

Raumati Swimming Club Inc “Raptors” Board Meeting

Meeting Minutes

7.22pm Wednesday 26 March 2020 via Zoom Conference Call

Present:

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

Next meeting: April TBC

| Item | Comments | Actions |
|---|--|---------|
| 1. Meeting Opening | | |
| 1.1 Introductions & Acknowledgements | Purpose of this meeting is review and discuss the urgent requirements of the club during the COVID-19 pandemic | |
| 1.2 Agenda Confirmation | All agreed. | |
| 1.3 Apologies | None | |
| 1.4 Board Member Conflict of Interest Disclosures | None declared. | |
| 1.5 Environmental Scan | Not discussed | |
| 2. Governance & Policy Matters | | |
| 2.1 Sub Committee Reports | Not discussed | |
| 2.2 Board structure, future | Not discussed | |
| 2.3 Health & Safety – Incidents | Not discussed | |

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| 2.4 Risk register | Covered under the NZ Govt COVID-19 rules for isolation | |
| 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 | Not discussed | |
| 4.2 Kapiti Mainland Swim | After all payments excess of \$200-300 for a donation to the club | None |
| 4.3 Opens Flights | Air Chatham's would provide a credit note for 3 months to cover the \$286 paid for the coaches return flights to Auckland for Opens. | Considered as an expenditure loss |
| Tuesday Nights | All agreed with school holiday brought forward a shorter term. Credits will be applied for 2 classes for the next term to follow. Targeted comms to parents Queries taken on a case by case basis | KF to speak to Kirsten |
| Squad Fees | All agreed the squad and club levy fees to be suspended for the month of April March invoices are still to be paid in full and will be reviewed when squad swimming re-starts for a pro-rata basis | CP/KF Review at next meeting |
| Coaching Fee | March CWS will be paid on 31 st March Further discussion required with Jon for options on club for shorter period or club & NZ Govt payments over a longer period to cover the pandemic isolation period. | MIS |
| Communications Out to Members | Combination of email and Facebook to cover all members | ALL |
| Communications out to Swim Wellington | Update Swim Wellington on clubs' actions during the period of self-isolation and pool closure | CP |
| Website & COVID-19 Updates | New website version rolled out – improvements on user experience COVID-19 banner in place and being updated as and when new information is released from NZ Govt | MIS |
| Club Room Check | No yoga during pandemic - has all services been turned off to reduce possible outgoings | CP |

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| Members Activities | Dry land program to be released to cover each squad | JW |
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| 5 Membership & Events | | |
| 5.1 Membership Update – Tuesday night numbers, Squad numbers, movement. | | |
| 6. Matters for Approval - Consent Agenda | | |
| 6.1 Funding Applications | Pool hire grant excess, \$6-8k, due to close down of pool during the pandemic. | Lizzie Plummer to contact grant funding to confirm options |
| 6.2 Payments | Additional expenses confirmed | MIS proposed, KF seconded. All agreed |
| 6.3 Club Transfers | None | |
| 7 Matters for Noting or Updating | | |
| 7.1 Action Item register | | |
| 7.2 Management / Coach Reports | Not provided | |
| 7.3 Finance Report | Accepted as read | |
| 7.4 Topics to be brought forward or scheduled | None | |
| 8 Matters for Confirmation | | |
| 8.1 Minutes from Previous Meeting | To be re-issued for approval | KF |
| 8.2 Matters Arising | | |
| 9 Meeting Close | | |
| 9.1 Meeting Evaluation | Not discussed | |
| 9.2 Confirmation of Next Meeting | April TBC | |
| 9.3 Meeting Close | Closed at 8.28pm | |

