

# Raumati Swimming Club Inc.

## Board Meeting Minutes

Wednesday, 8 December 2021, Landlink Offices, Waikanae, 6.30pm

**Board:** Chris Plummer (CP) Chair, Marco Cecioni (MC) Treasurer, Katie Ford (KF), Fiona Morrison (FM), Sandy Turner (ST)

**Attending:** Chris Plummer (CP) Chair, Marco Cecioni (MC) Treasurer, Katie Ford (KF), Fiona Morrison (FM), Sandy Turner (ST)

**Apologies:** None

<u>Meeting Item</u>
<p>1. <u>Meeting Opening 6.30pm start</u></p> <p><b>1.1</b> Apologies - None</p> <p><b>1.2</b> Introduction &amp; Acknowledgements – To Heather Newall (Life Member) whose husband recently passed away; To Chris Litten and Fiona Morrison who were awarded Swim Wellington Service Awards at the SW Junior Short Course Champs; to Mark Ireland-Spicer (MIS) for his contribution and commitment to the Board; to the Officials and volunteers at the recent SW SC Champ.</p> <p><b>1.3</b> Additional Agenda items – nil</p> <p><b>1.4</b> Conflict of interest disclosure – nil</p> <p><b>1.5</b> Confirmation of previous minutes</p> <p><b>Moved they minutes of the meeting held on Wednesday 10 November are a true and accurate record</b></p> <p><b>Moved: MC                      Seconded: KF                      Carried: Yes</b></p>
<p>2. <u>Matters Arising from previous Minutes</u></p> <p>2.1 Board Member – Following Mark's resignation, we now have 2 Board member vacancies until the next AGM, although with 5 Board directors we can achieve a quorum for meetings and conducting Club business. It is felt that a parent from one of the junior swimmers would be beneficial to provide their point of view, as well hopefully, continuity. KF will be acting Coach liaison as she is not involved in the review of the Coaching contract.</p> <p>2.2 Camp – refund has been received from FAHS, still waiting to hear back from Makino pool. Nil response from CWS as to alternatives during that week.</p> <p><b>Post Meeting note:</b> 3 lanes have been booked at Waikanae 7 – 9am, for 10-14 January for Orcas, Sharks and Seals capable of swimming 6+km per session. Confirmation last day of training 22 December 2021 and restart on 5 January 2022.</p> <p>2.3 Prizegiving – trophies and certificates were handed out 24 November 2021, and on 2 December for those unable to make 24<sup>th</sup> Nov. Thanks to Vidette Martin for her work getting the engraving completed and purchase of the medals, and to Katie Ford for organisation on the day.</p> <p>2.4 MC to produce 2021/22 FY budget for next Board meeting. – Budget available and discussed. Highlighted that we will run at a loss approx. \$15k, if we are unable to get funding towards lane hire and other expenses.</p> <p>2.5 FM to advise and thank Coastlands. – Done.</p> <p>2.6 Cages - MC to investigate and email quotes to the Board. It was proposed that we purchase one cage that is available immediately and look into more expensive alternatives that should have a longer life and apply for funding, when the cost is known. <b>Proposed : MC Seconded ST Carried Yes</b></p>
<p>3. <u>Financial</u></p> <p>3.1 Finance Reports;</p> <p>3.2 Payment for approval;</p> <p>3.3 Funding application – nil</p> <p>3.4. Budget and Policies update (where required)</p> <p><b>Moved that the Financial reports submitted are accepted</b></p>

<b>Moved:</b>	<b>MC</b>	<b>Seconded:</b>	<b>ST</b>	<b>Carried:</b>	<b>Yes</b>
4.	<u>Members</u>				
	4.1 Membership for approval - no changes				
5.	<u>Governance &amp; Policy</u>				
	5.1 Risk Register (update where required) – Coaching contract – only a verbal agreement, rolled over month to month; No response from CWS regarding a coach for SW Long Course Champs; JW unfinancial as at 08.12.2021 and so not NZSCTA registered and therefore unable to coach at SW LC champs; trainee IOTs to be police vetted and more Team Manager’s will be required for next year, who will also need to be police vetted.				
	5.2 Conflict Register (update where required) – n/a				
	5.3 Health & Safety Report - JW vaccination passport has been provided; no H&S incidents recorded				
	5.4 Strategic Statement – c/f				
	5.5 Constitution: - SNZ model Club constitution has been received. Sub committee to review next year <b>FM, ST and HL</b>				
	5.6 Website/IT: Problems with scam registration applications appears to have been resolved. Thanks to MIS for resolving this, he no longer needs to receive copies of the applications. Following Mark’s resignation, there is no longer a Board member who has admin rights for the Club’s FB pages, as has previously agreed. <b>KF</b> to contact MIS for complete list of admins for each of the FB pages, and who had access to Raumati Swim Club and Raptors Swimming userids, and <b>KF</b> to be added at admin to the FB pages.				
6.	<u>Events (upcoming or hosted meets)</u>				
	6.1 Report from FM – SW LC champs (22-24.01.2021) will have no qualifying times for entries, but NT will not be accepted. Blue caps will be awarded to first time entrants to a SW regional championship but backpacks will not be awarded.				
7.	<u>Matters for discussion (Items as required) and General Business</u>				
	7.1 In Committee discussion (note not recorded in the minutes) In committee at 7.54pm Out of committee at 8.49pm				
	NOTE: in committee minutes are not recorded <b>Proposal:</b> To notify members this week and publish job vacancies next week. <b>Proposed: CP Seconded ST, Carried : yes</b> The selection committee will be comprised of: CP, ST, MC and an independent industry expert				
	7.2 Coaches Report – Coach report and attendance records were requested but have not been received.				
	7.3 Suspension of squad fees – it was confirmed (and is published on the website) that squad fees are annual fees split into monthly payments and that swimmers choosing not to attend due to other activities should not receive a break in their fees.				
8.	<u>Meeting Close</u>				
	8.1 Confirmation of Next meeting: Wednesday 12 January 2022 at 6pm at Landlink Offices, Waikanae				
	8.2 Closing Comments				
	<u>Action Items next meeting/next year:</u>				
	1.1 Constitution: - SNZ model Club constitution has been received. Sub committee to review next year <b>FM, ST and HL</b>				
	1.2 <b>KF</b> to contact MIS for complete list of admins for each of the FB pages, and who had access to Raumati Swim Club and Raptors Swimming userids, and <b>KF</b> to be added at admin to the FB pages.				