

# Raumati Swimming Club Inc.

## Board Meeting Minutes

Wednesday, 10 March 2021, Coastlands Aquatic Centre, Meeting Room 7pm

### Board:

Katie Ford (KF) Chair, Marco Cecioni (MC) Treasurer, Dean Adams (DA), Vince Hassan (VH), Mark Ireland Spicer (MIS) Henrietta Latham (HL), Robin Shen (RS)

### Attending:

#### Meeting Item

##### 1. Meeting Opening 7pm start

1.1 Apologies; Nil

1.2 Introduction & Acknowledgements;

The Board would like to acknowledge the untimely passing of Roly Huria passing on our sincere sympathy to Leanne and family. Acknowledge Club records broken by Jack Plummer 100IM, and Maia Adams 800LC Free. Thanks to Lizzie Plummer for another successful funding application and our thanks to Graham Seagull for fixing the starter.

1.3 Additional Agenda items – Starting equipment and ribbons for records broken, covered under finance.

1.4 Conflict of interest disclosure – nil

1.5 Confirmation of previous minutes

#### Amendments:

Remove Club approval payment for assistant

Spelling 5.3

Amend 6.2.FM – FC

Agreed that with noted adjustments above the Board is happy for sign off.

Moved the minutes of the meeting held on Wednesday 10 February, 2021 are a true and accurate record

Moved: KF

Seconded: MC

Carried:

#### Action Items – 10 February Meeting

JW to approach Simon – Club to pay at an approved rate determined by Club due to extra ordinary situation requiring Coaches in both Waikanae and Otaki. This will be discussed further in committee

JW- Squad lists have not been presented; some questions on attendance of a couple of swimmers, which will be advised to treasurer. Changes but nothing provided. 2 injury – suspend the fees but pay the club fees. Club Membership & Squad Fee Policy – MC will make amendments and put into dropbox for approval.

JW to make approaches to cover off other events. Discussion later in committee

HL to provide list of those currently vetted to HL: Club Rooms – make an approach to council on future of club rooms. HL to approach Alison Parker when she returns from holiday. However, an approach to council on future of club rooms via Jason Holland, Dave Hopkins – who will look at potential options.

MIS: will be removing feedback form and update membership categories – Done

MIS/KF: Other events to circulate to members Kapiti Women's Triathlon – 28th February, Kapiti Run for Youth – 21 – March 2021 8:45am start, Colour run – club member 27 March 11am start – Done

KF: Dome caps to follow up with Chris Plummer Thursday 18 Feb at 5pm: Waiting for information

MC-officials pathway, HL – Membership and FM- Meets – 10 people attended, do on a quarterly basis moving forward.

New IOT trainee which is good. FINA course for qualified IOT's and above. Encourage officials to take part.

#### **Update: National events**

NZ Champs – 1 Coach / 1 TM – Jon and Dean to take those. NAGS – 4 swimmers attending. Div II should be an issue.

Approach to Pirates.

##### 2. Financial

3.1 Finance Reports;

3.2 Payment for approval as circulate with the following additional payments required;

3.3 Funding application – another successful grant of \$6k for equipment.

3.4. Budget and Policies update (where required): Update of Club Membership & Squad fee Policy is to be made and circulated to the Board.

3.5 Other approvals:

P O Box account for approval and further discussion around Emma Cody who needs to confirm what pathway to follow. MC will follow up.

Grant agreed pathway moving forward - quotes, submit grant application, if unsuccessful then we could consider what is in the fundraising account and what we are able assist.

Stock take – there seems exceptionally low numbers of stretch cords and medicine balls etc. Used by squads in the morning sessions. Agreed that we target funding application on an annual basis for equipment such for the bungee cords. Bond for rash shirt for coaches at a cost of \$10. Suggest that we order more stretch cords and obtain a further quote.

Move that we agree to seek funding for bungee cords, stretch cords and rash tops with application to Pub Charity.

**Moved:** MC

**Seconded:** VM

**Carried:**

New instructors being trained by Emma Cody. Drive for new members and young swimmers. Tania Burdett will follow up this. Approach to schools and post in newsletter to see if we can increase. Design a poster for Tuesday night competition.

**Moved that the Financial reports submitted, and grant supported is accepted**

**Moved:** MC

**Seconded:** FM

**Carried:**

3. **Members**

3.1 Membership for approval – scheduled circulated prior to meeting.

**Moved that the membership reports submitted are accepted**

**Moved:** HL

**Seconded:** KF

**Carried:**

4. **Governance & Policy**

4.1 Risk Register (update where required) Register identified as potential risks moving forward; sufficient funds for lane hire, and equipment.

4.2 Conflict Register (update where required) No conflicts registered.

4.3 Health & Safety Report - H & S Register was not checked prior to meeting, however a risk was identified at the Xmas event, update next meeting. Still no Health & Safety Plan provided by the Council. HL to follow up so that we may implement our policy.

4.4 Strategic Statement – LEAVE FOR NEXT MEETING

4.5 Constitution:

Doing the last of the changes and will send out once complete. ST will have Lawyer look over. HL next meeting.

4.6 Website and Strategy; website stable – running 2 systems 365 and raptors. \$400 per annum. Look at current emails list and see what can be deleted. Suggested trial officials, domain register is \$20 per register. Email for club use only, not private use. Size of mailbox is important.

5. **Events (upcoming or hosted meets)**

5.1 Report from FM – circulated report and considered as read.

6. **Matters for discussion (Items as required) and General Business**

6.1 In Committee discussion

In committee at 8.25PM

Out of committee at 8.52PM

NOTE: in committee minutes are not recorded

Agreed that a contract be drawn with Simon Reeve ensure RSC swimmers only and produce at the agree rate.

6.2 Coaches Report; Not available

6.3 CACT Pool closure – lists for pool closure, transport concerns prior private to shut down, pool entry reminder swimmers to remain in the pool complex until collected. NAGS cover and school holidays

6.4 Club Rooms – as noted above.

6.5 KCDC LTP; for further discussion.

7. **Meeting Close**

7.1 Closing comments:

7.2 Next meeting: look at availability of Board. HL is not available in April, apologies provided.

**Meeting closed at 9:00pm**

**Action Items next meeting:**

HL/DA: Club Rooms – follow up with Jason Holland, Dave Hipkins and Alison Parker

HL: Health & Safety Policy KCDC (for Aquatics) still waiting on KCDC

HL: Update Risk register with those identified in this meeting

HL: Constitution – finalise and circulate to Board. Next meeting

KF/VH/VM: Coaching contract

KF: Bullet caps – Chris Plummer – email to squad

MC: Club Membership & /squad Fees Policy – update and circulate carried forward

MC: Follow up with Emma Cody – regarding her Coaching pathway – EC not progressing at the moment

MIS: Strategic Pathway for website and email integration – carried forward

**Next Meeting: to be determined by KF, HL is an apology for April.**

Moved as a true and accurate record of the minutes of the meeting held on 10 March 2021

Date: \_\_\_\_\_

Signed: (Chair)