

Raumati Swimming Club Inc.

Board Meeting Minutes

Wednesday, 19 May 2021, Coastlands Aquatic Centre, Meeting Room 7pm

Board:

Katie Ford (KF) Chair, Marco Cecioni (MC) Treasurer, Vince Hassan (VH), Henrietta Latham (HL), Robin Shen (RS), Fiona Morrison (FM), Vidette Martin (VM) and Dean Adams (DA)

Attending:

Apologies: Mark Ireland Spicer (MIS)

Meeting Item
<p>1. <u>Meeting Opening 7.05pm start</u></p> <ul style="list-style-type: none">1.1 Apologies: MIS1.2 Introduction & Acknowledgements; Alex Cecioni and Mia Adams for being selected to the SW ADP squad (ADP- athlete development programme). Simon Reeve acknowledged for the great social media.1.3 Additional Agenda items – nil1.4 Conflict of interest disclosure – nil1.5 Confirmation of previous minutes <p>Moved that the amended minutes from 14 May 2021 are accepted. Moved: FM Seconder: VM Carried</p> <p>Moved that the minutes of the meeting 19 May 2021 Moved: FM Seconded: KF Carried</p>

Matters Arising from previous Minutes

- Prize Giving –
 - KF follow up with Lizzie.
 - KF follow up with Erin Skelsey.
 - FM to look at dates in July for prize giving.
 - KF has contacted Lizzie and Erin, Reminder has gone to those with cups. Dates: still to be confirmed consider with VM/JW Trophies: quotes and timeline. Label machine to VM for trophies.
- VM: JW contract roll over on month-by-month basis until agreement on terms are agreed. JW happy to continue with month by month roll over.
- Calendar: FM circulate to Board for feedback. RAU T2, 9th April confirmed in 2022. FM VM Consult with JW on events for our meet.
- Health & Safety: MC request that door is shut H & S issues with chemicals. Find H & S Book – book found.
- Recreational Swimmer: consideration of recreational swimmers.
 - VM to follow up with JW. Discuss in registration fees later.
- KCDC/CACT:\$1 charge how will this be administered by KCDC –
 - MC to consult Events – clarification on charges for events and pool hire – KCDC to confirm new charges and how they will be administered on 24 June
 - MC to consult Insurance renewal – Building and Indemnity insurance. Info provided for approval MC request from Tania – instructors and coach fees – slight increase requested – agreed that proposal is required moving forward. Discussion on fees with approval in financial – rise to 50%.
- Club Rooms: Consult with Karl Webber. Re the possible use of the club rooms and to provide more information regarding the Kapiti marine reserve.
 - MC to follow up with Sandy Turner re club rooms.
- MIS: Camp dates and details on website. Done and deposit paid.
- HL: SNZ / SW AGM dates and Police clearance list to DA. Still waiting for AGM dates.

3. Financial

- 3.1 Finance Reports; Reports provided for Board
 - 3.2 Payment for approval; Pool hire and medicine balls – to be paid from funding grants.
 - 3.3 Funding application – for Swim Camp. Funding quotes required. Set criteria with JW and VM to discuss. New quote for bungy and stretch cords. Also require 15 Instructor tops for Club night to be purchased. White Board for pool, JW Yoga mats 15 mats. Apply for funding. Increase from
 - 3.4. Budget and Policies update (where required) Budget prior to AGM. SNZ and SW fees are increasing
 - 3.5 Annual Membership Fees; Discussion on fees moving forward.
 - Competitive/ Club/Recreational Swimmers - \$74.50 for the RASC portion
 - Tuesday night fees - remain unchanged
 - Club levies to remain the same.
 - FM will do a flow chart for members to make their selection
 - 3.6 Tuesday night instructors' fees; moved that instructors' fees by 50%
 - 3.7 Departing swimmer fees In committee: 7:55PM out of committee: 8.00PM
- Resolve: consideration given on a case-by-case basis.

Moved that the financial reports submitted are accepted May 2021

Moved: MC Seconded: KF Carried:

4. Members

4.1 Membership for approval – list circulated prior to meeting.
Membership List (monthly update provided). .

Moved that the membership reports submitted are accepted

Moved: HL Seconded: KF Carried:

5. Governance & Policy

5.1 Risk Register (update where required) MC – Tuesday night coordinator – succession planning required.

5.2 Risk registered: (update where required)

5.3 Conflict Register (update where required)

5.4 Health & Safety Report - Clubs liability from H & S aspect – ensure a list is kept both club and contractor. Clarify

5.5 Strategic Statement;

5.6 Constitution: HL Include recreational swimmer to constitution. VTO's will remain until SNZ/SW remove from constitution. Uniform colours – to be included . Board: read and feedback please. Send separately.

5.7 Website: Nil

6. Events (upcoming or hosted meets)

6.1 Report from FM – taken as read. Lane 0 & 4 required adjustment. Small adjustment to records.

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

7.1 In Committee discussion – item was moved to the last item on the agenda.

In committee at 8:50PM KF

Out of committee at 8:54PM KF

(In committee notes are not recorded in the minutes)

7.2 Coaches Report: Nothing to report

7.3 Prize Giving – update given

7.4 AGM date: to be confirmed

General Business:

Bullet caps – circulated information sent 9 June by KF.

Meeting Closed: 8.56PM

Action Items next meeting:

Next Meeting: Wednesday 14 July 2021, 7pm CACT