

Raumati Swimming Club Inc Board Meeting

Meeting Minutes

7pm Wednesday 14 October 2020 at Coastlands Aquatic Centre Meeting Room

Present:

Katie Ford (KF), Chair
Marco Cecioni (MC), Treasurer
Dean Adams (DA)
Vincent Hassan (VH)
Mark Ireland Spicer (MIS)
Henrietta Latham (HL)
Vidette Martin (VM)
Fiona Morrison (FM)
Robin Shen (RS)

Next meeting: 11th November 2020 at 7pm

Item	Comments	Actions
1. Meeting Opening		
1.1 Introductions & Acknowledgements	Meeting started at 7.09 Acknowledgements to: Lizzie Plummer for CRF funding received; DA, Janee Shipman and Chris Jenca for Team Managing at NZSC, at short notice; Thanks to Willie for coaching the team at NZSC	
1.2 Agenda Confirmation	Agreed	
1.3 Apologies	None	
1.4 Board Member Conflict of Interest Disclosures	None	
1.5 Environmental Scan	At NZSC, there was a good team spirit, one injury, new timing system helpful for those at the meet, but not user friendly for others.	
2. Governance & Policy Matters		
2.1 Sub committees Reports	None provided	

2.2 Health & Safety – Incidents	None recorded	
2.3 Risk register	A risk register Succession plan needs to be written. Single point of failure – High risk - IT (website and email), and, lower risk, Race Secretary	HL to set up plan Backups to be identified
2.4 Action Item register/update	All completed/to be discussed later in the meeting/completion date 2022. Exception was requirement for equipment (medicine balls) which will investigated at the next dryland training. Club champ trophies to be returned, so they can be engraved.	
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	All in committee discussion is not recorded. In committee: 7:34pm Out of Committee: 7:40pm	
4.2 Constitution, coach registration, Pool deck safety policy	HL covered the timelines and progress the constitution review panel have made. Club registration forms need updating to meet current requirements (need a signed form agreeing to term and conditions Pool deck safety policy – awaiting response from KCDC, to include their policy JW was emailed the coach registration link in September, but still not SNZ registered, nor majority of assistant coaches. MIS offered to assist JW with his registration and police vetting. Any squad coach must be vetted and registered.	HL to identify updates required HL to send link to MIS. MIS to speak/assist with JW completing his registration
4.3 Meets – inc targeted, Coastlands Classic	Coastlands Classic has been approved by SW and will be set up shortly. Possibility of senior swimmers to Timekeep at this meet. FM covered the targeted meets provided by JW. Junior Festival is a National meet and CWS must provide a coach	VM to advise JW

4.4 Voting Technical Official	RH wanted to remain as an active VTO, even though unable to officiate at Meets, and has offered to pay fees himself. Proposed that RH can remain as a RSC VTO, but pay his own membership fee. Proposed KF, 2 nd – HL. All Agreed	KF to advise RH
4.5 Camp 2021	Makino Pool cancelled our booking, took another booking without advising us. Options are not great	
4.6 Club branding	Need clarification what exactly is being asked for.	RS to consult with senior swimmers
4.7 Complaints Policy	Deferred to next meeting, but version on the website is not Board approved and needs to be removed	MIS to remove policy from the website
4.8 review of morning training times	Trial started in March, postponed due to Covid19 lockdown, restarted in July. Seek feedback from Orcas and Sharks, with deadline of 28 October.	KF to email to Orcas and Sharks
4.9 Temporary suspension of fees	Deferred to next meeting	
4.10 Club email addresses/distribution lists	Deferred to next meeting	
5 Membership & Events		
5.1 Membership Update – Tuesday night numbers, Squad numbers, movement.	Reports available	
6. Matters for Approval - Consent Agenda		
6.1 Funding Applications 6.2 Payments 6.3 Club Membership 6.4 Engraving	Pool hire for 2021 Approval received via email New swimmers, no transfers from other Clubs To use the engraver in Palmerston North	Proposed – KF, seconded – FM All agreed
7 Matters for Noting or Updating		
7.1 Management / Coach Reports	None received	
7.2 Finance Report	Well presented, easy to read report.	
7.3 Topics to be brought forward or scheduled	Tuesday night instructors, club champs 2021, Club rooms	
8 Matters for Confirmation		

8.1 Minutes from Previous Meeting	Confirmation of the minutes of the meeting held Wednesday 14 October 2020.	Minutes approved Moved: HL Seconded: MC Carried
8.2 Matters Arising	None	
9 Meeting Close		
9.1 Confirmation of Next Meeting	Wednesday 11 th November, 2020 at 7pm. Coastlands Aquatic Centre, Meeting room	
9.2 Meeting Close	Meeting closed at 9:01 pm	