

What: Swimming Counties Manukau Association (SCMA) – General Board Meeting
Date: Sunday 15th August, 2021 @ 2.00pm
Venue: Deb Mahony's House, Pukekohe

Minutes

Present:

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

Digital: Alastair Bates (AB), Keri Doidge (KD)

Apologies: Anthony Chaney (AC), Emiel Logan (EL), Sandra Harnett (SH) – SCM Admin

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 Finalised		
2. Police Vetting – dealt with in GB		
3. SCM Junior Meet – dealt with in GB		
5. Tainui Trophy – dealt with in GB		
6. Designated Meets – dealt with in GB		
Errors and Omissions:		
Nil		
• Previous Minutes Passed as True and Correct	Moved DB, DM seconder	
Correspondence In: SH to update list		
1. Correspondence Out: SH to update		
1. Correspondence In/Out Approved:	Moved DM, KD seconder	
Administrator's Report: SH to update		
Regional Officials' Assessments: 1 SH to update		

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National Officials' Assessments: 0		
Registrations: #657 SNZ and Region <ul style="list-style-type: none"> September 2020 #791 114 not financial members <ul style="list-style-type: none"> SCM Admin emailed clubs to follow up Mangere Club: Have advised SCM decision to wind up <ul style="list-style-type: none"> Any remaining equipment may be disbursed/gifted to clubs of their choosing as endorsed by SCM Board. Any cash after attending to all necessary commitments must be dealt with as per their Constitution. 	Moved DM, AB seconder	
Regional Records: 6 SH to update		
National Records: 1 SH to update		
Race Records: 0		
Transfers: 6 SH to update		
Transfers – Inter Region In: 4 SH to update		
Transfers - Inter Region Out: 0		
Volunteers / Officials: 0		
Administrator's Report Approved:	Moved DB, AB seconder	
Financial Report: SH to update	Moved DM, DB seconder	
Closing balances: \$ Cheque: \$ Savings: \$ Savings: \$ Travel Development Fund: \$ <ul style="list-style-type: none"> Depreciation schedule updated for FY21 financial accounts Tainui Caps to be paid from Development Account 	Moved AB, KD seconder	
Funding Applications: Sandra H to update <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 <ul style="list-style-type: none"> Financial Assistance Policy to be reviewed, defer to AGM 		
Funding Applications Received: <ol style="list-style-type: none"> NZCT Omega Automatic Timing <ol style="list-style-type: none"> Ordered, DB to follow up ETA with Minoo Ghadiali (MG) Storage & Insurance – timeframe for next meeting 	DB, MG	

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3. Store Shed PPT – DB to contact Cindy Hickmott (CH) to hold off until after AGM	DB, CH	
Funding Applications applied: SH to update a. Pub Charity – b. Grassroots –		
New Reports: SH to update		
• SNZ Business:		
Designated Meets – dealt with in GB		
Regional Admin Forum: • Police Vetting: ○ Request from SNZ - Region Admins to remind clubs that each Vetting form it to have an accompanying SNZ member number and existing profile on SNZ database so the vet can be logged correctly. ○ SCM Admin to add extra column Technical Officials (TO) & Coaches (C) spreadsheet, identify members vetted - Yes or No – to SCM Board chair only to respect privacy. • Next Regional Forum ○ Request for clarity from SNZ on Designated & Development meets not received. SCM Admin to follow up on recent email sent that has not yet received an appropriate reply.	SCM Admin SCM Admin	
• Health & Safety:		
Received draft - Record of Incident Register and Health & Safety Policy ○ Resolution to accept and adopt the Health & Safety Policy and Incident Register v1.2 Thank you AC for your work on this.	Moved DM, AB seconder	
• Sub-Committee Reports		
Awards S-C: • Certificates & Bars for Service & Honour awards have been received and ready to hand out at AGM		
Technical & Events S-C: • Next meeting 21 st September • IOT forum held 7 th August ○ 13 attended from FST, PUK & MAN ○ DM & SS facilitators ○ Changed format of forum, well received		
• General Business:		
SCM Junior Champs Meet • Events Manager DM, Technical Director: Sandra Sutcliffe (SS), Derek Mills (DKM) Assist		

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<ul style="list-style-type: none"> Meet Flier on website. Flier needs to be updated to reflect this is a “Designated Meet” with times achieved eligible for qualifying times for National Meets. Discuss in detail at next Technical & Events meeting 21st September 	Events, Technical	
Tainui Trophy 17th October 2021 <ul style="list-style-type: none"> Format of meet to remain the same Darren WKT happy to update meet flier T’s & C’s T & C: <ul style="list-style-type: none"> update location, parking, team make up, warm up & start times Remove Caro Cup from flier Entry fees – at discretion of each Region Manual times Trophy: AB to sort 2 plaques: <ul style="list-style-type: none"> Tainui Trophy 2020 winners: SCM 		
Designated Meets <ul style="list-style-type: none"> PPT meet amended to Development Meet and advised SCM Junior Meet 3-4th October allocated as Designated Meet Update flier as designated on website as noted above 	AC	
AGM 29th August 2021 <ul style="list-style-type: none"> Catering for 30, DM to select for Franklin Club to add in 2 platters SS providing Laptop for meeting to display documents & for digital attendance <ul style="list-style-type: none"> AB to sort and share link to members to attend digitally AB to share documents as required <ul style="list-style-type: none"> DM & SS doing recon for digital requirements at Franklin Club 22nd August Quorum 50% of total votes Neutral Scrutineers – SNZ & Patron/s (if available) Agenda order discussed and adjusted. DM to advise SCM Admin When decision is made about the Region, existing trophies will need to be considered: <ul style="list-style-type: none"> Following the AGM outcome and if appropriate, SCM Admin to write to members who originally donated trophies on what they wanted to do with the trophies – replies back by mid-September Trophies will then be returned during Junior Champs in October 	DM, SCM Admin SCM Admin JS	

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<ul style="list-style-type: none"> Trophies donated that are to be returned must be collect from central pick up place – suggestion: Jeannie Sibun’s (JS) home, if Jeannie is agreeable. 		
ASA & PPT Meeting Resolution for \$50.00 petrol voucher to DM for the SNZ & PPT meetings	Moved DB, AB seconder	

Next meeting: AGM, Sunday 29th August 2.00 pm
 Venue: Franklin Club, Pukekohe

Meeting closed 3.20 pm