

# Raumati Swimming Club Inc “Raptors” Board Meeting

## Meeting Minutes

6.30 pm Tuesday 15 October 2019

### Present:

Sandy Turner (ST), Chair  
Chris Plummer (CP), Treasurer  
Katie Ford (KF), Club Secretary  
Dean Adams (DA),  
Marco Cecioni (MC),  
Mark Ireland Spicer (MIS)

Next meeting: Wednesday 13<sup>th</sup> November 2019 7pm

Item	Comments	Actions
<b>1.Meeting Opening</b>		
1.1 Introductions & Acknowledgements	Meeting started at 6.40. The Board would like to acknowledge the Team (coach, Team Managers and families) that supported the swimmers at the NZ Short Course champs this month. PB's were achieved by the majority of swimmers. Outstanding swimmers included Jack Plummer and Lea Muellner, who broke a NZ Age Group Record in the 50M breaststroke. The board also acknowledges Hannan Huria who competed at the Australian State Team Champs, and Chris Litten who was sponsored by SNZ to officiate at the Aus State Champs.	
1.2 Agenda Confirmation	All agreed.	
1.3 Apologies	None	
1.4 Board Member Conflict of Interest Disclosures	None.	
1.5 Environmental Scan	Away meets accommodation - to be reviewed	
<b>2. Governance &amp; Policy Matters</b>		

2.1 Sub Committee Reports	<p><b>Marketing &amp; comms</b> – Hosting of the new website took longer than expected but is now live. We will need to give one month’s notice to IT Room.</p> <p><b>Swimming Ops</b> – No progress on camp with CWS. No response from Jon.</p> <p><b>Finance</b> – Mark Skelsey has agreed to help with Xero data entry. Lizzie Plummer has agreed to take over Grants. ST will work with LP to get started and Martyn Newman-Hall has some ideas for funding providers.</p> <p><b>Club Spirit</b> – Award nominations for Jacqui Oliver and Kirsten Johnson have drafted and nearly completed. The nominees will be notified so that they can plan to attend the awards ceremony.</p> <p>MC has been getting quotes for away meets for next year (Manawatu Opens and Age Groups). We need to know if we book it now, when is the latest date for cancelling or reducing the booking. It is good experience for younger swimmers and parents who have not helped out before. Maybe look at getting a team bus</p>	
2.2 Board member, volunteer roles	Volunteer roles filled as above. Board member not yet filled.	
2.3 Health & Safety – Incidents	None recorded.	
2.4 Risk register	Camp, issues with junior swimmers – to be dealt with separately. Searching for Board minutes – all are available on the website, but should be easier to find on the new website.	
<b>3 Strategy &amp; Performance</b>		
3.1 Strategic Statement and Action Plan	<p>A statement needs to be prepared and available to be issued with funding requests</p> <p>ASA juniors – need to get a register of interest from swimmers</p>	<p><b>MIS</b> to provide photo of swimmers to ST.</p> <p><b>KF</b> to email swimmers</p>
3.2 Board Calendar	Next meeting	
<b>4 Matters for Discussion</b>		
4.1 Matters in Committee	Board went into committee at 19.37 Board came out of committee 20.33	
4.2 Coach	There has been no reply from CWS re the start time for morning sessions, so it was	

	<p>assumed to be 5.15am, effective 21/10/19. The Board and parents were disappointed that there was no morning training the week of 14/10/2019. It was confirmed that there were would be no refund of fees, as the cost is an annual payment spread over the 12 months.</p> <p>Pete has covered a lot of sessions recently, inc several at the last minute, and has had to create his own plans.</p> <p>CWS has to provide a coach for camp, although it does not have to be JW. Any coach must be approved by the Board and of a similar standard.</p>	
4.3 Camp 2020	Funding needs to be applied as soon as possible, if they number of attendees if lower then we can refund any overpayment	CP to confirm details with Lizzie
4.4 NZ SC champs - review	Done	
4.5 Club meet	The pool has been booked for Sunday 1/12/2019 for a Club event. There will be races in the main pool and fun activities in the small pool. Email to be sent to all squad and Tuesday night swimmers	<b>MC, FM and KJ</b> to continue planning, with Rachelle.
4.6 Equipment	Quotes have been received and will be forwarded to the Grants co-ordinator. The coach needs to confirm whether the balls required are medicine balls or slam balls, as the latter are used quite roughly and medicine balls would not last. Tennis balls and foam strips for Tuesday night can be sourced locally.	
4.7 Juniors squad issues	There are ongoing issues, including swimmers moving to other lanes to avoid other swimmers. Jon spoke to the squads tonight, but not certain how much was absorbed by the swimmers.	
4.8 Kokoko as a NZ visitor.	Since Kokoro swam representing Samoa, he is now classed as a visitor, and no longer eligible to compete in relays for RSC. We are waiting for SNZ and SW response after reviewing the FINA rules, to confirm their position.	
<b>5 Membership &amp; Events</b>		
5.1 Membership Update – Tuesday night numbers, Squad numbers, movement.	Membership report available for review	
5.2 Social Event	The event was enjoyed by all who attended. Many thanks to Rachelle for organising it.	

<b>6. Matters for Approval - Consent Agenda</b>		
6.1 Funding Applications	Equipment.	
6.2 Payments	As detailed in report. And, a platter per lane for bowling social event (previously \$30 each); \$100 +gst for new webhost annual fee	6.1 - 6.3, Moved ST, seconded MIS. All agreed
6.3 Club Transfers	Martin family transfers	
<b>7 Matters for Noting or Updating</b>		
7.1 Action Item register		
7.2 Management / Coach Reports	None	
7.3 Finance Report	Reports available	
7.4 Assurance & Risk Report	To be removed as no longer needed	
7.5 Topics to be brought forward or scheduled	Club rooms	
<b>8 Matters for Confirmation</b>		
8.1 Minutes from Previous Meeting	Available	Proposed ST, seconded MIS All agreed
8.2 Matters Arising	None	
<b>9 Meeting Close</b>		
9.1 Meeting Evaluation	MIS/ST – Frank Discussion. Able to wind up early.	
9.2 Confirmation of Next Meeting	Wednesday 13 November 2019 at 7pm	
9.3 Meeting Close	Closed at 9pm	