

Raumati Swimming Club Inc “Raptors” Board Meeting

Meeting Minutes

7pm Wednesday 15 May 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: JuneTBC

Item	Comments	Actions
1. Meeting Opening		
1.1 Introduction & Acknowledgements	The Board acknowledge: The passing of: Mike Codyre, father to our swimmers Aidan and Michelle. Daphne Olive McLay, Life Member of Swim Wellington, volunteer at past Raumati meets	
1.2 Agenda Confirmation	All agreed.	
1.3 Apologies	None	
1.4 Board Member Conflict of Interest Disclosures	None declared.	
1.5 Environmental Scan	Positive response from members when email replied to attendance post lockdown. Concern over H & S in the immediate and surrounds areas of the pool have been raised.	Address during COVID Comms
2. Governance & Policy Matters		
2.1 Sub Committee Reports	Technology – Working with IT Room on migration from them to new provider. Requires a backup from current servers of Admin, Race Secretary, Treasurer, Officials mailboxes	MIS progress migration
2.2 Board structure, future	Co-opt of member/parent - discussion on merits for continuity planning for future board post AGM. Confirmed would need to stand at AGM to remain on board. Agree Rachelle Frazer be Co-Opted to board For: KF, CP, DA, MC Against: MIS	KF to contact parent inviting to next meeting and cover the

	<p>Pressure on members covering current roles and additional club workloads identified. Areas for further discussion:</p> <p>Uniforms Policy; Club branding CP had initiated the Trade Marking for the Club of name and logo https://app.iponz.govt.nz/app/Extra/IP/TM/PublicSearch/PublicSearch.aspx?sid=637250636670474224</p> <p>Funding Pool & Coach Liaison Coaching contract post July 2021 Club Communications Post meeting additions to areas of further discussion: Club Rooms, Camp 2021, RSC Constitution review</p>	<p>Pool Liaison role</p> <p>Post lockdown planning meeting to dedicated to club future</p>
2.3 Health & Safety – Incidents	Not discussed	
2.4 Risk register	<p>COVID-19 rules covered under the NZ Govt ruling Financial – lack of income during lockdown period and uncertainty on when resuming Roles outside of board being covered Grant funding – clubs need to cover basic club costs</p>	
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	<p>In Committee 7.53pm Out Committee 8.08pm</p>	
4.2 COVID-19	<p>Awaiting KCDC ruling on squad swimming resuming. Swimmer emailed for confirmation of resuming training – small number would not immediately return Suggested planning for club to provide tracking register of swimmers Swimmers in own training bubble Smaller groups with shorter sessions Responsible for own equipment Parent monitoring ruling to allow coach to focus on coaching</p> <p>KCDC reviewing on 25th May</p>	<p>KF to liaise with CAC on option. Include JW in conversation</p>

4.3 Fees for 2020/21	<p>Sibling discount for annual club registration discussed and all agreed of minimal benefit to parents and remain as not an offered option</p> <p>SNZ annual registration currently \$161 No update from SNZ or SW on any increases from them.</p> <p>Agreement that a Tue Night, Non-Competitive and Competitive swimmer categories should be adopted to encourage membership in club. Needs further review.</p>	<p>Awaiting SNZ & SW decision due late May Continue discussion on 11th June</p>
4.4 Uniforms	<p>No update from AJ on quotes</p> <p>Suggested minimal holding of uniforms, 3 months. Confirmation required on size holdings and indicative need over next 3 months</p>	<p>MIS to follow up with AJ</p> <p>KF to follow up with Kirsten</p> <p>Focus of next meeting on 11th June</p>
4.5 Recognition of National/open qualifiers	<p>Swimmers that have qualified for National meets to be formally recognised Open qualifiers – Black caps NAGs & Div II – Red Caps</p> <p>All agreed</p> <p>Suggested policy review for future application. Board notified of previous issues with regional qualifiers not entering meet but wanting Raumati backpack and cap and the original purpose of these recognitions.</p>	<p>KF contact Race Secretary for list and publish on FB</p>
5 Membership & Events		
5.1 Membership Update – Tuesday night numbers, Squad numbers, movement.	None	
6. Matters for Approval - Consent Agenda		
6.1 Funding Applications	Funding providers not likely to open applications for next 6 -12 months. Identified as key risk.	

6.2 Payments	Moved KF Seconded: MC Confirmed no payment to CWS for May	
6.3 Club Transfers	Lea Muellner to Coast - Approved via email previously	
7 Matters for Noting or Updating		
7.1 Action Item register	None	Recommendation to be included for future reference
7.2 Management / Coach Reports	Not provided	
7.3 Finance Report	Accepted as read Acknowledge risk of nil pool hire funding and self-funding may be required	
7.4 Topics to be brought forward or scheduled	None	
8 Matters for Confirmation		
8.1 Minutes from Previous Meeting	SW AGM – Current plans for date to remain as is April 2020; Moved MIS Seconded DA	MIS to publish Minutes on website
8.2 Matters Arising	None	
9 Meeting Close		
9.1 Meeting Evaluation	Not discussed	
9.2 Confirmation of Next Meeting	TBC June 11th – Location TBC – Focus Uniforms	
9.3 Meeting Close	Closed at 9.06pm	