



Meeting	
Meeting Time/Date	7pm, 21st September, 2016
Meeting Venue Meeting Room	Meeting Room at Coastlands Aquatic Centre

PRESENT:					
Stephen Lee (SL)	√	Chris Litten (CL)	√		
Marco Cecioni (MC)	√	Jon Winter (JW)	√		
Stew Neal (SN)		Kirsten Johnson (KJ)	√		
Dawn Ireland-Spicer (DIS)	√	Scott Simmiss (SS)	√		
Fiona Morrison (FM)	√				
Present √ Apologies Ap Absent Ab Late Lt Annual Leave AL Guests: NIL					

Next Meeting	7pm, 12th October, 2016
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Agenda Items	Who	Discussion	Action required? Due Date? Whom?
Opening/Positives	SL	The meeting was started at 7pm	NA
Previous Minutes:	SL	Previous minutes accepted Outstanding actions: <ul style="list-style-type: none"> • Club phone - Jacqui still has it - Scott to have it for membership enquiries and admin and contact Jacqui to get it off her. • Bank authority - SL still to do • Raumati Roar - SL to speak to Mel • Child Protection policy has been reviewed and the Swimming Club is working within it. 	Completed SS SL SL

		<ul style="list-style-type: none"> • SL to contact Amanda to see if the CP policy is up to date on the website. 	SL
Chair's Report	SL	<p>No report this month</p> <p>Report Accepted: n/a</p>	
Financial Report	MC	<ul style="list-style-type: none"> • A few challenges to ensure payments made in a timely manner. • Reserve account to use if payments are slow in coming • Fund raising account that the money comes out of for deposits etc. for Fundraising events • Lions audit account - to hold large lump sums of money from grants. • No show fee has been resolved - the parents paid the money. • 13,000 negative in the next year with no grants coming in (worst case scenario) • Linda is ready to apply for the pool hire grant just waiting for admin info from last grant. • Short course costs - Car and fuel paid by the club and a van paid for by swimmers. The cost of the accommodation has been divided amongst the swimmers and the swimmers have been charged \$105.00 plus everything else and the total is just over \$500.00 each plus flights. Queries around having a club credit card. The club will carry \$6000.00 of debt paying for trip so swimmers will need to pay before attending the meet. • Should we increase the float into the main account as we have \$70,000 saved. We would have to pay a fee to access the money as they are term deposits. • Auckland Juniors – Jon's contract discussed - what the club is prepared to pay for as it is not a national meet. Contract wise the club is under no obligation to pay for Jon. <u>Proposed</u> to attend, pay for Jon, critically evaluate it and then make a decision based on success of both that and the 'festival' to see how we move forward next year. The board agreed unanimously. Need to arrange a meeting with the people going to Auckland Juniors for possible fundraising as a group of parents. No fundraising to be done by the club. • <p>Financials Accepted: SL and seconded KJ</p>	Review by Board March 2017

Operations	JW	<ul style="list-style-type: none"> • Attendance since May - there is a need for the Sharks to attend morning trainings to increase the percentages. Some of the Penguins have achieved over 100% so will look at moving them up. • Looking at restructuring the training sessions and squads to allow Jon to give all squads the time they need and deserve. • Recent meets have been successful and lots of PBs • Couple of minor infractions and behavioural problems • Temo has been amazing and has stepped up in a leadership role. He has been able to start the squad when Jon is busy. • Trudi has been arranging the national meets and accommodation - Trudi wants to get things out earlier so will post to FB or contact Amanda for posting on the website • Athletics group coming to use the pool and doing a fundraiser for the club. • Holiday programme is on the website. <p>Ops Accepted: SL and seconded DIS</p>	<p>JW and SN</p> <p>SN</p>
Race Secretary	FM	<ul style="list-style-type: none"> • First race night as new race sec went well. 5 late entries - accepted because Leila was after a time for NZSC but had no reason for lateness - then it was only fair to let the other swimmers enter. Going forward - it is not a quick job to accept late entries - in the future there will be a date and time and the meet will close. Time keepers were getting a little muddled but it was sorted out. • As of the 1st Sept all meets will be entered online as per Swim NZ rules. How will Fiona know that swimmers are attending meets - Fiona will circulate :If swimmers go to meets that are not on our lists the swimmers will need to let Fiona know so the results can be entered into our database. • Eligibility reports - a few niggles and they will be fixed as Fiona is following up what she needs. • Tuesday night swimmers can swim at race nights so long as they are registered on the Swim NZ website and their lesson bills are paid up. They do not need to have paid their annual website. Discussion around how this might work - Do we encourage the Tuesday night swimmers to compete at 	<p>FM</p> <p>FM</p> <p>SN KJ FM</p>

		<p>the club race nights - 25m races would need to be included therefore reducing the time for squad races. There are merits in both – Plan to work out who can volunteer to make the fun race nights less work for KJ</p> <p>Accepted: SL and seconded SN</p>	
Communications		<ul style="list-style-type: none"> • Melanie Phipps and Amanda Hanan • SL needs to talk to Mel and ask her if she will step up and take on the Raumati Roar and communication on board. <p>Accepted: SL and seconded DIS</p>	SL
Tuesday Night and Social	KJ	<ul style="list-style-type: none"> • Tuesday night report • Social - family bowling night next term. <p>Accepted: SL and seconded SN</p>	KJ
Membership	SS	<ul style="list-style-type: none"> • Membership working ok and relying on KJ to get forms to SS • Few hiccups in ticking boxes on the forms • It has been noted that there is a box on the top of the Swim NZ website where people can join themselves to the Raptors. There is a way of switching this off. All Board happy for the box to be blocked so that people have to join through the usual channels - transfer or filling a form so all are aware/have control over members. • Hawkes Bay will have to be proactive and let Fiona know where they are swimming etc. • Once the members are loaded the form is scanned and emailed to FM, MC and KJ so that the swimmers can be loaded and invoiced etc. • Possibility of a welcome pack to swimmers when they join squad discussed- to include details about membership fees, login to Swim NZ website, Facebook page etc. SS will set up a welcome email with all the needed information and KJ will send SS her Tuesday night welcome email as a guide. 	<p>FM</p> <p>FM</p> <p>SS</p> <p>SS KJ</p>

- Suggested speaking to Mary-Anne Corrigan for her feedback as Camp Mother; suspects we will need to find a new camp mum this year.
- Suggested swimmers have a sleep in Sunday morning

Jacqui's comments:

- Confirmed both accommodation and pool have been booked (reconfirmed by emails)
- Suggested confirming the adult/child ratio; believes it was 1:8
- Suggests emphasizing "cooked breakfast"; feedback received last year was expecting a full English breakfast
- Contact Dempsey who organised the daily activities/prizes
- Swimmers to bring home baking for morning and afternoon teas
- Swimmers appreciated the electrolyte sports drink powder Club provided after each training session (very hot and intensive training sessions)
- 5 minute fruit stop occurred during each training session; also welcomed by swimmers
- Recommend communication to membership sooner rather than later emphasizing the camp is not able to be held without parent help. Last year, we had to make a last minute plea for help.
- Parent help does not pay for accommodation/food
- First Aid Kit provided by Club to include large amount of sunscreen, female sanitary products etc.
- Swimmer cost covers accommodation, food, fruit, sunscreen, sports drink powder, parent help costs. 2015 cost was \$470.00 (included \$50.00 deposit) less \$120.00 Club fundraising credit
- Suggested Club look to submit funding application to Pelorus Trust c/- Scott for costs other than food.

Fundraising ideas: Olive oil and wine, meat and fruit pies fundraising sales was managed by the Club last year and put against the individual swimmer's account. Also, parents organised a Quiz Night fundraiser and the Club also contributed an amount which made up the Club fundraising credit.

		<ul style="list-style-type: none"> • Discussion at meeting: • Need to release flyers asap • Advertise the need for support for the camp • Need to track down forms for parent help • Criteria for camp - orcas and sharks or by invitation. • One day invitation to Seals and Penguins who have qualified for Wellington Long course. Permission from Jon. \$20.00 • Camp costs \$500.00 per person with a \$50.00 non-refundable deposit paid by 1st Nov. • Pool hire is \$1824.00 • Thursday the 5th Jan to Tues the 10th Jan • SL to speak to Linda re: grant application • Steven and Kirsten will sort it out. • Club uniforms - new jackets \$120.00 • Hoodies - current supplier no longer is able to supply the colour blue. There is a new supplier. Possible Bulk purchase of blank hoodies - \$32.00 cost and sell them at \$45.00. Jacqui and KJ can sit down and decide what the common sizes are. KJ to get figures and report back • Clarification of duties: <ul style="list-style-type: none"> ○ SN books and cancels the pool/lanes. ○ SN to Book the meeting room for Board meetings ○ When email restructure occurs SS will have access to send out emails to all members as part of the membership/admin • Annual Survey <ul style="list-style-type: none"> ○ Per swimmer ○ Changed the question re: chairperson to 'if you were in charge' ○ Remove the board tick box ○ Use survey monkey - ○ Preview the survey with Mel before release 	<p>KJ</p> <p>KJ</p> <p>JW</p> <p>SL/KJ</p> <p>KJ November Board Meeting</p> <p>SN SN</p> <p>SS</p> <p>KJ</p>
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Upcoming engagements		<ul style="list-style-type: none"> • Fundraiser tomorrow - To be decided where the funds raised will be directed and circulate this information to all members following complaints of the training session being cancelled. Possibly direct funds towards Christmas and social events. To be decided after the event. • Strategic day can look at the club vision 	November Board Meeting
Next meeting:		<ul style="list-style-type: none"> • 12th October, 2016 	