

What: Swimming Counties Manukau Association (SCMA) – General Board Meeting
Date: Wednesday 6 May, 2021 @ 7.00pm
Venue: Emiel Logan’s House

Minutes

Present:

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

By Digital – Dial in:

Anthony Chaney (AC), Sandra Harnett (SH) – SCM Admin

Apologies: Alastair Bates (AB) – Vice Chairperson

| 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. Health & Safety – dealt with in GB | | |
| 2.. Police Vetting – dealt with in GB | | |
| 3. St George Shield – dealt with in GB | | |
| 4. Dio: Pool survey – dealt with in GB | | |
| 5. Prize Giving – dealt with in GB | | |
| 6. NZCT – dealt with in GB | | |
| 7. Hire Template SCM equipment – dealt with in GB | | |
| 8. Swim Caps Tainui Trophy – dealt with in GB | | |
| Errors and Omissions: | | |
| • Nil | | |
| Previous Minutes Passed as True and Correct | Moved KD, AC seconder | |
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|--|---------|------------------------------|
| Correspondence In: | | |
| <ol style="list-style-type: none"> 1. SNZ –4 Transfers authorised 2. SNZ –Registration Invoices 3. SNZ –Officials fees 4. SNZ-Request 2020 Financials 5. SNZ –NZ SC Event Info 6. NZCT-Funding Timing System Approved 7. Canterbury-Police Vetting 8. G Hall Bio 9. R Brothers/Linton Bio 10. Quote Rep Swim Caps 11. FST-Trophy Nominations 12. HPK-Trophy Nominations 13. PUK-Trophy Nominations 14. Nick Tongue (Confirmed attendance Prize giving) 15. Clubs –Officials updates 16. SNZ-Records Updates 17. Trophy Nominations and Forms 18. MAN,HPK –Waiver 19. MAN,HPK-Service Awards 20. PPK-Prize Ribbons supplier 21. HPK-Affiliation Letter request 22. Clubs AGM Details –FST,PUK,HPK,MAN 23. PUK-Referee Exam 24. NZCT request Photos 25. | | |
| Correspondence Out: | | |
| <ol style="list-style-type: none"> 1. All emails from Board/General/Clubs/SNZ 2. SNZ –Freestyler 3. SNZ-Notes no regional call 4. SNZ-Junior Festival 2022 5. MAN Meet-Paperwork 6. Invite Prize giving-Ross Bragg, Nick Tongue 7. Invite Prize giving-SNZ Steve, Amber 8. SCM Officials List updates 9. Prize giving Nominations and closing date 10. St George Flyer and Prize giving Notice 11. SCM Board Minutes | | |

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| 12. SCM Record updates 13. PUK- Record Certificates ASA Champs 14. Letters Congrats –Aon NZ Swimming Champs 15. Letters Congrats –Aon NZ Age Group Champs 16. Letters Congrats –Division 11 Competition 17. NZ Records and Para Record Holders 18. Emiel –Draft Hirage Doc 19. Emiel-AK Hirage Doc 20. Dio Pool –Contracts for Rental Signed 21. Congratulations letter Joshua Wilmer –NZ Para Records 22. Congratulations Letter Tupou Neiufi –NZ Para Record 23. Congratulations Letter Andrew Jeffcoat –NZ Open Record 24. Congratulations Letter Sheldon Kemp –Coach Paralympic Team 25. Congratulations Letter Tupou Neiufi –Paralympic Team 26. AON NZ Swimming Champs –Photos and results 27. AON NZ Age Groups –Photos and results 28. Clubs-AGM Notice 29. Clubs-Paperwork required AGM 30. Clubs-AGM Paperwork Waiver Form 31. Clubs –Service awards and nomination forms 32. Officials Badges and Bars –R McFadyen,N Loza 33. Officials Badge and Bar –G Gemmell 34. Officials Badge and Bar-K Chapman 35. Officials Bar –E Iosefa,S Curlett 36. PUK- Record Certificates AON Swimming champs 37. Officials Bar-P O’Mara 38. HPK-Affiliation Letter 39. SNZ-2020 Financials 40. SNZ –Police vetted SCM Members 41. Grassroots Funding Application 42. Lion Foundation Application 43. NZCT Press Release and Photos 44. PPK-Prize Ribbons supplier | | |
| Correspondence In/Out Approved: | Moved EL, DB seconder | |
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| <u>Administrator's Report:</u> | | |
| Regional Officials' Assessments: 2 PUK-Philippa O'Mara –Referee MAN-Raeanna McFadyen-Recorder National Officials' Assessments: 0 | | |
| National Officials' Assessments: 0 | | |
| Registrations: #765 SNZ and Region <ul style="list-style-type: none"> • Increased by 8 • PPT low numbers <ul style="list-style-type: none"> ○ After effect of Covid ○ Council restrictions to pool hire | | |
| Regional Records: 6 Age: Olivia Wheeler PUK 12yrs 800 Free, 1500 Free ASA Age Champs Mackenzie Brears PUK 17&O 50 Breast Andrew Jeffcoat PUK 17&O 50 Back Open: Mackenzie Brears PUK 50 Breast Andrew Jeffcoat PUK 50 Back SH follow up on forms needed for out of country forms with SNZ Amber Piggott (AM), cc to PSC President Vanessa Burns (VB) National Records: 2 Andrew Jeffcoat PUK Open NZ 50 Back Tupou Neiufi PUK Para NZ 100 Free | SH, AM, VB | |
| Transfers: 4 | | |
| Transfers – Inter Club: 0 | | |
| Transfers – Inter Region In: 2 | | |
| P Tevita-Williams –Thames-Pukekohe J Whiteley –Mt Wellington-Howick Pakuranga | | |
| Transfers - Inter Region Out: 2 | | |
| H Li –Papakura-Parnell E Young-Howick Pakuranga-United | | |
| Volunteers / Officials:0 | | |

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| Administrator's Report Approved: | Moved EL, DB seconder | |
| Financial Report: Closing balances: \$97,288.25 Cheque: \$58,745.99 Investment 80 : \$10,083.18 Savings : \$25,880.64 Travel-Development Fund \$2578.44 | | |
| Funding Applications: 1. Lion Foundation – Junior Meet Pool Hire \$2,000.00 Done 2. Grassroots 2: Prizegiving venue hire, pool rental, trophies \$1,750.00 Done 3. Travel Levy waiver to clubs extended end of the financial year 30 June 2021; Travel Levy for SCM events to be maintained 4. Travel Levy Policy to be reviewed – update before next meeting | | Next Meeting |
| Funding Applications Received: 1. NZCT Omega Automatic Timing \$38,089.70 a. Discussions with NZCT, to be purchased before 30.06.2021 b. Store Shed PPT – AK Council discussion with Cindy Hickmott advising shed is no longer compliant, for demolition at some stage c. AK Council agree for shed for SCM storage at this stage Resolution to proceed with purchase of the Timing System as per NZCT grant SH to contact Minoos (MG) to action Resolution for Timing equipment to be purchased before next meeting, KD to provide quote to SCM Admin for Insurance cover | Moved DM, KD Seconder SH, MG Moved EL, DB Seconder | |
| Resolution for SH to apply for funding: a. SCM representative ribbons (without dates) 2021 / 2022 b. SCM Representative Caps for National & Tainui Trophy c. Pool rental for Tainui Trophy Meet PPK ordering ribbons, SH to liaise with KD | Moved EL, DM Seconder SH, KD | |

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| Financial report adopted | Moved EL, DB Secorder | |
| SNZ Business: <ul style="list-style-type: none"> • SNZ allocation of meets starts 1 July 2021 • DB has developed draft document for clubs to apply to SCM to hold meets • SH to email out after admin zoom meeting 06.05.2021 <ul style="list-style-type: none"> ◆ Clubs to lodge their application for designated meets to SCM by 20.06.2021 • Communications on allocation from SNZ will be sent out in July Yet to be received | SCM Admin SH | Next meeting |
| Health & Safety: | | |
| <ul style="list-style-type: none"> • Draft document & Incident report completed. Sign off via email to Board members • AC: RAMS for other meets – who has these? Email RAMS copies through: 2020 – SC Series; Junior Champs; 2021: Age Groups | SCM Tech SCM Events | |
| SCM Strategic Plan | | Defer next meeting |
| <ul style="list-style-type: none"> • Relationships <ul style="list-style-type: none"> ➤ This month “succession” and “communication” ➤ Board member to be assigned to work through the next steps ➤ Requires board member to take ownership | | Defer next meeting |
| Board Policies: | | |
| 1. Reward & Recognition Policy | | Next meeting |
| | | |

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| <u>Sub-Committee Reports</u> | | |
| Awards S-C: | | |
| 2021 Prize Giving <ul style="list-style-type: none"> • Indicative budget received • Food Platters – 20 mixed, 15 chips – order more if needed to • SH to liase gluten free & Diabetes platters required • Drinks for swimmers will be Juice, Lemonade & Water • CH sourcing baskets for Patrons • <u>Duty Club to assist: PPT</u> • SH providing spreadsheet of miniatures for engravers • Trophies should be with engravers now – SH to liase with LR | <p>SCM Admin</p> <p>SH, Lei Reynolds (LR)</p> | |
| Events S-C: Joint meeting with SCM Technical | | |
| St George Shield <ul style="list-style-type: none"> • Reminder email to be sent out with TM & Poster • TD: Dave Beattie • Clashes with AS Juniors • Clubs to submit an indication of team attending St George • <u>Duty Club for meet: PPK</u> – at most 5 required Upcoming SCM Meets <u>SCM Senior SC Champs Meet @ Dio Pool, Epsom – 10/07: 12-7pm; 11/07: 9.00am – 5.00 pm</u> <ul style="list-style-type: none"> • DM programme Draft discussed with coaches Shaun Foley (SF), Mitch Nairn (MN) & Sheldon Kemp (SK): <ul style="list-style-type: none"> ◆ Timed Finals ◆ Cash prizes for individuals: each event – Male, Female ◆ Age: 13 & over ◆ AC to work with MN on poster ◆ Events for Entries: Geoff Sibun (GS) to do entries ◆ No limit of entries, NO TIMES not accepted • BSL needed for meet – check with PPK (KD), MAN (EL), PUK (DB) <ul style="list-style-type: none"> ◆ If not sufficient from clubs, DB to request borrow of BSL from Swimming Waikato Gavin Ions • Lap Counters: DB to request to borrow PUK’s lap counters • Medals: Efficient stock on hand • Request for Officials document – email to AC | <p>SCM Admin SH</p> <p>GS</p> <p>DB</p> | |

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| <p><u>SCM Junior SC Champs Meet</u> @ Dio Pool, Epsom – 02/10: 12-7pm; 03/10: 9.00am – 5.00 pm</p> <p><u>SCM Tainui Trophy Meet</u> @ Dio Pool, Epsom – 17/10</p> <ul style="list-style-type: none"> Posters for Junior SC & Tainui to be reviewed and confirmed | <p>DB</p> <p>DB</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> | | |
| <p>Technical S-C: Joint meeting with SCM Events</p> | | |
| <ul style="list-style-type: none"> 11 Referee Badges purchased and received. Hand out at Prize Giving TD's assigned for: <ul style="list-style-type: none"> SCM Senior SC Champs - Dave Beattie, / Marta Van der Veen assist SCM Junior SC Champs – Sandra Sutcliffe / Derek Mills assist Tainui Trophy to be appointed Official assessments – checking Gavin Ion (GI) available to do at SCM Senior SC Champs Request for IOT forum to be held: 3 July – checking PUK pool and venue; send out to all SCM members End of season rollover prep: Clubs to check through Technical Officials lists and update Storage Shed <ul style="list-style-type: none"> Shelving allocated for SCM to use after stocktake of equipment Recommendation to proceed to secure shelving – 10 x packing ply @ \$15.00/sheet, budget \$300.00. Invoices to SCM Admin | <p>Moved DB, AC seconder</p> | |
| <p>General Business:</p> | | |
| <p>Strategic Plan</p> <ul style="list-style-type: none"> Defer to next meeting <p>Board Planning Day</p> <ul style="list-style-type: none"> ½ day possibly prior to AGM? | | <p>Defer to next meeting</p> |



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| <ul style="list-style-type: none"> Swim Caps – AB to provide information next meeting | AB | |
| <p>Police Vetting</p> <ul style="list-style-type: none"> DB received template plan received from Swim Canterbury Look into SCM clubs on who are not vetted, strong recommendation from Board to follow up <p>Resolution 1: To pursue with Canterbury model, more information required for next meeting</p> <p>Resolution 2: Recommendation from Board for all Technical Officials, Team Managers and Coaches are police vetted by 1st July 2021</p> | <p>SCM Tech</p> <p>Moved DM, DB Seconder</p> <p>Moved DM, DB seconder</p> | <p>Next Meeting</p> |

Next meeting: 27th May 2021, 7 pm
Emiel's place

Meeting closed 8.45 pm

