

# Raumati Swimming Club Inc.

## Board Meeting Minutes

Wednesday, 17 January 2022, Landlink Offices, Waikanae 6pm

### 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 6pm start</u></p> <p>1.1 Apologies; None</p> <p>1.2 Introduction &amp; Acknowledgements – Acknowledgement of Lizzie Plummer for another successful grant application for lane hire</p> <p>1.3 Additional Agenda items – nil</p> <p>1.4 Conflict of interest disclosure – no new conflicts declared</p> <p>1.5 Confirmation of previous minutes</p> <p><b>Moved they minutes of the meeting held on Wednesday 8 December are a true and accurate record</b></p> <p><b>Moved: MC                      Seconded: CP                      Carried: yes</b></p>
<p>2. <u>Matters Arising from previous Minutes</u></p> <p>2.1 Board member – carry forward to the next meeting. A member of a swimming family from a junior squad would be beneficial to gain perspective on the Board.</p> <p>2.2 Camp refund from Makino Pool – this has been received. Camp 2023 will be addressed following the appointment of a Head Coach.</p> <p>2.3 Constitution: We are aware of the ambiguity and irregularities in the current constitution. Work is well underway for a new constitution and it is to be brought to an SGM as a high priority.</p> <p>2.4 <b>KF</b> to contact MIS for complete list of admins for each of the FB pages, and who has access to Raumati Swim Club and Raptors Swimming userids, and <b>KF</b> to be added as admin to the FB pages. Carry forward.</p> <p>2.5 <b>MC</b> to purchase a new cage immediately. 2 cages have been purchased and 1 is already at the CAC</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>3.5 Tuesday Night LTS – to investigate ads being sent to all primary schools to increase numbers. Maybe in their Newsletters. <b>KF/ST</b> to follow up.</p> <p><b>Moved that the Financial reports submitted are accepted</b></p> <p><b>Moved: MC                      Seconded: KF                      Carried: Yes</b></p>
<p>4. <u>Members</u></p> <p>4.1 Membership for approval – scheduled circulated prior to meeting.</p> <p>Membership List (monthly update provided)</p> <p>Following Kokoro's request to transfer to the Otaki Titans, it is not appropriate that he is an admin of the squad FB page. <b>KF</b> to email Mark Ireland-Spicer (MIS) for removal as admin.</p> <p>It was agreed that, subject to coach approval, <b>Tori</b> would be able to train with the squads during the holidays.</p> <p><b>Moved that the membership reports submitted are accepted</b></p> <p><b>Moved: KF                      Seconded: CP                      Carried: yes</b></p>

5. Governance & Policy

- 5.1 Risk Register (update where required) Occurrences of no coach on pool deck; we do not know who will be the coach at SW LC.
- 5.2 Conflict Register (update where required) – no updates
- 5.3** Health & Safety Report - No updates in the H&S book. The assistant coach has been swimming with other swimmers and no other coach has been on the pool deck. Training times – a Facebook message was posted at 8pm on Sunday, stating a change of start time for that Monday morning. There was no consultation or direct communication with the Board prior to this change, so risk of swimmers being unaware of the change. There have been incidents of members of the public ‘bombing’ into the pool during squad training times. **MC** to raise this with CAC.
- 5.4** Strategic Statement carry forward
- 5.5** Constitution: see matters arising
- 5.6** Website: The Board need access to the website, to prevent a single point of failure as identified by MIS in 2020. **KF** to email Mark Ireland- Spicer (MIS)

6. Events (upcoming or hosted meets)

- 6.1 Report from FM
- 6.2 Upcoming meets - 15 swimmers have entered SW LC champs; Club champs to be agreed with Head Coach; RSC are hosting the Tier 2 meet at CAC on 26/3/22.

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

**7.1** In Committee discussion (note not recorded in the minutes)

In committee at 7.15PM  
Out of committee at 7.41PM

NOTE: in committee minutes are not recorded

**7.2** Coaches Report – No report received

**7.3** Head Coach and Assistant Coach - this has now closed. 9 applications have been received : 2 international and 3 gold level coaches. Next process is to draw up a short list and setting up interview times

8. Meeting Close 7.45pm

- 8.1 Confirmation of next meeting - Wednesday 9 February at 6pm and Landlink Offices, Waikanae

Action Items next meeting:

1. Board member – carry forward to the next meeting. A member of a swimming family from a junior squad would be beneficial to gain perspective on the Board.
2. Constitution: We are aware of the ambiguity and irregularities in the current constitution. Work is well underway for a new constitution and it is to be brought to an SGM as a high priority.
3. **KF** 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 **KF** to be added as admin to the FB pages. Carry forward.
4. **KF/ST** to follow up advertising for Tuesday Night Club
5. Removal of Kokoro as admin for Raptors Squad FB page. **KF** to email MIS.
6. Members of the public ‘bombing’ into the pool during squad training times. **MC** to raise this with CAC.
7. The Board need access to the website to prevent single point of failure, as identified by MIS in 2020. **KF** to email Mark Ireland- Spicer