

Raumati Swimming Club Inc.

Board Meeting Minutes

Wednesday, 19 May 2021, Coastlands Aquatic Centre, Meeting Room 7pm

Board:

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

Attending:

Apologies: Dean Adams (late)

Meeting Item
<p>1. <u>Meeting Opening 7pm start</u></p> <p>1.1 Apologies: Nil</p> <p>1.2 Introduction & Acknowledgements; All those who covered at Nationals events, Simon Reeve and Seuga Frost in assisting whilst JW was away. The Board also acknowledge the results of all swimmers taking part at National Events.</p> <p>1.3 Additional Agenda items – Camp Criteria and dates: Request that we advertise dates and expectations, so a clear indication of numbers and grant application can be submitted – MIS to put dates on the website. VM to follow up with JW to set criteria.</p> <p>1.4 Conflict of interest disclosure – nil</p> <p>1.5 Confirmation of previous minutes</p> <p>Moved that the amended minutes from 10 March 2021 are accepted. Moved: KF Seconded: RS Carried</p> <p>Moved they minutes of the meeting held on Wednesday 11 November are a true and accurate record. Note supported: MIS request to make the following amendments to minutes.</p> <p>Following the in-committee discussion, could we include the resolve. The committee resolve and action items. They were;</p> <ul style="list-style-type: none">• Majority vote to continue with CWS negotiations• Actions: VM/DA to discuss with CWS. <p>Notification of when minutes are available in dropbox. HL informed that she already does that</p> <p>Moved: Seconded: Carried: Not agreed and carried forward</p>
<p>2. <u>Matters Arising from previous Minutes</u></p> <ul style="list-style-type: none">• Nothing further to report on Club rooms. Karl Webber is to come back to MC with proposal on long term lease.• No further progress with Health and Safety with CACT• Camp Hostel – not all rooms available, alternative room shas been sorted. Clear guidelines for swimmers and parents on conditions of taking part.• Bullet caps – action required• Friday 11 June request from CACT to have pool from 6pm – Agreed to push back 30 minutes to 6.30pm• Yoga person made enquiry to availability of old club rooms. On hold until response from Karl Webber.
<p>3. <u>Financial</u></p> <p>3.1 Finance Reports; Reports provided for Board</p> <p>3.2 Payment for approval; agreed along with \$500 deposit for camp</p> <p>3.3 Funding application – nil</p> <p>3.4. Budget and Policies update (where required)</p>

Discussion points:

Booking sheet for camp in Fielding \$500 - agreed

White Board – options being considered **DA** to follow up

Interest from a Yoga class to hire old rooms – consideration will be given once Karl Webber has been consulted- **MC** to consult.

\$1 charge how will this be administered by KCDC – **MC** to consult

Events – clarification on charges for events and pool hire – **MC** to consult

Insurance renewal – Building and Indemnity insurance **MC** to review and circulate to the Board

Tania – instructors fees – slight increase requested – agreed that proposal is required moving forward

Moved that the Financial reports submitted are accepted for March 2021: AND

Moved that the Financial reports submitted are accepted May 2021

Moved: MC

Seconded: RS

Carried:

Further discussion on fees and membership categories.

Recreational Swimmer: consideration of recreational swimmers – options for funding and leverage with KCDC. Funders proposed. **VM** to follow up with JW.

Club Fees: Do we continue to invoice or include through SNZ. Through attendance lists and membership of the club a must. This gives us a budget for equipment, and administration.

Reserve any decision on fees until we can see the full extent of SNZ/SW fees, including KCDC outcome.

4. Members

4.1 Membership for approval – scheduled circulated prior to meeting.

Membership List (monthly update provided)

HL to send updated Police clearance list to DA

Moved that the membership reports submitted are accepted

Moved: HL

Seconded: KF

Carried:

5. Governance & Policy

5.1 Risk Register (update where required) Risk registered updated to include the lack of funding to cover pool hire.

5.2 Conflict Register (update where required)

5.3 Health & Safety Report - file missing – can we look at this please. **MC** request that door is shut H & S issues with chemicals

5.4 Strategic Statement; no discussion

5.5 Constitution: Sent out for discussion at the next. **HL** will email out to each for review.

5.6 Website: Nil

6. Events (upcoming or hosted meets)

6.1 Report from FM

6.2 Event sponsorship for Club meet from KCDC. 2 session meet proposed. Check on pool hours and then consult with **JW** on events. This is a qualifying meet.

6.3 SW Calendar – new calendar identifies there will be issues around timing of events – **FM** circulate to Board for feedback.

7. Matters for discussion (Items as required) and General Business

7.1 In Committee discussion – item was moved to the last item on the agenda.

In committee at 8.33PM **KF**

Out of committee at 9.05PM **KF**

NOTE: in committee minutes are not recorded

VM: JW contract roll over on month-by-month basis until agreement on terms are agreed. Sub-committee meeting 7.30 Tuesday 25th at Club Rooms.

7.2 Coaches Report: Div II was successful, and the inclusion of relays was great. PD 3rd June – **VM** to follow up so we can apply his revalidation points.

- 7.3 Prize Giving – **KF** follow up with Lizzie. **KF** follow up with Erin Skelsey. Prize giving – organised cups and certificates and organise shared meal. **FM** to look at dates in July for prize giving. Box held behind reception for returns and before 4 June 2021. **VM** will organise engraving.
- 7.4 AGM date: **HL** will ask re SW /SNZ AGM. NZSC is 17-21 August so either side. Suggested 25 August, backup date 11 August.

Meeting Closed: 9.05pm

Next meeting to discuss the Coaching contract was set on Monday 24th at old club rooms at 7.30pm

Action Items next meeting:

Prize Giving – **KF** follow up with Lizzie. **KF** follow up with Erin Skelsey. **FM** to look at dates in July for prize giving.

VM: JW contract roll over on month-by-month basis until agreement on terms are agreed

Calendar: **FM** circulate to Board for feedback.

Health & Safety: **MC** request that door is shut H & S issues with chemicals. Find H & S Book. Consult with JW on events for our meet.

Recreational Swimmer: consideration of recreational swimmers. **VM** to follow up with JW.

KCDC/CACT: \$1 charge how will this be administered by KCDC – **MC** to consult Events – clarification on charges for events and pool hire – **MC** to consult Insurance renewal – Building and Indemnity insurance **MC** to review and circulate to the Board Tania – instructors fees – slight increase requested – agreed that proposal is required moving forward

Club Rooms: Consult with Karl Webber

MIS: Camp dates and details on website.

HL: SNZ / SW AGM dates and Police clearance list to DA

Next Meeting: Wednesday 9th June 2021, 7pm CACT