

# Raumati Swimming Club Inc “Raptors” Board Meeting

## Meeting Minutes

6.30 pm Wednesday 13 February 2019

### Present:

Sandy Turner (ST), Chair  
Chris Plummer (CP), Treasurer  
Katie Ford (KF), Club Secretary  
Marco Cecioni (MC),  
Mark Ireland Spicer (MIS)

Next meeting: Wednesday 16<sup>th</sup> March 2019 at 6.30pm at CAC

Item	Comments	Actions
<b>1. Meeting Opening</b>		
1.1 Introductions & Acknowledgements	ST acknowledged that the Board is under a lot of pressure and thanked everyone for their contribution.	
1.2 Agenda Confirmation	All agreed	
1.3 Apologies	Chani Van Wyk	
1.4 Board Member Conflict of Interest Disclosures	None declared	
1.5 Environmental Scan	Concern was raised about the late notice of change of coach for the Manawatu Age groups, changes to the TM, the team environment and etiquette at poolside, and the boundaries around the volunteers.	KF/ST to ask FM to send out reminder to parents regarding poolside etiquette
<b>2. Governance &amp; Policy Matters</b>		
2.1 Sub Committees	A report from each subcommittee should be produced prior to each Board Meeting. Grants needs an admin to assist with quotes.	<b>ALL</b>

	Response to Survey – Need to consult with JW prior to sending out to the member. 1 to 1 consultation between coach and swimmers needs to take place, possibly during camp.	<b>CP</b> to email info to ST re training <b>ST</b> to consult with JW
2.2 Board member Nominations	A reminder email need to be sent – Board member, for general assistance, also a Xero data admin	<b>KF</b> to send
2.3 Policy Development	Complaints procedure – Feedback has been given to Steve but ST has not yet received a response	
2.4 Health & Safety – Incidents	The incidents were reviewed. Incident earlier did not involve an accident but discipline needs to be addressed. A Board member is to bring folder to future meetings.	<b>ST</b> to JW regarding discipline
2.6 Risk Register – Looking forward	Forthcoming meets – DIV II; lack of Quorum due to Board member numbers; volunteers leaving and lack of new people offering to help.	
<b>3 Strategy &amp; Performance</b>		
3.1 Strategic Statement and Action Plan	Postponed to next meeting	
3.2 Board Calendar	Postponed to next meeting	
<b>4. Matters for Discussion</b>		
4.1 Matters in Committee	Board went into committee at 19.12 Board came out of committee 19.22	
4.2 Raumati Raptors communication plan/policy 2019	SNZ database does have a area for medical information but not always updated. No automatic notification if there is a change. IF used, consent would be required to pass information onto coaches. Not all Tuesday night swimmers are on the database. Social media – only RSC Squad (closed group) and Raumati Raptors Swimming Club Facebook pages are to be included in policy. Currently we have 5 Raptors email address, 3 more are required A newsletter can be used as a communication/marketing document.	<b>KF</b> to find out if administrators can be informed if medical data is changed  <b>ST</b> to contact Support Desk, Waikanae regarding quotes for IT hosting/support  <b>KF</b> to provide costings to MIS

	Possibility of twice yearly – to cover LC and SC seasons. Review to continue at the next meeting	
4.3 Joining fee, registration fees for 2019/2020	Joining and membership fees to be researched.	<b>ST/CP</b> to look at finances to anticipate loss for the current year. <b>ST</b> to look into SW and other clubs costs
4.4 Overseas club swimmers, Club records	Club records – it was agreed that Club records can only be broken in NZ/representing the Club or a NZ entity. POST meeting note: It was agreed that Records can be broken by a swimmer as soon as they are registered with the Club, that there is no stand down period.	<b>ST</b> to investigate FINA rules about mutli club registration.
4.5 Pre-approval for expenses	Currently unable to take advantage of discounts for early payment due to timings of invoices and Board meetings. Some monthly expenses are set amounts or vary slightly.	MIS to propose at 6.2 payments
4.6 Club stance on late entries for meets	Following an issue after a closing date, the Board confirmed that we do <b>not</b> accept late entries. It is the parents/swimmers responsibility to ensure entries are made prior to the closing date. The meets page on the website has been updated to remind everyone.	<b>KF</b> to advise FM
4.7 Club phone	There is no longer a Club phone and the cost for one was felt unnecessary. The number on the sign at CAC needs to be taped over. The contact number the Club in companies should be the Treasurer's.	<b>KF</b> to get phone number covered. <b>CP</b> to update Company registry
4.8 Club transfers for Tuesday night swimmers	All transfers (squad and Tuesday nights swimmers) need to be Board approved	
4.9 Club caps	There are currently 5 Tuesday night swimmers who are registered on SNZ database. They will receive white Raptors caps. The eligibility of those entitled to caps to be reviewed.	<b>KF</b> to inform KJ
<b>5 Membership &amp; Events</b>		
5.1 Membership Update – Tuesday night numbers, Squad numbers, movement.	Membership report reviewed. No comments	

5.2 Club champs	Ran over by 30mins, the Club acknowledge the delay to the start for Water polo.	
5.3 Prizegiving	Date still to be confirmed – look into availability/possibility of Sunday 23 <sup>rd</sup> . John McBeth was proposed as a possible MC. Email to be sent out to clean and return cups. Quote for engraving required for funding application	<b>KF</b> to update LP  <b>KF</b> to send out email
<b>6. Matters for Approval - Consent Agenda</b>		
6.1 Funding Applications	DIV II and SCAT documents signed	<b>KF</b> to provide information to GT
6.2 Payments	To move that : pre -approve the recurring expenses for Contact Energy, IT room, CWS, Xero and KCD pool hire, with a 10% leeway and to have a \$200 pm discretionary fund  Approve the ad hoc expenses listed for February 2019  Moved ST Seconded MC	All agreed
6.3 Club Transfers	Transfer for Olive Adams approved	All agreed
<b>7 Matters for Noting or Updating</b>		
7.1 Action Item register		Next meeting
7.2 Management / Coach Reports		Next meeting
7.3 Finance Report	The longterm sustainability of pricing needs to be investigated/reviewed	
7.4 Assurance & Risk Report		Next meeting
7.5 Topics to be brought forward or scheduled	Agenda items 3 and 7.1-7.4, Prizegiving, AGM date	

<b>8 Matters for Confirmation</b>		
8.1 Minutes from Previous Meeting	That the minutes be approved Moved ST Seconded CP	All agreed
8.2 Matters Arising	GST needs further investigation to correct	<b>CP/ST</b>
<b>9 Meeting Close</b>		
9.1 Meeting Evaluation		
9.2 Confirmation of Next Meeting	13 March (needs to be reviewed due to Div II)	
9.3 Meeting Close	Closed at 8.50pm	