

What: Swimming Counties Manukau Association (SCMA) – General Board Meeting
Date: Sunday 18th July, 2021 @ 2.00pm
Venue: Deb Mahony’s House, Pukekohe

Minutes

Present:

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

Apologies: Alastair Bates (AB), Emiel Logan (EL), Sandra Harnett (SH) – SCM Admin

Absent: Keri Doidge (KD)

Quorum not met, resolutions to be ratified by SCM Board members via email

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. Review Senior SC Meet – dealt with in GB		
4. Prepare / Planning SCM Junior Meet – dealt with in GB		
5. Tainui Trophy – dealt with in GB		
6. Designated Meets – dealt with in GB		
7. Hire Template SCM Equipment – dealt with in GB		
Errors and Omissions:		
• Nil		
Previous Minutes Passed as True and Correct	Moved DB, AC seconder	



Decisions and action points	By whom	Due on or update provided by
Correspondence In:		
<ol style="list-style-type: none"> 1. SNZ –11 Transfers authorised 2. SNZ –Club Registration Invoices 3. MAN,HPK,FST-Service Awards 4. PUK,FST-Official Exams 5. SNZ Designated Meets 6. SNZ –Un Financial Members 7. SNZ Membership Rollover 8. SCM Technical –Annual Report 9. SNZ- regional call MINUTES 10. SNZ –Service,Honours,Life Nominations 11. SNZ –Police Vetting 12. SNZ-Appointment Panel Nominations 13. PPK-Satellite Club 14. MAN-Invoice Toner 15. Clubs-Medical Certificates 16. SNZ –Junior meet –designated meets list 17. HPK-Letter requesting support K Fisher-Masters 		
Correspondence Out:		
<ol style="list-style-type: none"> 1. All emails from Board/General/Clubs/SNZ 2. SNZ –Freestyler 3. SNZ Designated Meets 4. Clubs-Club Registration Invoices 5. Draft Club Secretaries 6. PUK-IOT Forum reminder 7. SCM Board Minutes 8. SCM Record updates 9. PUK- Record Certificates 10. SCM Senior Meet Poster 11. Clubs-AGM Notice 12. All-Programmes and Paperwork Senior Meet 13. PUK-Official Bars 14. FST-Official Bar/Badge 15. PUK-Record Certificate 16. Clubs-Board and Sub Committee nominations 17. Clubs-Refunds medical certificates 18. SNZ –Police Vet 19. Thankyou Senior Meet 		



Decisions and action points	By whom	Due on or update provided by
20. Annual Report-Nationals 21. Annual Report-Prizegiving 22. Annual Report-Clubs 23. Annual Report-Carnivals		
Correspondence In/Out Approved:	Moved AC, DB seconder	
<u>Administrator's Report:</u>		
Regional Officials' Assessments: 4 PUK-Vanessa Burns -Starter PUK- Kim Hyland-Mills -Starter PUK- Tracy Adams-JOS FST-Ingrid Waddell -IOT		
National Officials' Assessments: 1 PUK- Julie Watts-IOT		
Registrations: #558 SNZ and Region <ul style="list-style-type: none"> • Only financial numbers noted – lots of unfinancial members on SNZ database <ul style="list-style-type: none"> ○ SCM Admin to lapse all unfinancial members by 25 July 2021 • DM query on Mangere should be lapsed as no communication received from club, no financial reports received, no AGM held <ul style="list-style-type: none"> ○ SCM Admin to find outcome of what is happening to the MRE club, in the meantime all to be lapsed. 		
Regional Records: 2 Mackenzie Brears PUK OPEN 50 Breast & 17 &O 50 Breast		
National Records: 0		
Transfers: 11		
Transfers – Inter Club:		
Transfers – Inter Club:-2 D Curlett –PUK-HPK E Crowe –PUK-HPK		
Transfers – Inter Region In: 4		



Decisions and action points	By whom	Due on or update provided by
M Tua-Tagaloa –Mt Albert-PUK J Hemana -Mt Albert-PUK O Mossman-Mt Albert-PUK A Khetan-Mt Eden-PUK		
Transfers - Inter Region Out: 2		
S Leong -HPK-Mt Wellington Y Zhang-HPK –Mt Wellington		
Volunteers / Officials: 3		
S Curlett –PUK-HPK J Wong-See –PPT-PUK R Crowe –PUK-HPK		
Administrator’s Report Approved:	Moved AC, DB seconder	
Financial Report:		
Closing balances: \$55,724.74 Cheque: \$16,821.29 Investment 80 : \$10,123.18 Savings : \$25,882.61 Travel-Development Fund \$2897.66 <ul style="list-style-type: none"> • GST return received \$6917.74 • \$10,000.00 transfer back to 51 account • SNZ Club Registrations <ul style="list-style-type: none"> ○ Paid for 5 Clubs \$1250.00 ○ 2 Clubs not yet paid – SNZ advised 		
<ol style="list-style-type: none"> 1. Travel Levy waiver to clubs expired 30.06.2021, remain in place to AGM 2. Levy for SCM events to be maintained 3. Financial Assistance Policy to be reviewed, defer to AGM 		Defer to AGM Defer to AGM
Timing system and Storage shed: <ol style="list-style-type: none"> 1. NZCT Omega Automatic Timing <ol style="list-style-type: none"> a. ETA of arrival? 	Mid September KD	Next Meeting

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<ul style="list-style-type: none"> b. Storage & Insurance – timeframe for next meeting c. Store Shed PPT – ongoing, follow up on timeframe for next meeting 	DB, Cindy Hickmott (CH)	
Resolution for SCM Admin to apply for funding: <ul style="list-style-type: none"> a. Pub Charity – Junior Meet Pool Hire \$2810.00 less GST, apply for \$2440.00 b. Grassroots – Tainui Pool Hire \$910.00 less GST, apply for \$790.00 Financial report to be ratified by email	Moved DM, AC Seconder Moved DB, AC Seconder Moved AC, DM Seconder	
SNZ Business:		
<ul style="list-style-type: none"> • Designated Meets – dealt with in GB 		
Health & Safety:		
<ul style="list-style-type: none"> • AC finalising policy ready for next meeting August 15th 	AC	Next meeting
Board Strategic Plan		Defer to AGM
<ul style="list-style-type: none"> • Board member to be assigned to work through the next steps 		
Sub-Committee Reports – Nil received		
General Business:		
Review SCM Senior SC Meet <ul style="list-style-type: none"> • 130 swimmers entered, a lot of late withdrawals • Numbers light - received feedback recommending more frequent communication sent out about the meet • Thank you Cindy Hickmott (CH) for providing the Spot prizes • Indicative break\ even financial result after Cash prizes, expenses and utilising medals stock on hand • Coloured Vests worked well for Marshalls, Photographers & Chief TK – thank you DB • Seating plan: better plan this time compared to SCM Junior Meet in December 2020 • Marshalling at turn end of pool worked well 		



Decisions and action points	By whom	Due on or update provided by
<ul style="list-style-type: none"> Duty Clubs feedback: Given the light entries, the clubs struggled to supply the full complement of numbers required, suggested to share between clubs for both days 	CH, DB	
<p>SCM Junior Champs Meet</p> <ul style="list-style-type: none"> Events Manager DM, Technical Director: Sandra Sutcliffe (SS), Derek Mills (DKM) Assist AC working on Poster. Email out to check before going live to EM, TD, Meet Entries (ME – Geoff Sibun GS) <ul style="list-style-type: none"> Refunds: No refunds for withdrawals after final psych sheets published, with the exception, refunds may be approved on receipt of current signed Medical Certificate Police Vetting – add into poster Closing Date 17 September, Late entries NOT accepted Amend Club Duties to 4 clubs on both Days: FST, MAN, PPK, PPT Medals / Ribbons stock check: <ul style="list-style-type: none"> SCM: Gold – 142, Silver – 118, Bronze – 227 Visitors: Gold – 108, Silver – 232, Bronze – 136 ‘Old’ Round Medals: Gold – 44, Silver – 17, Bronze – 105 3,000 Time buster ribbons Use smaller medals (visitors) for Relays; larger medals (SCM) for Age Groups 	AC, TD, EM, ME	
<p>Tainui Trophy 17th October 2021</p> <ul style="list-style-type: none"> Feedback from Waikato keen to continue with meet No representative shirts, swimmers to wear club shirts Representative caps provided <ul style="list-style-type: none"> SCM Admin to order 100 caps as per order last year SCM to charge \$10.00 per swimmer, balance of costs from Development Fund Dio is booked Trophy to be engraved – AB to follow up <p>Resolution for meet to proceed and added to SCM Calendar – to be ratified by email</p>	<p>SCM Admin</p> <p>SCM Admin</p> <p>AB</p> <p>Moved AC, DB Seconder</p>	
<p>Police Vetting to be reiterated:</p>	SCM Admin	



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<ul style="list-style-type: none"> SCM Board to approve AGM Agenda before emailing to clubs, must be sent out by 31st July – ratified by email 	SCM Board	
<p>Auckland Swimming Association (ASA) Informal Meeting</p> <ul style="list-style-type: none"> Informal meeting with Shirley Mackay ASA 31st July 	DM, DB, AC	

Next meeting: Sunday 15th August 2.00 pm
Venue: TBA

Meeting closed 4.35 pm