

# Raumati Swimming Club Inc Board Meeting

## Meeting Minutes

7.04pm Wednesday 8 July 2020 At Coastlands Meeting Rooms

### Present:

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

Next meeting: 12<sup>th</sup> August Post AGM

Item	Comments	Actions
<b>1. Meeting Opening</b>		
1.1 Introductions & Acknowledgements	SW Relays – The members that attended and the Senior records broken. Parents that assisted with managing the teams. CSW – Both Kapiti and Paraparaumu Colleges for their attendance and results promoting the club. Gear Cage – MC for renovating	
1.2 Agenda Confirmation	All agreed.	
1.3 Apologies	None	
1.4 Board Member Conflict of Interest Disclosures	None declared	
1.5 Environmental Scan	None	
<b>2. Governance &amp; Policy Matters</b>		
2.1 Sub Committee Reports	None submitted	
2.2 Board structure, future	CP presented concept plan for a competitive and club coach roles and structure of squads from Tuesday night to senior squad, based on UK pathway. Increasing the teen fitness the club offers and utilising lane time not always used from 6.30-7pm. Wider discussion on possible naming, branding and uniform. Next Steps – costed plan for lanes, coaching and pathways	<b>CP to investigate costs and present to board post AGM</b>  <b>RF to investigate additional lane space</b>

	Coaching contract – expires July 2021 and need to generate new contract from the structure and club needs – possible tender February 2021	
2.3 Health & Safety – Incidents	Garage access - pool staff will bring the gear cages out and put back in at end of the sessions. Strictly no entry for swimmers. Contact Tracing – swimmers not swiping.	<b>Web Page notice - MIS</b>
2.4 Risk register	None raised	
<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	
4.2 AGM	Weds 12 <sup>th</sup> August booked at Coastland Pool meeting room 19 <sup>th</sup> August booked as back up Tues 21 <sup>st</sup> July email to members notifying and requesting any nominations and agenda items  Patron – Joan Matson  Reports requested from Chair, Treasurer & Coach	<b>KF to email members</b>  <b>MIS to confirm JM willing to continue as Patron</b>
4.3 CWS	CWS informing parents of no requirement to pay fees – impact is that they are both unregistered and not recorded as swimming with the club and raises a H&S issue. No authority to make such a commitment as club fees would still be due, even if ‘scholarship’ was offered.  Previously raised item for an unregistered swimmer since late 2019. MIS had discussed with CWS and it was identified as a ‘trial’ period.  MC raised a potential contract breach from the posting of proposed T shirts designs on pool white board for comment and voting by swimmers. MIS had discussed with senior squad members and stated it was for the	

	possible re-branding and CWS had not been involved. Stated no orders had been placed at this stage.	
4.4 Emails/distribution list	Not progressed due to further investigation on mailboxes sizes needed.	<b>On Hold</b>
4.5 Tuesday Night Program, recognition of KJ	A replacement for KJ had been confirmed as Tania Burdett. KJ would assist with a soft handover at the start of the next term.  Agreed by all, a gift would be appropriate considering the long-term commitment to the club and income raised from KJ's efforts.	<b>RF to organise, expenditure approval from Admins discretionary fund.</b>
4.6 T2 Meet 5/9/20 and 2021	Sat 5 <sup>th</sup> Sept 2020 - Draft meet flyer passed to CWS for swim event approval  2021 date confirmed as booked	Race Secretary to pass onto SW once approved
<b>5 Membership &amp; Events</b>		
5.1 Membership Update – Tuesday night numbers, Squad numbers, movement.	Not discussed  Presentation of club cups for Friday 24 <sup>th</sup> August from 4.45 to 5.15 poolside. Presentation to KJ at same time.	KF to email members
<b>6. Matters for Approval - Consent Agenda</b>		
6.1 Funding Applications	Pool hire grant covers cost to mid-August  Details for Community Resilience Fund (part II) released to include “operating costs up to \$25,000  NZSC – coach flight covered from cancelled flight credit. Currently 13 swimmers eligible  Camp – post NZSC	
6.2 Payments	Approved as presented	
6.3 Club Transfers	N/A	
<b>7 Matters for Noting or Updating</b>		
7.1 Action Item register	Not reviewed	
7.2 Management / Coach Reports	None provided	
7.3 Finance Report	Approved by MIS and DA	

7.4 Topics to be brought forward or scheduled	None provided	
<b>8 Matters for Confirmation</b>		
8.1 Minutes from Previous Meeting	Not reviewed	
8.2 Matters Arising	None presented	
<b>9 Meeting Close</b>		
9.1 Meeting Evaluation	Not discussed	
9.2 Confirmation of Next Meeting	12 <sup>th</sup> August immediately after the AGM	
9.3 Meeting Close	Closed at 9.04pm	