

What: Swimming Counties Manukau Association (SCMA) – General Board Meeting

Date: Tuesday 23 March, 2021 @ 7.00pm

Venue: 18 Rushgreen Ave, Papakura

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)

Apologies: Alastair Bates (AB) – Vice Chairperson, 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:		
Action Points from Previous Meeting:		
1. Code of Conduct/Board Charter: Thanks to AC & SH for role explanations. Adopt SCM Board Charter & Code of Ethics, signed by those present, scanned to AC & AB to sign and publish	Moved DM, DB seconder	
1. Administrator Contract – dealt with in GB		
2. Timing System – no reply received as yet		
3. Membership Protection Policy – dealt with in GB		
4. Survey Dio Pool – dealt with in GB		
5. Portable PA System – dealt with in GB		
6. AGM 2021 – dealt with in GB		
Errors and Omissions:		
• Nil		
Previous Minutes Passed as True and Correct	Moved KD, DB seconder	

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Decisions and action points	By whom	Due on or update provided by
Correspondence In:		Бу
DM noted only receiving meeting minutes from PUK, it was decided there		
was no need to continue to send these through. PUK to be thanked and		
advised accordingly.		
Correspondence In:		
1. SNZ –8 Transfers authorised		
2. SNZ –Registration Invoices		
3. PUK-SCM AGM VENUE Booking		
4. SCM Tech-Badges/Bars		
5. Rebecca Brothers acceptance Patron		
6. Willie Iosia Confirmed MC		
7. Graham Hall Patron (Confirmed attendance)		
8. Rebecca Brothers Patron (confirmed attendance)		
9. SCM Tech-Minutes		
10. SCM-Trophy Recall		
11. PPK-Meet Flyer		
12. MAN-Meet Flyer		
13. PUK-Committee Minutes		
14. Clubs –Officials Availability		
15. Clubs – Officials updates		
16. PUK/PPT/MAN – Officials Exams		
17. SNZ –Meet Flyers on Website		
18. SNZ-Regional Call -Notes		
19. SNZ Event Updates		
20. SNZ –Freestyler 21. SNZ-2021 Events		
22. SNZ-Records Policy23. SNZ –Junior Festival Wrap		
24. SNZ —Invite to Fina Schools		
25. SNZ-Records Updates		
26. SNZ-Membership Protection Policy Manual		
27. SNZ-Event Qualification and Entry Closing Dates		
28. SNZ-National Age Group Programme 21-22		
29. Quotes x 3 Dio Pool Rental		
30. Order- Officials Bars and Badges		
31. Quotes –Referee Badges x 2		
32. Quote Weymouth Cosmopolitan Club		
33. Booking Form Manurewa Pool		
34. Weymouth Catering Prize giving		





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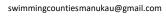








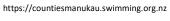
Decisions and action points	By whom	Due on or update provided by
35. Trophy Nominations and Forms		
36. Anthony-Prize giving Certificate Template		
37. PPK –Rams Form		
38. SCM –Records Updates		
39. SCM-Club Contacts updates		
40. Film Shoot Enquiry		
41. SCM Tech –Reminder Fina Schools-Invite Clubs		
Correspondence Out:		
Officials Required –PPK AND MAN Carnivals		
2. Venue Bookings –Prize giving		
3. Trophy Steward-Names Trophies for engraving 1 st lot		
4. Weymouth Cosmopolitan Club Booking confirmed		
5. Congratulations Joshua Wilmer –NZ Para Records		
6. Cancel Pool Bookings Long Distance		
7. Clubs-Long Distance refunds		
8. All emails from Board/General/Clubs/SNZ		
9. SNZ –Meet flyers on Website		
10. SNZ –Freestyler		
11. SNZ-National Age Group Programme 21-22		
12. SNZ-Police Vetting Phone call		
13. SCM Age Champs Photos		
14. SNZ –SCM Junior Mad Form		
15. Four Winds Age Champs Photos		
16. Grassroots Age Champs Photos		
17. SCM Officials List		
18. Order –Officials Bars and Badges		
19. Order –Referee Badges		
20. SCM Board Minutes		
21. SCM Duty Club roster updates		
22. SCM Record updates		
23. Four Winds / Grass Roots – Letter/Receipts and Paperwork sent for		
funding recvd		
24. Refund Requests Pool Rental –PPK and PPT		
25. SCM Age Group Champs Flyer		
26. MAN Carnival Flyer		
27. PPK Carnival Flyer		
28. Clubs Race Record Certificates		
29. Anthony –Logos for funders for Website		
30. Anthony –Request Prize giving Cert		















Decisions and action points	By whom	Due on or update provided by
31. AGM Booking Invoice		
32. Emiel –Draft Hirage Doc		
33. SCM Meet Flyers		
34. SCM Volunteers Wanted		
35. Pool Bookings Confirmed Dio 2021		
36. Pool Bookings St George –HPK, MRE, MAN 37. Pool Booking confirmed Manurewa St George		
38. Officials Required Champs		
Correspondence In/Out Approved:	Moved DM, AC seconder	
Administrator's Report:		
Regional Officials' Assessments: 9		
S Gaskill –TK -MAN		
N Gaskill –TK-MAN		
A Rupp-TK-PPK		
G Gemmell –IOT-PPK		
K Chapman-IOT-PUK		
E Iosefa –JOS-PPT		
S Curlett-JOS-PUK		
R Wheeler-JOS-PUK		
N Loza-Recorder-PPT		
National Officials' Assessments: 2		
E Iosefa –IOT-PPT		
R Cochrane –IOT- PUK		
Registrations: #753 SNZ and Region		
 Noted June 2020 final region numbers were 902 		
Noted Julie 2020 final region fulfibers were 902 167 down, season to date, dropped by ~20%		
107 down, season to date, dropped by 20%		









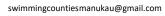
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Decisions and action points	By whom	Due on or update provided by
Regional Records: 0	SF, KD, AC	
Race Records : 8 SCM Age Group Champs		
National Records: 1 Age, 2 Open Waikato Summer LC: SB8 NZ Para LC Open: Joshua Willmer – 50 Breast, 200 Breast Age: Joshua Willmer – 50 Breast 16/U Shaun Foley (SF), KD & AC to prepare certificate for acknowledgement of records achieved, to be presented at Prize giving.		
Transfers:		
Transfers – Inter Club: 3		
T Tanira –PPT-MAN		
E Tanira-PPT-MAN		
E Dorr –PPK-PUK		
Transfers – Inter Region In: 1		
H Tau –BOI -PUK		
Transfers - Inter Region Out: 5		
L Oliver –PUK-ST Peters		
A Oliver –PUK-ST Peters		
S Hunter –FST- ST Peters		
T Henry –PUK-Coast		
G Williams –PUK-Coast		
Volunteers / Officials: 0		
Administrator's Report Approved:	Moved EL, DB seconder	

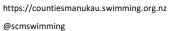








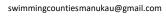








Decisio	ons and action points	By whom	Due on or update provided by
Admin	istrator/Treasurers Report		
Financ	ial Report:		
Cl	losing balances: \$66,396.89		
	heque: \$27,878.48		
	avings: \$10,083.18		
	avings: \$25,878.48 ravel Development Fund: \$ 2,578.22		
"	aver beveropment runu. \$ 2,578.22		
1.	Funding Applications		
2.			
3.	Funding Application: Four Winds Foundation – SCM Age Group		
	Pool rental paid, accountability reports sent and approved - \$4,000.00.		
4.	Funding Application: COGS – SCM Age Group Pool rental paid,		
	accountability reports sent and approved - \$1500.00		
5.	·		
	system champs \$1800.00 PAID Accountability reports sent and		
1	approved Finance		
2.	Travel-Development Policy to be reviewed – EL has started	SCM Admin, EL	
		,	
3.	Gazebos for Age Groups – agreed payment for the use of the truck		
	to Cindy Hickmott (CH) – outstanding.	Moved DM, KD seconder	
4	Resolution to apply to Grassroots Trust for St George Annual inter		
	club meet and assistance with SCM Annual Prize giving		
	Manurewa Pool Hire, Weymouth Manurewa Cosmopolitan Club	Moved EL, AC seconder	
	Hire, Trophies . Quotes \$2055.75 apply for \$1750.00 excludes GST		
5.	Resolution to apply to Lion Foundation for Pool Rental SCM Junior		
	Championships \$2810.00 apply for \$2000.00	Moved DM, EL seconder	
6.	Quotes required for Representative Ribbons and Representative		
	swimming caps for Tainui Trophy inter region —Quotes required		
7.	The SCM Laptop Microsoft Office Windows has expired. Requested		
	this be reinstated at an approximate cost of \$120.		











Decisions and action points	By whom	Due on or update provided by
Financial report adopted	Moved EL, KD seconder	
SNZ Business:		
 Discussed SNZ meet allocation with coaches at Age Group Champs SNZ allocation of meets starts 1 July 2021 DB has developed a draft document for clubs to apply to SCM to hold meets Communications on allocation from SNZ will be sent out in July Club Presidents meeting planned for Tuesday 30th March 5.30pm at Events Centre, Manukau. Steve Johns SNZ to attend. 		Next meeting
Health & Safety:		
 Progressing Anthony Chaney has revisited and prepared a fresh draft. To be reviewed and adopted at next meeting. 		Next meeting
SCM Strategic Plan		
 Relationships This month "succession" and "communication" Communication = Presidents Meeting Succession = AGM - need to understand Board Members intentions. Discuss next meeting to firm up. 		
Board Policies:		
1. Reward & Recognition Policy		Next meeting
 SNZ Member Protection Policy Manual Reply from SNZ: not recommended to personalise with SCM Adopt updated 25.02.2021 SNZ Membership Protection Policy & Manual 	Moved DM, DB seconder	
3. Withdrawal & Protest Policy	Completed	
 Updated on website SNZ Police Vetting Adopt SNZ Police Vetting Policy version 2 25.02.2021 Adopt SNZ Police Vetting Process 	Moved DM, DB seconder	



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Sub-Committee Reports		
Awards S-C:		
2021 Prize Giving Rebecca Brothers (nee Linton) and Graeme Hall attending Prize giving 2021 Collaboration date all other required invites.		
 SH to attend to all other required invites. MC – Willie Iosia has confirmed he is available, needs to be advised of time/venue. 		
• SH to confirm with Weymouth if SCM are able to provide additional platters of food suitable for athletes and those with food allergies (such as fruit and sushi), confirm also if can supply own drinks for athletes.	SCM Admin	
 SH to provide budget for prize giving next meeting that is to cover all expected expenses – room hire, food, engraving, certificates and then apply for funding for the items that can be covered. 	SCM Admin	
 Prize giving 'plan' - organise next meeting All trophies in except 1 Duty Club to assist: PPT Age Group Trophies can now go to engravers, the rest need Club nominations and Nationals to be swum. 	Lai Reynolds (LR)	Next meeting
 Medals & Time-buster Ribbons Enough medals for next 2 SCM meets, old Stock medals for visitors ~3000 time-buster ribbons in stock 	SCM Events	
 Moving forward, 1 size medal to be purchased Upcoming SCM Meets Posters for Senior SC, Junior SC & Tainui need to be reviewed and confirmed DM to email & discuss with Shaun Foley (SF) Senior SC programme SCM Calendar on website to be updated 	SCM Technical DM, KD, AB AC	Next Meeting
Events S-C:		
 St George Shield Draft poster underway DM to finalise highlighted areas outlined by Geoff Sibun (GS) Events & Technical Director to be combined for this meet. Duty Club for meet: PPK 	GS SS	



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Decisions and action points	By whom	Due on or update provided by
Publicity and Communications S-C:		
No report received		
Technical S-C:		
Digital meetings held with Events S-C Team Badges & Bars White Badge with black SCM logo, Name & Regional Referee 11 Referee Badges ordered. TD's yet to be assigned for SCM Senior SC, Junior SC, Tainui Trophy		
General Business:		
 Portable PA System - update Purchased, stored at Minoo Ghadiali (MG) residence for now KD to look into contents Insurance for clubs use of PA equipment, recommendation to next meeting DB to purchase cable reel extensions/ multi-board plug for PA system (budget \$100.00) Template / Hire document of SCM Equipment document for clubs "usage" – next meeting. EL and SH working on this. 	KD Moved DM, EL seconder DB	Next Meeting
 SCM AGM Date & Venue 2021 Confirmed booking: Franklin Club Pukekohe 29/08/2021 @ 2pm 		
 Survey Dio Pool SH to research and get quotes to survey Dio Pool & look in to funding for survey 	Moved DM, EL seconder	Next meeting
Tainui Trophy 2021	SCM Admin SCM Admin	Next meeting
 SCM Long Course Champs To sort Short Course and Tainui meets as the priority. Will discuss next meeting. 		Defer to next meeting



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Decisions and action points	By whom	Due on or update provided by
Board Planning Day		Nant
• ½ day possibly prior to AGM?		Next
Planning deferred next meeting		Meeting
Regional Administrator Job Description / Contract –		
Admin contract signed from 01.03.2021, valid until 2021 AGM	Completed	
KPI's to be included in new contract following AGM		
Police Vetting		Nort
KD to research further with a recommendation next meeting on SCM requirements moving forward for the Region and for clubs	KD	Next Meeting

5th May 2021, 7 pm Next meeting:

18 Rushgreen Ave, Papakura

Meeting closed 9.07 pm

