

Raumati Swimming Club Inc “Raptors” Board Meeting

Meeting Minutes

7.15pm Wednesday 10 June 2020 At Coastlands Meeting Rooms

Present:

Mark Ireland Spicer (MIS), Acting Chair
 Chris Plummer (CP), Treasurer
 Katie Ford (KF), Club Secretary
 Marco Cecioni (MC),
 Dean Adams (DA)
 Rachele Frazer (RF)

Next meeting: July TBC

Item	Comments	Actions
1.Meeting Opening		
1.1 Introductions & Acknowledgements	Thank all squads for sticking to level 2 protocol rules during pool sessions	
1.2 Agenda Confirmation	All agreed.	
1.3 Apologies	None	
1.4 Board Member Conflict of Interest Disclosures	None declared.	
1.5 Environmental Scan	<p>Request for a swimmer to have squad fees suspended due to family health issues. Boards concern over loss of coaching income, needs approval from CWS</p> <p>Parent initiative for to assist with meals</p> <p>Coaching presence on Weds 10th June No coach poolside for AM session – senior swimmer ran session from in the water. Boards concern over H & S.</p> <p>Short notice comms on Facebook from CWS informing of no PM session. Concern over lateness of comms out to parents and informing pool.</p> <p>Both session due to coach illness and unable to secure alternative coaching. Board concern over this as an ongoing risk.</p>	<p>DA to discuss with the family how the club could assist in a greater role than</p> <p>MIS to acknowledge to CWS concern of board with inability to provide alternative coaching at short notice or adequate comms to board, parents or swimmers</p> <p>CP to investigate suitable coaching contracts</p>

	Board notified that a swimmer has been with the club since October 2019 without any membership to club. Club has been unable to invoice since then.	MIS to discuss the issue with CWS, highlighting the H&S consequence against the Club.
2. Governance & Policy Matters		
2.1 Sub Committee Reports	<p>Technology – Working with IT Room on migration from them to new provider. Requires a backup from current servers of Admin, Race Secretary, Treasurer, Officials mailboxes</p> <p>Roly Huria has let the club know with immediate effect is standing down from the Officials role. The board thank him for his time and efforts over the past 18 months.</p> <p>Mixed communications poolside on whether gear cages can be used in level 1.</p> <p>Gear cages in poor state and may need an overall whilst not in use</p>	<p>MIS progressing migration</p> <p>MC to take over Officials mailbox</p> <p>KF to confirm with pool correct status</p> <p>MC to inspect cages and report back findings.</p>
2.2 Board structure, future	Not discussed	
2.3 Health & Safety – Incidents	Covered under 1.5 Environmental Scan	
2.4 Risk register	Covered under 1.5 Environmental Scan	
3 Strategy & Performance		
3.1 Strategic Statement and Action Plan	Not discussed	
3.2 Board Calendar	Not discussed	
4 Matters for Discussion		
4.1 Matters in Committee	Not discussed	

4.2 COVID-19	Level 1 -Pool would like swimmers to continue using the swipe cards for contact tracing.	KF to email swimmers/parents
June Squad Fees	<p>Agreed March payments to be taken into account with a reduced June due to reduce number of sessions and length of.</p> <p>Team 4 \$60.00 + Club \$5 levy</p> <p>Team 3 \$60.00 + Club \$15 levy</p> <p>Team 2 \$80.00 + Club \$10 levy</p> <p>Team1 \$95.00 + Club \$10 levy</p> <p>Board approves June 2020 squad fees</p>	KF to invoice squads for June 2020
4.3 Fees for 2020/21	<p>SNZ and SW confirmed the following:</p> <p>Competitive \$93.16 Other \$25.50</p> <p>Board agrees the following applicable registration fees for 2020/21</p> <p>Competitive \$175.00 Other \$100.00</p> <p>Post meeting email approval: RSC fees would be \$74.50 for both Club and Competitive Swimmers, making the annual fee \$100 for Club and \$167.66 for Competitive swimmers</p> <p>Board defers any club monthly fees until 2021 registration</p>	KF to inform parents of fees due after 1st July 2020
4.4 Uniforms	<p>Kirsten Johnson update is no dri fit tops currently held and new parents have enquired.</p> <p>Board approves small stock purchase to cover immediate needs</p>	MC to update KJ
4.5 Recognition of National/Open qualifiers	Board agrees recognition of qualifiers	KF contact Race Secretary for list and publish on FB & website
Relays	CWS, via MIS, has indicated that SW relays is questionable due to timing coming out of lockdown. Board expressed concerned over a lost opportunity to build team spirit post lockdown.	MIS to discuss with CWS

5 Membership & Events		
5.1 Membership Update – Tuesday night numbers, Squad numbers, movement.	Leila Phipps Thomas and Georgia Wickens retired Tues stands at 48 members Squads - Unknown	
6. Matters for Approval - Consent Agenda		
6.1 Funding Applications	N/A	
6.2 Payments	No exceptions to report Insurance due, pre-approved if within 10% of last years	KF to process payment on receipt
6.3 Club Transfers	N/A	
7 Matters for Noting or Updating		
7.1 Action Item register	None	Recommendation to be included for future reference
7.2 Management / Coach Reports	Not provided	
7.3 Finance Report	Accepted as read	
7.4 Topics to be brought forward or scheduled	July to discuss AGM agenda items	
8 Matters for Confirmation		
8.1 Minutes from Previous Meeting	May 2020; Moved MIS Seconded DA	MIS to publish Minutes on website
8.2 Matters Arising	Draw of squad prizes made by KF organised by Social Committee RF Penguins – Kelly Thomas Seals – Lara Wilkes Sharks – Riza Hassan Orcas – Jack Skelsey	Publish on Facebook - RF
9 Meeting Close		
9.1 Meeting Evaluation	Not discussed	
9.2 Confirmation of Next Meeting	TBC July	
9.3 Meeting Close	Closed at 9.01pm	

