

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:		
<i>Action Points from Previous Meeting:</i>		
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	

Decisions and action points	By whom	Due on or update provided by
Correspondence In:		
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.		
<p><u>Correspondence In:</u></p> <ol style="list-style-type: none"> 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 Policy 23. 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 		

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:		
1. 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	
<u>Administrator’s Report:</u>		
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 <ul style="list-style-type: none"> • Noted June 2020 final region numbers were 902 • 167 down, season to date, dropped by ~20% 		

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

Decisions and action points	By whom	Due on or update provided by
Administrator/Treasurers Report		
Financial Report:		
Closing balances: \$66,396.89		
Cheque: \$27,878.48		
Savings: \$10,083.18		
Savings: \$25,878.48		
Travel Development Fund: \$ 2,578.22		
<ol style="list-style-type: none"> 1. Funding Applications 2. Application to NZCT Omega Automatic Timing \$42,000.00 waiting 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. Grassroots Trust 1–Pool Rental \$1550.00 and \$250.00 Hire sound system champs \$1800.00 PAID Accountability reports sent and approved 1. Finance 2. Travel-Development Policy to be reviewed – EL has started 3. Gazebos for Age Groups – agreed payment for the use of the truck to Cindy Hickmott (CH) – outstanding. 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 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 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. 	<p>SCM Admin, EL</p> <p>Moved DM, KD seconder</p> <p>Moved EL, AC seconder</p> <p>Moved DM, EL seconder</p>	

Decisions and action points	By whom	Due on or update provided by
Financial report adopted	Moved EL, KD seconder	
SNZ Business:		
<ul style="list-style-type: none"> 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:		
<ul style="list-style-type: none"> Progressing Anthony Chaney has revisited and prepared a fresh draft. To be reviewed and adopted at next meeting. 		Next meeting
SCM Strategic Plan		
<ul style="list-style-type: none"> Relationships <ul style="list-style-type: none"> 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
2. SNZ Member Protection Policy Manual <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Updated on website 	Completed	
4. SNZ Police Vetting <ul style="list-style-type: none"> Adopt SNZ Police Vetting Policy version 2 25.02.2021 Adopt SNZ Police Vetting Process 	Moved DM, DB seconder	

Decisions and action points	By whom	Due on or update provided by
<u>Sub-Committee Reports</u>		
Awards S-C:		
<p>2021 Prize Giving</p> <ul style="list-style-type: none"> • Rebecca Brothers (nee Linton) and Graeme Hall attending Prize giving 2021 • 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. • 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. <p>Prize giving ‘plan’ - organise next meeting</p> <ul style="list-style-type: none"> • 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. <p>Medals & Time-buster Ribbons</p> <ul style="list-style-type: none"> • Enough medals for next 2 SCM meets, old Stock medals for visitors • ~3000 time-buster ribbons in stock • Moving forward, 1 size medal to be purchased <p>Upcoming SCM Meets</p> <ul style="list-style-type: none"> • 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 	<p>SCM Admin</p> <p>SCM Admin</p> <p>Lai Reynolds (LR)</p> <p>SCM Events SCM Technical DM, KD, AB AC</p>	<p>Next meeting</p> <p>Next Meeting</p>
Events S-C:		
<p>St George Shield</p> <ul style="list-style-type: none"> • 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 	<p>GS</p> <p>SS</p>	

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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Purchased, stored at Mino 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 <ul style="list-style-type: none"> • Confirmed booking: Franklin Club Pukekohe 29/08/2021 @ 2pm 		
Survey Dio Pool <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ◆ Date: 17th October 2021 ◆ Venue – Dio Pool ◆ Admin to apply for funding for pool hire, Rep caps, ribbons, suspect if the t-shirts are to be kept by the swimmer, funding may not be available. SH to look into this. ◆ Development meet for Training officials 	SCM Admin SCM Admin	Next meeting
SCM Long Course Champs <ul style="list-style-type: none"> • To sort Short Course and Tainui meets as the priority. Will discuss next meeting. 		Defer to next meeting

Decisions and action points	By whom	Due on or update provided by
Board Planning Day <ul style="list-style-type: none"> • ½ day possibly prior to AGM? • Planning deferred next meeting 		Next Meeting
Regional Administrator Job Description / Contract – <ul style="list-style-type: none"> • Admin contract signed from 01.03.2021, valid until 2021 AGM • KPI's to be included in new contract following AGM 	Completed	
Police Vetting <ul style="list-style-type: none"> • KD to research further with a recommendation next meeting on SCM requirements moving forward for the Region and for clubs 	KD	Next Meeting

Next meeting: 5th May 2021, 7 pm
18 Rushgreen Ave, Papakura

Meeting closed 9.07 pm