

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:		
Action Points from Previous Meeting:		
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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Decisions and action points	By whom	Due on or update provided by
Correspondence In:		
 SNZ –4 Transfers authorised SNZ –Registration Invoices SNZ –Officials fees SNZ-Request 2020 Financials SNZ –NZ SC Event Info NZCT-Funding Timing System Approved Canterbury-Police Vetting G Hall Bio R Brothers/Linton Bio Quote Rep Swim Caps FST-Trophy Nominations HPK-Trophy Nominations Nick Tongue (Confirmed attendance Prize giving) Clubs –Officials updates SNZ-Records Updates Trophy Nominations and Forms MAN,HPK –Waiver MAN,HPK –Service Awards PPK-Prize Ribbons supplier HPK-Affiliation Letter request Clubs AGM Details –FST,PUK,HPK,MAN 		
23. PUK-Referee Exam		
24. NZCT request Photos		
25.		
Correspondence Out:		
 All emails from Board/General/Clubs/SNZ SNZ – Freestyler SNZ-Notes no regional call SNZ-Junior Festival 2022 MAN Meet-Paperwork Invite Prize giving-Ross Bragg, Nick Tongue Invite Prize giving-SNZ Steve, Amber SCM Officials List updates Prize giving Nominations and closing date St George Flyer and Prize giving Notice SCM Board Minutes 		

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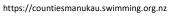
Decisions and action points	By whom	Due on or update provided by
12. SCM Record updates		
13. PUK- Record Certificates ASA Champs		
14. Letters Congrats –Aon NZ Swimming Champs		
15. Letters Congrats –Aon NZ Age Group Champs		
16. Letters Congrats – Division 11 Competition		
17. NZ Records and Para Record 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	
	,	















Decisions and action points	By whom	or update provided by
Administrator's Report:		
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 Increased by 8 PPT low numbers 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		







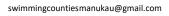


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Decisions and action points	By whom	Due on or update provided by
Administrator's Report Approved:	Moved EL, DB seconder	
Financial Report:		
Closing balances: \$97,288.25 Cheque: \$58,745.99 Investment 80: \$10,083.18 Savings: \$25,880.64		
Travel-Development 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 Minoo (MG) to action Resolution for Timing equipment to be purchased before next meeting, KD to provide quote to SCM Admin for Insurance cover Resolution for SH to apply for funding: a. SCM representative ribbons (without dates) 2021 / 2022	Moved DM, KD Seconder SH, MG Moved EL, DB Seconder Moved EL, DM Seconder	
 b. SCM Representative Caps for National & Tainui Trophy c. Pool rental for Tainui Trophy Meet PPK ordering ribbons, SH to liaise with KD 	SH, KD	









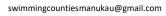




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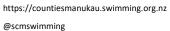
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Financial report adopted	Moved EL, DB Seconder	
SNZ Business:		
 SNZ allocation of meets starts 1 July 2021 DB has developed draft document for clubs to apply to SCM to hold meets SH to email out after admin zoom meeting 06.05.2021 Clubs to lodge their 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:		
 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
 Relationships 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





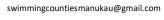








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Sub-Committee Reports		
Awards S-C:		
2021 Prize Giving		
Indicative budget received		
Food Platters – 20 mixed, 15 chips – order more if needed to	SCM Admin	
SH to liase gluten free & Diabetes platters required		
Drinks for swimmers will be Juice, Lemonade & Water		
CH sourcing baskets for Patrons		
Duty Club to assist: PPT		
SH providing spreadsheet of miniatures for engravers		
Trophies should be with engravers now – SH to liase with LR	SH, Lei Reynolds (LR)	
Events S-C: Joint meeting with SCM Technical		
St George Shield		
Reminder email to be sent out with TM & Poster		
TD: Dave Beattie	SCM Admin SH	
Clashes with AS Juniors		
Clubs to submit an indication of team attending St George		
Duty Club for meet: PPK – at most 5 required		
Upcoming SCM Meets		
<u>SCM Senior SC Champs Meet</u> @ Dio Pool, Epsom – 10/07: 12-7pm; 11/07: 9.00am – 5.00 pm		
DM programme Draft discussed with coaches Shaun Foley (SF),		
Mitch Nairn (MN) & Sheldon Kemp (SK):		
◆ 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)		
 If not sufficient from clubs, DB to request borrow of BSL from Swimming Waikato Gavin Ions 	GS	
Lap Counters: DB to request to borrow PUK's lap counters		
Medals: Efficient stock on hand Description of the option of the o	DB	
Request for Officials document – email to AC		









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<u>SCM Junior SC Champs Meet</u> @ Dio Pool, Epsom – 02/10: 12-7pm; 03/10: 9.00am – 5.00 pm	DB	
SCM Tainui Trophy Meet @ Dio Pool, Epsom − 17/10 • Posters for Junior SC & Tainui to be reviewed and confirmed	DB	
Financial and Property S-C:		
No report received		
Publicity and Communications S-C:		
No report received		
Technical S-C: Joint meeting with SCM Events		
 11 Referee Badges purchased and received. Hand out at Prize Giving TD's assigned for: 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 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 	Moved DB, AC seconder	
General Business:		
Strategic Plan Defer to next meeting		Defer to
Board Planning Day		next
• ½ day possibly prior to AGM?		meeting







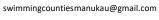


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Portable PA System - update		
 Purchased, stored at Minoo Ghadiali (MG) residence for now Template / Hire document of SCM Equipment Draft Hireage document – sending out next week 	EL	
SCM AGM Date & Venue 2021		
Confirmed booking of Franklin Club Pukekohe 2pm		
1 Board member to attend each AGM:		
♦ AC – FAST	SCM Board	
♦ AB – HPK 30.05.21 Zoom meeting		
♦ EL – MAN		
♦ KD – PPK		
♦ ?? – MRE: SCM Admin to follow up on dates		
♦ ?? – PPT:		
♦ DM – PUK 22.05.2021 Valley School	SCM Admin	
Financial Balance for end of year 30.06.2021		
♦ Insurance information to KD		
GST in process, 1 more before end of year		
SH to send out AGM forms to clubs	SCM Admin, AC	
 Email to be sent out to clubs for information session before AGM 		
Survey Dio Pool		
DM emailed survey information to AB		
 Resolution to proceed with getting Dio Pool surveyed from quotes received 	Moved AC, KD seconder	
SH/AB to liaise with Michelle White (MW) Dio Pool Manager	SH/AB	
Tainui Trophy 2021		
SCM shirts – to be research costs, information for next meeting		Next
• 2021:	AC	meeting
◆ Date: 17 th October		
◆ Venue – Dio Pool		
◆ Funding for costs		
 Development meet for Training officials 		













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Decisions and action points	By whom	Due on or update provided by
Swim Caps – AB to provide information next meeting	AB	
 Police Vetting DB received template plan received from Swim Canterbury Look into SCM clubs on who are not vetted, strong recommendation from Board to follow up Resolution 1: To pursue with Canterbury model, more information required for next meeting Resolution 2: Recommendation from Board for all Technical Officials, Team Managers and Coaches are police vetted by 1st July 2021 	SCM Tech Moved DM, DB Seconder Moved DM, DB seconder	Next Meeting

Next meeting: 27th May 2021, 7 pm

Emiel's place

Meeting closed 8.45 pm





