

Raumati Swimming Club Inc “Raptors” Board Meeting

Meeting Minutes

6.39pm Wednesday 12 February 2020 at Coastlands Aquatic Centre Meeting Rooms

Present:

Mark Ireland Spicer (MIS), Acting Chair
Chris Plummer (CP), Treasurer
Katie Ford (KF), Club Secretary
Marco Cecioni (MC),
Dean Adams (DA)
Jon Winter (JW) - 1908

Guests: 1845

Annabella Jencova (JA)
Tawhiti Te Momo (TT)
Kokoro Frost (KFr)

Next meeting: Wednesday 11 March 2020 at 6.30pm

Item	Comments	Actions
1. Meeting Opening		
1.1 Introductions & Acknowledgements	<p>The Board acknowledges the success of the Club champs official meet. Since the last meeting club swimmers have attended SW Summer Champs and Manawatu Age Groups. Thank you to all parent involved at timekeepers, team manager and officials who gave their time up.</p> <p>Tawa, Hugh Allen, for the loan of Taw’s starting equipment for use in the club champs.</p> <p>Lizzie Plummer has been successful in obtaining a \$12,000 grant from Pelorus Trust for pool hire.</p> <p>Acknowledgement to Kirsten for arranging Tuesday night Start and Turn’s clinic during camp week. Was a success and interest already been shown if more clinics were held.</p>	

	The club would like to recognise the time and effort Sandy Turner put into assisting the club during her time on the board.	
1.2 Agenda Confirmation	All agreed.	
1.3 Apologies	None	
1.4 Board Member Conflict of Interest Disclosures	None declared.	
1.5 Environmental Scan	The general vibe at the pool is positive, which the swimmers attending the meeting confirmed. Concern over swimmers using the pool storeroom “garage” for changing into/out of swim gear. This is a H & S issue with chemicals being held there.	KF to discuss with pool the roller door being down when access is not required.
2. Governance & Policy Matters		
2.1 Sub Committee Reports	Vince Hassan will produce a seasonal newsletter at the end of LC season in April/May No other reports provided	
2.2 Board structure, future	Not discussed due to time constraints Email to be sent to all members explaining the current situation and parent volunteers required	Will be moved to 1st agenda item at March meeting KF to email to members
2.3 Health & Safety – Incidents	Incident at club champs with a senior swimmer slipping on the white fixed seating and spraining their ankle requiring medical treatment. Club and pool H & S forms completed	DA review club H & S incident form
2.4 Risk register	Number of swimmers currently in Penguin squad are low	

3 Strategy & Performance		
3.1 Strategic Statement and Action Plan	Not discussed	
3.2 Board Calendar	Not discussed	
4 Matters for Discussion		
4.1 Matters in Committee	None raised	
4.2 Club Champs	Successful event, club records broken and ran under time Tawa kindly loaded their starter equipment.	None
4.3 Uniforms	<p>JA, TT, KFr presented draft designs for dri fit, t shirts and hoodies. Reverting to the club colours of navy blue with red writing and design. Possible sponsorship to reduce cost</p> <p>Agreed current stock levels will not see the club through 2020 and new stock is required Cost of potential writing off of stock needs to be determined or a low cost sell off</p> <p>Potential launch for SW Winter Champs in Sept'20 – allowing for suppliers timeframes and an overlap of old and new</p> <p>Potential 2nd hand sale of larger sizes clothing</p> <p>Backpacks are OK, but more are needed</p> <p>Consideration for Tues night coaches needs to be considered</p>	<p>JA/TT/KFr to consult with Kirsten Johnson (KJ) on current suppliers' suitability</p> <p>JA/TT/KFr to investigate 2 other suppliers for costings, supply timeframes</p> <p>KF to consult with KJ on current stock and estimated usage</p>
4.3A Club Brand	<p>Not on submitted agenda but discussed</p> <p>Move the squad formally to Raptors Swimming from Raumati Raptors Swimming</p> <p>AJ, TT & KFr raised that current Raumati was not relevant to them having not swum at Raumati pools.</p> <p>An open letter has been drafted by AJ stating why the change is required - not viewed at meeting</p>	AJ to provide to MIS and board for review before releasing

4.3B SNZ club designator	<p>Not on submitted agenda but discussed</p> <p>Current RAUWN change to RAPWN as not relevant and link to above. What is involved in such a change and any associated risk needs identifying ie records, qualification times for meets.</p>	KF to investigate with SNZ
4.4 Morning Training	<p>CP raised the recommendation for a change to current Mon, Wed, Fri AM sessions from current 5.15 to 7am to a later start. This aligns to studies and club sleep trial in 2018.</p> <p>Impact on travel times and parents work commitments discussed at length. Possible storage of swim bags at pool during daytime.</p> <p>Agreed trial from 2nd March to end of May from 5.45 to 7.30am Pool agreed café area could be used for swimmer's post training until leaving for college but must be kept clean and tidy.</p>	<p>JW to email CP/KF with sleep study link to include in email</p> <p>KF to email out to swimmers/parents with sleep study link</p> <p>MC to investigate current locker space</p>
4.5 Squad Fees – non-competitive swimmer, casual	<p>Senior swimmer attending boarding school and wants to swim on Friday PM sessions – agreed \$5 per session fee to be invoiced on a 4 session per month basis plus monthly \$5 club levy. additional sessions will be charged when notified by CWS</p> <p>Returning swimmer wants to swim in squad but not compete. Not currently a SNZ member. Agreed Orca, Sharks, Seals squad swimmers must be a SNZ member as these are competitive squads.</p> <p>Ongoing confusion over club vs non-competitive vs competitive swimmer SNZ category</p>	<p>KF to email parents with confirmation</p> <p>KF to email parents with confirmation</p> <p>MC go meet race secretary to discuss</p>
4.6 Caps at meets	<p>3 x black caps went missing from the unattended TM's bag at Manawatu Age Champs. Mitigate against further financial loss by not having any caps in bag for regional meets. Swimmers need to arrange new caps well before swim meet. Cap failure at meets can be covered by loaned cap from another swimmer</p>	KF to email parents

4.7 Tuesday night	Table as read MIS confirmed external club FB page can be posted by anyone, private squad page cannot be shared to external page	
4.8 Meets- Junior festival, opens	JW stated NZ Juniors is not a NZ meet and no CWS coaching will be provided Opens – currently 7 planning to attend Coaching accommodation, flights and car hire to be booked. Men’s relay not possible due to visitor status for a senior swimmer.	JW to confirm travel details with KF for booking
4.9 SNZ competition restructure	SW race secretary’s holding a meeting for end of Feb, no date set. Race Secretary & MC to attend. Club collective response can be passed to KF for passing onto SNZ	KF to email out to members
4.10 Kapiti Run For Youth	Sunday 29 th March – seen as positive and will be promoted. Financial give back from club entries	KF to publish to members
4.11 Equipment	Tues night classes need learn to swim items – expenditure approved moved KF Seconded MIS Guest swimmers asked about equipment, explained cost was covered by grants but needed a large order. Guest swimmers invited to investigate on swimmer’s behalf and pass to board.	KF to consult with KJ on local purchase under agreed discretionary expenditure AJ, TT, KFr to consult swimmers for suggested equipment and provide to board
5 Membership & Events		
5.1 Membership Update – Tuesday night numbers, Squad numbers, movement.	Tabled as read Concerns over numbers in Penguins squad	
6. Matters for Approval - Consent Agenda		
6.1 Funding Applications	Pool hire successful from Pelorus Trust for \$12,000 to be used by 30 th April. Current invoicing to April will fall short of grant. Div II (Dunedin) to be investigated for coach travel and accommodation	CP to confirm with pool invoicing for May to cover full grant
6.2 Payments	Submitted expenditure approved Moved: KF Seconded: MIS	
6.3 Club Transfers	Junior swimmer to Dannevirke	

7 Matters for Noting or Updating		
7.1 Action Item register	None added	
7.2 Management / Coach Reports	None provided	
7.3 Finance Report	Tabled as read	
7.4 Topics to be brought forward or scheduled	Item 2.2 Board structure, future	
8 Matters for Confirmation		
8.1 Minutes from Previous Meeting	Minutes for 12-2019, Moved KF, 2 nd MIS Minutes for 01-2020, Moved KF, 2 nd MIS	KF/MIS To be PDF and placed on website
8.2 Matters Arising	None	
9 Meeting Close		
9.1 Meeting Evaluation	Not discussed	
9.2 Confirmation of Next Meeting	Wednesday 11 March at 6.30pm at Coastlands Meeting Rooms	
9.3 Meeting Close	Closed at 8.54pm	