

What: Swimming Counties Manukau Association (SCMA) – General Board Meeting
Date: Sunday 27 June, 2021 @ 2.00pm
Venue: Emiel Logan’s House

Minutes

Present:

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

Apologies: Keri Doidge (KD) Alastair Bates (AB)

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 – Completed		
5. Prize Giving – dealt with in GB		
6. Hire Template SCM equipment – dealt with in GB		
Errors and Omissions:		
• Next meeting corrected to 27 June 2pm		
Previous Minutes Passed as True and Correct	Moved AC, EL seconder	
Correspondence In:		
1. SNZ –17 Transfers authorised 2. SNZ –Registration Invoices 3. Trophy Nominations and Forms 4. MAN,HPK,PUK,FST –Waiver Forms 5. MAN,HPK-Service Awards 6. PUK-Official Exams 7. Dio Pool Survey		

Decisions and action points	By whom	Due on or update provided by
8. Insurance Renewal 9. SNZ Designated Meets 10. SNZ Registration Fees 11. SNZ –Unfinancial Members 12. SNZ Membership Rollover 13. MAN,HPK,PUK,PPT,PPK-Meet Requests 14. PUK,HPK,FST,MAN-AGM Paperwork received 15. PPT-Minutes, Presidents 16. PPK-Minutes,Financials,Committee,Presidents 17. SCM Technical –Annual Report		
Correspondence Out:		
1. All emails from Board/General/Clubs/SNZ 2. SNZ –Freestyler 3. SNZ- regional call 4. SNZ Designated Meets 5. SNZ –Membership Rollover 6. SNZ –My Togs App 7. Clubs-Registration Fees 8. Clubs-Club Registration Invoices 9. Draft Club Secretaries 10. Technical Officials 2021 Secondary School 11. PUK-IOT Forum 12. Insurance Renewal Sent 13. MAN Meet-Paperwork 14. Anthony-Prize giving Certificate Draft 15. SNZ-SCM Police Vetted Members 16. Weymouth Cosmopolitan Club -arrangements 17. Prize giving Nominations and closing date 18. St George Flyer and Prize giving Notice 19. Trophy Plus-Award recipients 20. SCM Board Minutes 21. SCM Record updates 22. PUK- Record Certificates 23. Results, Photos –Division 11 Competition 24. NZ Records and Para Record Holders 25. Diol Pool Survey–SNZ 26. SCM Senior Meet Poster 27. Congratulations Letter Andrew Jeffcoat –NZ Open Record		

Decisions and action points	By whom	Due on or update provided by
28. SCM Prize giving Agenda 29. Clubs-Prize giving Finalists 30. Clubs-AGM Notice 31. Clubs-Paperwork required AGM 32. Clubs-AGM Paperwork Waiver Form 33. Clubs –Service awards and nomination forms 34. Clubs-UnFinancial Members SNZ Database 35. Crown Badges-Referee Badges x 2 36. PUK-Record Certificate		
Correspondence In/Out Approved:	Moved EL, DB seconder	
<u>Administrator’s Report:</u> Regional Officials’ Assessments: 2 PUK-Jill Forbes –Timekeeper PUK-Melanie Varga-Timekeeper National Officials’ Assessments: 0 Registrations: # 806 SNZ FINAL Return -As attached FYR 2020 #902, down 10% Regional Records: 2 Andrew Jeffcoat PUK OPEN 50 Back & 17 &O 50 Back NZ Records: 1 Andrew Jeffcoat PUK OPEN 50 Back Race Records : 0		
Transfers: 17		
Transfers – Inter Club: 10		
E Harkness –PUK-FST R Burns-FST-PUK K Montgomery –FST-PUK A Roman-FST-PUK I Roman-FST-PUK M Tongalea-PPK-MAN		

Decisions and action points	By whom	Due on or update provided by
H Dunn-PUK-PPK K Dunn-PUK-PPK T Ramanui-PPT-MAN Y Wong-See-PPT-PUK		
Transfers – Inter Region In: 4		
L Katongo –Magic NZ-PUK E Litten-Raumati-PUK L Joint-Rotondo-TBSS-PUK E Joint-Rotondo-TBSS-PUK		
Transfers - Inter Region Out: 2		
J Kelly-HPK-Mt Wellington S Hunter-FST –St Peters		
Volunteers / Officials: 1 S Brears –United-PUK		
Administrator’s Report Approved:	Moved AC, EL seconder	
Financial Report:		
Closing balances: \$41,071.74 Cheque: \$12,528.27 Investment 80 : \$10,083.18 Savings : \$15,881.74 Travel-Development Fund \$2578.55 \$10,00000 transferred from Savings to pay for balance of timing system until GST Return is received		
Funding Applications: <ol style="list-style-type: none"> Travel Levy waiver to clubs expired 30.06.2021, remain in place to AGM Levy for SCM events to be maintained Financial Assistance Policy to be reviewed, defer to AGM 		Defer to AGM

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		Defer to AGM
Funding Applications Received: <ol style="list-style-type: none"> 1. NZCT Omega Automatic Timing-Paid in Full <ol style="list-style-type: none"> a. ETA of arrival? b. Storage & Insurance – timeframe for next meeting c. Store Shed PPT – ongoing, follow up on timeframe for next meeting 	KD DB, Cindy Hickmott (CH)	Next Meeting
Resolution for SCM Admin to apply for funding: <ol style="list-style-type: none"> a. Full pool hire rental for SCM Junior Champs in October to Pub Charity Financial report adopted	Moved DB, AC Seconder Moved EL, AC Seconder	
<ul style="list-style-type: none"> • \$2.9K receivables, SCM Admin to follow up to provide for next meeting all Club Registration Invoices for 2021-2022 year 	SCM Admin	Next meeting
SNZ Business:		
<ul style="list-style-type: none"> • Designated & Development Meets Policy 7 received – dealt with in GB • SCM Admin to email confirmed dates to SNZ by 30.06.2021-Done 	SCM Admin	Done
Health & Safety:		
<ul style="list-style-type: none"> • The Incident report completed. • AC needed a recent RAMS • RAMS for SC Series; Junior Champs; 2021: Age Groups received. • DB – email St George & Senior SC Champs RAMS to AC then AC will complete a Health & Safety final draft • To be signed off via email to Board 	DB AC	
Board Strategic Plan <ul style="list-style-type: none"> • Board member to be assigned to work through the next steps 		Defer to AGM
Sub-Committee Reports		
<ul style="list-style-type: none"> • Awards S-C: 		
2021 Prize Giving <ul style="list-style-type: none"> • Successful prizegiving, well received by members & clubs who attended 	DM, SCM Admin	

Decisions and action points	By whom	Due on or update provided by
<ul style="list-style-type: none"> Official assessments – Gavin Ion (GI) confirmed attending SCM Senior SC Champs to do assessment chats: <ul style="list-style-type: none"> NAT IOT: Julie Watts PUK REG JOS: Tracy Adams PUK REG START: Vanessa Burns, Kim Hyland-Mills PUK <p>SCM Junior SC Champs Meet @ Dio Pool, Epsom – 02/10: 12-7pm; 03/10: 9.00am – 5.00 pm</p> <ul style="list-style-type: none"> TD: Sandra Sutcliffe, Derek Mills Assist SC to update poster dates, venue; to be confirmed before adding to website 	AB	
<p>Publicity and Communications S-C:</p>		
<p>No report received</p>		
<p>General Business:</p>		
<p>SCM AGM Date & Venue 2021</p> <ul style="list-style-type: none"> Confirmed Franklin Club, Pukekohe 29th August 2.00 pm <p>Resolution for AGM to be sent out to clubs to consider for voting at AGM</p>	AB	Next meeting
<p>Survey Dio Pool</p> <ul style="list-style-type: none"> Survey completed and approved by SNZ Completed 		
<p>Tainui Trophy 2021</p> <ul style="list-style-type: none"> Discussions with Waikato about Tainui Trophy Meet update next meeting 	Moved DM, DB seconder SCM Admin	
<p>Police Vetting</p> <ul style="list-style-type: none"> Recommendation for all Technical Officials (TO), Team Managers (TM) and Premium Coaches (PC) are police vetted going forward SCM Admin to cross-reference police vetting spreadsheet received from Henrietta Latham from SCAT with SCM Regional spreadsheet Anyone not police vetted as per SNZ Membership Policy requirements; SCM Admin to advise SCM Senior SC Champs – advertised all TO, TM & PC are to be police vetted 	SCM Admin SCM Admin SCM Admin	

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<ul style="list-style-type: none"> Any TO appointed that are not police vetted are to be supervised by a vetted TO 	DB, MV	
<p>Designated & Development Meets</p> <ul style="list-style-type: none"> SNZ policy 7 received – 2 categories: Designated & Development Total of 10 meets per region for clubs to hold designated meets AB collated results of requests from Clubs <ul style="list-style-type: none"> HPK – 3 meets: 2021: Oct; 2022: Feb, June MAN – 2 meets: 2021: Aug, 2022: March PPK – 1 meet: 2022: March PPT – 1 meet: 2022: January PUK – 5 meets: 2021: Sept, Nov, Dec; 2022: Feb, May <ul style="list-style-type: none"> Advised to revisit and prioritise to 3 meets AB to discuss with Mitch Nairn (MN) & Sheldon Kemp (SK) relook at Dec & Feb requests – to advise & to update of confirmed 3 dates before 29.06.2021 Club posters to advise designated meets open to all SNZ members <ul style="list-style-type: none"> Highlight capacity numbers for venue Meet will be closed earlier than advertised when capacity numbers reached 	AB, MN, SK	
<p>Regional Discussion</p> <ul style="list-style-type: none"> Contact received from AKL & WKT Guidelines / clarity required from SNZ on: <ul style="list-style-type: none"> Next Steps <ul style="list-style-type: none"> Transfer process 	SCM Board	

Next meeting: Sunday 18th July 2.00 pm
Emiel's place

Meeting closed 4.25 pm

