

Raumati Swimming Club Inc “Raptors” Board Meeting

Meeting Minutes

6.30 pm Thursday 20 June 2019

Present:

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

Next meeting: Thursday 11 July 2019 at 6.30pm at Landlink offices

Item	Comments	Actions
1. Meeting Opening		
1.1 Introductions & Acknowledgements	Meeting started at 6.33.	
1.2 Agenda Confirmation	All agreed	
1.3 Apologies	None	
1.4 Board Member Conflict of Interest Disclosures	None declared	
1.5 Environmental Scan	Jon will not be on leave after NZ Opens, procedures will be put in place to formalise leave requests	
2. Matters for Discussion		
2.1 Matters in Committee	Board went into committee at 18.37 Board came out of committee 18.50	
2.2 Finance review/budget fees	Following discussion of increases by SW and SNZ, it was proposed to keep the competitive annual registration fee to \$161, which would reduce the Club portion to \$50 per swimmer. The Club will absorb the \$16 increase which will be offset by removing the family discount with multiple swimmers. Any	Moved ST, seconded MIS All agreed.

	<p>competitive swimmers transferring to the Club will pay a \$50 joining fee.</p> <p>Monthly fees (currently coaching fees) have not increased since 2014. We need to add a Club fee, to go towards Club running costs, which will increase fees approx. 10% this year and a further 5% next year. This will be effective 1 August 2019.</p> <p>Post meeting note: this has been postponed to October 2019</p>	<p>Moved ST, Seconded MC</p> <p>All agreed</p>
2.3 Coach contract	<p>ST and CP to meet and further discuss JW contract and possible changes, prior to meeting with Jon.</p> <p>ST provided a PDP and draft performance review.</p>	<p>ALL to review docs and provide feedback to ST by 23/6/2019</p>
2.4 Raumati Raptors communication plan/policy 2019/IT update	<p>MIS provided details of options for alternative IT suppliers, for email and website hosting. Ongoing.</p> <p>MIS updated on the website. Most aspects will remain static, except the News and calendar, which needs to be updateable, as it contains social events eg AGM, Prizegiving, in addition to meet information.</p> <p>A map of the website has been provided.</p>	<p>All provide feedback to MIS</p>
2.5 Meets – 2020, combined Club night	<p>MC applied to SW for a meet on 5/9/2020, for which we are waiting feedback. CAC has been reserved although a start time still has to be confirmed.</p> <p>KF has spoken to KJ and JW and it was agreed to hold a combined Club night (squad and Tuesday night main pool swimmers) on 24/09/2019. Ideas included 50m sprints for squads.</p> <p>Dividing squads into teams for races, relays with squad and Tuesday nighters.</p>	<p>ST to speak to JW, MC to speak to KJ re ideas and expectations.</p>
2.6 Coach police vetting	<p>There is no need for the Club to carry out police vetting on coaches that stand in for Jon.</p>	

3. Governance & Policy Matters		
3.1 Sub Committee Reports	ST to meet with Annie Jencova next week. The senior swimmers would like to have a rep on the Board, but being on the subcommittees may be more appropriate. If there are items they want to propose to the Board, it may be possible to use the first part of the meeting.	
3.2 Board member	No action	
3.3 Policy Development	Complaints procedure – documents have been returned but still need some fine tuning. Once agreed, they need to be loaded onto the website and emailed to all members	ST to revise new documents
3.4 Health & Safety – Incidents	No action	
3.5 Risk register	No action	
4 Membership & Events		
4.1 Membership Update – Tuesday night numbers, Squad numbers, movement.	Membership report available for review	
4.2 Prizegiving	Grant has been approved for engraving, Still waiting for CWS nominations. No MC so hoping that a Board member will speak on the day.	
4.3 AGM	Confirmed for Thursday 29 August at CAC at 6pm	
5. Matters for Approval - Consent Agenda		
5.1 Funding Applications	No new applications	
5.2 Payments	As detailed in report.	
5.3 Club Transfers	No new transfers	5.1 - 5.3,

		Moved ST, seconded Mark Ireland- Spicer All agreed
6 Strategy & Performance		
6.1 Strategic Statement and Action Plan	No action	
6.2 Board Calendar	No action	
7 Matters for Noting or Updating		
7.1 Action Item register	None	
7.2 Management / Coach Reports	None	
7.3 Finance Report	Reports available	
7.4 Assurance & Risk Report		Next meeting
7.5 Topics to be brought forward or scheduled	Prizegiving, AGM,	
8 Matters for Confirmation		
8.1 Minutes from Previous Meeting	To be updated and confirmed at via email	
8.2 Matters Arising		
9 Meeting Close		
9.1 Meeting Evaluation		
9.2 Confirmation of Next Meeting	Thursday 11 July 2019	
9.3 Meeting Close	Closed at 9.00 pm	