤ Meeting held with Swimming Waikato – DM, AB attended ➤ Meeting held with Swimming Auckland & SNZ – DM, AB attended <ul style="list-style-type: none"> ▪ Continue to foster new relationships 	AB	

Decisions and action points	By whom	Due on or update provided by
Board Policies:		
1. Reward & Recognition Policy Defer to next meeting, DM to resend draft	DM	Defer to next meeting
2. SNZ Member Protection Policy Manual <ul style="list-style-type: none"> No report provided, LO to provide an update of Code of Conduct with section around affiliated clubs – defer to next meeting As an interim measure Anthony Chaney (AC) to put link on to SNZ Member Protection Policy on SCM website 	LO	Defer to next meeting
3. SCM Code of Ethics Policy & Board Charter <ul style="list-style-type: none"> Board Charter – discussed a couple of versions, agreed to one which is to be adapted to SCM with SNZ Code of Conduct 		
4. Withdrawal & Protest Policy <ul style="list-style-type: none"> Reviewed 01.12.2020 No changes recommended Clarification on why the second fee of \$50.00 Policy to be updated with new postal address: P O Box 632, Pukekohe 2340 	Moved DB/DM seconder	
Sub-Committee Reports		Next Meeting
Awards S-C:		
<ul style="list-style-type: none"> Verbal report given Light on personnel HPK approached for someone to take care of the trophies – awaiting reply Control Room Helper added to Club Duty Roster 		
Events S-C:		
<ul style="list-style-type: none"> Joint report for upcoming meets with Technical S-C Desperately light on personnel; Rhonda Wheeler (RW) resigned from Events S-C (family commitments) Minoo stood down as Events Chair (work commitments), DM care-taker for now (Pool) with JC looking after I.T. side of role, replacement required <u>Drive needed to recruit new members</u> Junior Champs <ul style="list-style-type: none"> 139 swimmers entered at this stage, entries close Friday 4th December AOD – Minoo & Geoff doing AOD, concerns on having enough working “buttons” for 8 lanes (3/lane) – work in progress for Minoo & Geoff Meeting planned with TD’s KM, MV & SS Friday night (04/12) to finalise outstanding details for the meet <ul style="list-style-type: none"> ➤ Communications ➤ Dio Pool – unable to do survey before meet, advise in TM mtg 	TD DM AB	

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<ul style="list-style-type: none"> ➤ Awaiting reply from Dio re follow up email sent Friday including RAMS forms ➤ Using up stock of medals & ribbons for Juniors Champs • DM to purchase 8 spot prizes (4 each day) \$20.00 vouchers; 10 x spot prizes for swimmers; Officials spot prizes & snacks for both days for officials • Seating Plan to be done when entries close <p>AGE GROUPS</p> <ul style="list-style-type: none"> • Entries opened today 01.12.2020 • REMOVE from start of S2 and add into S1: Grand Relay change to Event 22 (end of session 1), renumber events for session 3 – JC update in MM, AC update poster • Gazebos being sorted thanks to CH • BBQ: JC to look for pool map as rules have changed • Recon of venue for meet in January for RAMS form <p>LONG DISTANCE</p> <ul style="list-style-type: none"> • Budget done • Recon of venue for meet in January for RAMS form • Query on Q times – continue with the qualifying times as advertised, swimmers wanting times to do so in a Club time trial 	<p>Events Publicity & Comms</p> <p>Events</p>	
<p>Financial and Property S-C:</p>		
<p>No report received</p>		
<p>Publicity and Communications S-C:</p>		
<p>No report received</p> <ul style="list-style-type: none"> • AC – great work in keeping website up to date & work on SCM posters 		
<p>Technical S-C:</p>		
<p>Report received</p> <ul style="list-style-type: none"> • Digital meeting held 24th November with SCM Events team <p>Juniors</p> <ul style="list-style-type: none"> • Desperately low on officials, resend out email to all clubs • Officials list being sorted Monday • Using PSC urn, tables & 15 metre cones; PPT starter, MAN printer. Thanks to clubs for the use of their equipment <p>Age Groups</p> <ul style="list-style-type: none"> • TD's: DB & MV <p>Long Distance</p> <ul style="list-style-type: none"> • TD: SS • Self-marshalling for both events 		

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<ul style="list-style-type: none"> TK's will require shelter HPK Forum <ul style="list-style-type: none"> Planned for 23 January 2021 Poster to be sent through from HPK, available to region to attend 	SCM Admin Technical	
General Business:		
<ul style="list-style-type: none"> WKU – Update No information received from WKU on progress of winding up, DM to follow up 	DM	
<ul style="list-style-type: none"> SC Spring Meet Survey 35 responses Very good feedback received, well organised 		
<ul style="list-style-type: none"> Timing System Funding update Buttons for Spring meet only enough to cover 6 lanes, concerns for working buttons for Juniors meet at Dio & PPT pools for Age Groups / LD (8 lanes) & LD at PPK (7 lanes) Limited time frame for Funding applications to be done – Foundation North closing March \$50k approx. for replacement of buttons both ends , timing & starting system DB recommend to pursue for funding for buttons for both ends of pool 	DB Moved DB/EL seconder	
<ul style="list-style-type: none"> Update on Patron: Graeme Hall happy to continue as Patron Sandra Harnett (SCM Admin) to email Rebecca Linton inviting her to become a patron No information received from KD – Kevin Mealamu; LO – Indira Stewart, Rima Nahkle 	SCM Admin KD, LO	Next Meeting
<ul style="list-style-type: none"> Portable PA System - update Everyone impressed with Edwards system used at Springs SC meet DB recommend to apply for funding \$2,927.05 for new PA System from Edwards Sound Lighting Audio & Visual; SCM Admin to proceed with funding application 	DB Moved EL, AB seconder	
<ul style="list-style-type: none"> Counties Age Champs Meeting Presidents / Coaches meeting to be held during meet (Saturday) <ul style="list-style-type: none"> ➤ Update ➤ Relay Champs 		

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<ul style="list-style-type: none"> ➤ Development meet – date to be set ➤ Do the coaches want a Senior Short Course Champs added to ➤ The SCM annual calendar? ➤ Do the coaches want to try for a Relay type challenge (similar to Tainui Trophy)? ➤ Meets for 2021/2022 – now need to factor in the SNZ requirements noting max 10 per region ‘qualifying’ meets. 		
<ul style="list-style-type: none"> • SCM AGM Date & Venue 2021 • General consensus for AGM to be on a Sunday – tentative date set 29th August 2021, 2pm • SCM Admin to check costs & availability of Friendship House • DM to check costs & availability of Franklin Club, Pukekohe 	SCM Admin DM	
<ul style="list-style-type: none"> • Survey Dio Pool • Unable to do before Junior Champs meet • Dio waiting to see how Juniors meet goes before committing for future bookings • Look into survey of Dio Pool if able to book for future meets 	AB	Next Meeting
<p>Onewhero Swimming Club</p> <ul style="list-style-type: none"> • AGM held Monday 30th Nov , SCM Admin to follow up on outcome of meeting and advising of Board member available should they need assistance 	SCM Admin	
<p>Tainui Trophy 2020</p> <ul style="list-style-type: none"> • Very successful, enjoyed by all who attended • Waikato keen for return event for SCM to host in 2021; AB looking into possible pool options (St Cuths, Dio, Owen Glen) as do not have a pool complex within the region to accommodate • SCM Rep Caps & T-shirts for 2021 – SCM Admin to apply for funding • Need to look at for 2021: <ul style="list-style-type: none"> ➤ Date ➤ Venue – possible options ➤ Funding for costs ➤ Development meet for Training officials 	SCM Admin	
<p>Senior Meet</p> <ul style="list-style-type: none"> • Ideas for development opportunities for senior swimmers 	AB Coaches	Next meeting

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<ul style="list-style-type: none"> • Same format as Tainui Cup • AB to ask coaches for ideas / recommendations 	SCM Board	
Spring SC Senior Meet <ul style="list-style-type: none"> • Keep in calendar moving forward? • Look again in February when doing 2021/2022 calendar that aligns with SNZ allocation of meets within region 		
Sports Leaders Breakfast <ul style="list-style-type: none"> • Friday 11th December 7.30am at Vodafone Centre, AB can attend 	AB	
International Volunteer Day 05.12.2020 <ul style="list-style-type: none"> • AC to do communications for SCM Admin to send out to our valued volunteers 		
Regional Administrator Job Description / Contract – <ul style="list-style-type: none"> • with SCM Admin Job Description / Contract draft to be signed • Recommend a face-to-face meeting, meet ½ way (Whangarei), offer petrol vouchers 		

Next meeting: 25th January 2021, 7 pm (venue or digital) TBA

Meeting closed 9.01pm