

Raumati Swimming Club Inc Board Meeting

Meeting Minutes

7pm Wednesday 11 November 2020 at Coastlands Aquatic Centre Meeting Room

Present:

Katie Ford (KF), Chair
Dean Adams (DA)
Vincent Hassan (VH)
Mark Ireland Spicer (MIS)
Henrietta Latham (HL)
Vidette Martin (VM)
Fiona Morrison (FM)
Robin Shen (RS)

Next meeting: 9th December 2020 at 7pm

Item	Comments	Actions
1. Meeting Opening		
1.1 Introductions & Acknowledgements	Meeting started at 7.10 Acknowledgements to: Sandy Turner who was successful in her nomination to the SW Appointments Panel; Lizzie Plummer for 2020 pool hire grant from the Lion Foundation	
1.2 Agenda Confirmation	Complaints Policy and Club Brand to be removed	
1.3 Apologies	Marco Cecioni	
1.4 Board Member Conflict of Interest Disclosures	None declared	
1.5 Environmental Scan	None	
2. Governance & Policy Matters		
2.1 Sub committees Reports	None provided	
2.2 Risk Register – looking forward,	None recorded although one swimmer tripped over their own feet and fell, and on	

Health and Safety Incidents	a separate occasion, a stretch cord attachment snapped whilst being used	
2.3 Action Item register/update	<ul style="list-style-type: none"> • Equipment list – need quotes for equipment identified so we can apply to Pelorus Trust for a grant; • MIS to commence documentation of website/emails but back up still required; • RS to consult with swimmers re branding; • coach registration still not submitted although forms were forwarded; • Risk and Conflict Register, and update of Club registration forms ongoing; • Junior Festival coach still to be addressed; • morning training times to remain as per the trial • All other Actions completed. 	<p>RS – to do a stocktake of current equipment</p> <p>RS – to obtain quotes</p>
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	<p>All in committee discussion is not recorded.</p> <p>In committee: 7.31pm Out of Committee: 7.40pm In committee: 8.00pm Out of Committee: 9.08pm</p>	
4.2 CWS	<ul style="list-style-type: none"> • 3 team meetings held with the swimmers, 11 individual goal and season recaps, targeted meets identified, objectives advertised, morning sessions running and dryland have started. Some swimmers have been advanced in squads. • No attendance records have been provided to the Board, which are required to assist with future budgeting and for membership and health and safety reasons. MIS has developed an app to record 	<p>MIS to update attendance app and</p>

	<p>attendance but not being used. It requires some work which MIS would do and send to JW. No reports developed yet but are required.</p> <ul style="list-style-type: none"> • Squad lists are provided to CWS every month for updating to ensure that correct invoices are being issued and need to be returned promptly. • The Board agreed to final squad session on Monday 21 December and training to resume the first week of January. • The Board confirmed that a registered assistant coach who is coaching at a target meet can claim travel expenses • If JW is unable to coach at target meet due to other commitments, then a registered assistant coach must be provided • The Board confirmed that it is the coach and assistant coach's responsibility to complete and submit the coach registration and police vetting forms and pay the registration fee, not the Club's. 	develop reports for attendance
4.3 Hell Week	JW has requested lanes at CAC 6.30-8.30am Monday 4 – Fri 8 Jan. Lanes at CAC on Tuesday and Thursday pm. Activities for the other days not yet advised. Board agreed that there are too many H&S issues and concerns for beach/sea activities to be held. Further consultation with JW required.	VM to consult with JW
4.4 Camp 2022	To prevent reoccurrence of the problems with Camp 2021, and to ensure we have a booking at Feilding High School and the Makino pool, we need to book these now. Dates of 10-14 January 2022 were proposed and all agreed.	VM to check availability and book accommodation and pool
4.5 Club email addresses	Not discussed	
4.6 Meets inc Coastlands Classic	Coastlands Classic – entries open, planning on schedule Still waiting for results from SNZ so delay in advising of any records that swimmers may have broken.	
4.7 Complaints Policy	Removed from this month's agenda	

4.8 Constitution	Deferred to be focus of next month's meeting	ALL to review the new draft constitution
4.9 Club brand	Removed from this month's agenda	
4.10 Draft budget	Deferred	
4.11 Temporary suspension of swimmer's fees – draft policy	Deferred	
5 Membership & Events		
5.1 Membership Update – Tuesday night numbers, Squad numbers, movement.	Reports available	
6. Matters for Approval - Consent Agenda		
6.1 Funding Applications 6.2 Payments 6.3 Club Membership 6.4 Treasurer's Report	Equipment – Need formal quotes to be able to apply for grant Approval received via email New swimmers, no transfers from other Clubs	To be approved via email after the meeting - KF
7 Matters for Noting or Updating		
7.1 Management / Coach Reports	Coach report part of CWS discussion	
7.2 Finance Report	Available	
7.3 Topics to be brought forward or scheduled	Tuesday night instructors, club champs 2021, Club rooms	
8 Matters for Confirmation		
8.1 Minutes from Previous Meeting	Confirmation of the minutes of the meeting held Wednesday 14 October 2020.	To be approved via email
8.2 Matters Arising	None	
9 Meeting Close		
9.1 Confirmation of Next Meeting	Wednesday 09 th December, 2020 at 7pm. Coastlands Aquatic Centre, Meeting room	
9.2 Meeting Close	Meeting closed at 9:08 pm	

