

# Raumati Swimming Club Inc “Raptors” Board Meeting

## Meeting Minutes

7.15pm Wednesday 15 April 2020 via WebEx 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: May TBC

Item	Comments	Actions
<b>1. Meeting Opening</b>		
1.1 Introductions & Acknowledgements	Purpose of this meeting is review and discuss the current requirements of the club during the COVID-19 pandemic lockdown	
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	
<b>2. Governance &amp; Policy Matters</b>		
2.1 Sub Committee Reports	Not discussed	
2.2 Board structure, future	Not discussed	
2.3 Health & Safety – Incidents	Not discussed	
2.4 Risk register	Covered under the NZ Govt COVID-19 rules for isolation	
<b>3 Strategy &amp; Performance</b>		
3.1 Strategic Statement and Action Plan	Not discussed	
3.2 Board Calendar	Not discussed	
<b>4 Matters for Discussion</b>		
4.1 Matters in Committee	Not discussed	

<p>4.2 Prize Giving</p>	<p>Was set for 28th June - Age group placings confirmed. Other awards are either coach subjective or reliant on NZ meets for individual points</p> <p>Trophy engraving and medals cost \$5K – grant covered in past. Engraving for 2020 may need to be deferred. Grant application has been rejected due to Covid-19</p> <p>Club holds sufficient medals to cover club champs age groups for both genders</p> <p>Recommended virtual daily winners on FB, website and email, as it is uncertain when we will be able to have gathering of all members</p> <p>Place on poolside noticeboard once out of lockdown</p>	<p>KF to seek list of age group winners from Race Secretary</p> <p>KF seek photos and Q&amp;A from winners to accompany announcement</p>
<p>4.3 Post Lockdown</p>	<p>Club gathering post lockdown to celebrate achievements.</p> <p>Club to provide BBQ</p>	<p>Arrange post lockdown</p>
<p>4.4 AGM</p>	<p>Provisionally set for August, as per previous years. Mindful of club constitution of 3 months from year end</p> <p><u>Draft Timeframe</u> Mon 20th July - Club members formally notified of AGM</p> <p>Mon 27th July - Close off AGM agenda items</p> <p>Tue 4th Aug – AGM Agenda sent out</p> <p>Wed 12th Aug – AGM (Backup Wed 19th Aug)</p>	<p>MIS seek confirmation of Swim Wellingtons AGM date</p>
<p>4.5 Grant Funding</p>	<p><b>Pelorus</b> of \$12K will not be fully used; surplus will be requested by club to be rolled over if not requested by Pelorus to be returned.</p> <p><b>NZCT</b> of \$8K has been withdrawn by NZCT</p>	<p>CP/KF contact Pelorus on options</p> <p>Re-apply when grant funding re-opens</p>

	Board understands it may be sometime before grants are available in the future	
4.6 Land Training Program	No whole of club land training program provided since 25 <sup>th</sup> March to 15 <sup>th</sup> April  Further request for a whole of club land training program made – nil response.  Further request to be made	MIS
4.7 Squad Fees	Post meeting, agreed via email: All agreed the squad and club levy fees to be suspended for May, with a review when we know when training can resume and will be on a pro-rata basis	CP/KF  Review at next meeting
4.8 Coaching Fee	CWS agrees invoice reduced rate for 2 months: April and May.  April CWS will be paid on invoice received	MIS remind CWS of invoice required
<b>5 Membership &amp; Events</b>		
5.1 Membership Update – Tuesday night numbers, Squad numbers, movement.	None	
<b>6. Matters for Approval - Consent Agenda</b>		
6.1 Payments	Approved as presented, bar pending invoice from CWS for the revised total to cover April  Moved MIS Seconded CP	KF make approved payments
6.2 Club Transfers	None	
<b>7 Matters for Noting or Updating</b>		
7.1 Action Item register	None	
7.2 Management / Coach Reports	Not provided	
7.3 Finance Report	Accepted as read	
7.4 Topics to be brought forward or scheduled	Registration and squad fees for 2020/2021.	
<b>8 Matters for Confirmation</b>		
8.1 Minutes from Previous Meeting	February 2020; Moved MIS Seconded KF  March 2020; Moved MIS Seconded DA	MIS to publish on website
8.2 Matters Arising	None	

<b>9 Meeting Close</b>		
9.1 Meeting Evaluation	Not discussed	
9.2 Confirmation of Next Meeting	Wednesday 13 May – Location TBC	
9.3 Meeting Close	Closed at 8.32pm	