

## Our Vision – New Zealand’s Top Performing Region

### Minutes of the Swimming Wellington Board Meeting Sunday 2 July 2017, 11am, Greytown Hotel, Wairarapa

**Attendees:**

Mark Berge (MB)  
Chris Dyhrberg (CD)  
Allison Yannakis (AY)

Sam Rossiter-Stead (SRS)  
Amanda Feast (AF)  
Greg Forsythe (GF)

Paul Matson (PM)

**In attendance:**

Henrietta Latham (HL)

1. Welcome	Discussion	Decision/Action	Time Frame	Responsibility
Welcome	Welcome to all present			
2. Apologies & Disclosures		Decision/Action	Time Frame	Responsibility
Apologies	<b>Apologies:</b> Todd Morton – apologies Apology from Sam Rossiter-Stead via email Meeting Quorum confirmed.	Apologies received and a quorum is confirmed		
Disclosures	Conflicts of interest; There were no conflicts of interest noted	<b>Apologies accepted Moved: MB/AY Carried</b>		
3. Environmental Scan (10MINS)		Decision/Action	Time Frame	Responsibility
	<p>Congratulations to Lewis Clareburt &amp; Mary Fisher winning the Sports Awards 2017 and congratulations to all finalists. Congratulations to Kapiti &amp; Hutt Sports Awards finalists and winners.</p> <p>MB met with Justin Lester, Mayor of Wellington Council has approved the establishment of a fund to support Sport &amp; Arts.</p> <p>Discussion on losing National events due to costs and how we can move forward to securing events moving forward.</p>	<b>Action:</b> <ol style="list-style-type: none"> <li>1. SNZ Telephone conference. CD to advise if available</li> <li>2. Set guidelines for Clubs to follow with matters in official complaints</li> <li>3. Guidelines for SW to follow in dealing with complaints.</li> <li>4. Include in Governance course the topic of conflict resolution</li> </ol>	<b>Scheduled meeting</b>	<b>MB/AY/HL/CD</b>

	SNZ – 12 July – Telephone conference.  Potential Club issue discussed and next step determined – CD will speak with all involved			
<b>4. Visiting Club – Capital</b>				
<b>Wairarapa Clubs</b>	Wairarapa Clubs did not attend.			
<b>Board Calendar/ Work Plan</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Time Frame</b>	<b>Responsibility</b>
a) Budget	PM presented a draft Budget presented. Key concerns discussed background was provided prior to the meeting.	<b>Action:</b> <ul style="list-style-type: none"> <li>• Ensure we retain current funding grants due to loss of National events</li> <li>• Look for other forms of income from other sources to cover administration costs</li> <li>• Board consider option to levy a fee on non-competitive swimmers in 2018/19 which done in other regions already</li> <li>• Review of expenses</li> <li>• Secure potential sponsors to be identified for key meets</li> <li>• Marketing plan to attract potential sponsors to be established</li> <li>• Pro-actively look at funding to support the strategic plan initiatives</li> </ul>	<b>Next meeting</b>	<b>PM/Resource Com</b>
b) Updated Calendar	Updates highlighted			<b>MB</b>
c) August Board	August – meeting date confirmed as August 16, 7pm Pelorus			
d) Leadership & Governance	Discussion with Sport Wellington on Tuesday with Sport Wellington			
<b>5. Governance</b>				
a) Health & Safety	No issues to report this month. Noted that recent meet held at WRAC, Club had neglected to put out the required H & S signage prior to the start of the meet. All Clubs are reminded a week prior to hosting a meet of the obligations regarding H & S. All signs and H & S briefs are provided for Club use.	<b>Action:</b> <ul style="list-style-type: none"> <li>• H &amp; S – Clubs not ensuring H &amp; S notices are lodged.</li> <li>• Each Club should nominate appoint a H &amp; S officer for their meets.</li> <li>• Draft to be established Job Description and planned to roll out to be developed</li> </ul>	<b>Next meeting</b>	<b>PM/GF</b>
b) Strategic Plan – Final	Presented and accepted.			

c) Stakeholder Engagement – draft plan	Discussion of the priorities of the Stakeholder Management plan	<b>Action:</b> Outcomes of discussion included in the plan with some adjustment of labeling.		<b>MB</b>
d) Club AGM's	Capital & Raumatī – Capital & Raumatī dates to be advised	Board member to attend, dates to be advised		<b>HL</b>
e) SNZ Chair Conference Call	<b>SW AGM</b> – 19 September 2017 – 7pm <ul style="list-style-type: none"> <li>• Notice of AGM 8 August 2017</li> <li>• Nominations &amp; Reports 29 August 2017</li> <li>• Annual Report out 5 September 2017</li> </ul> <b>SNZ AGM</b> - 2 September 2017, MB to attend	<b>Actions:</b> Reports to <a href="mailto:Events@swimwn.co.nz">Events@swimwn.co.nz</a> by 29 August 2017 CD – to confirm availability AF – to stand for 3 year term		
f) Policy Review	<b>Officials Policy</b> – Grant funding from Pelorus sufficient to cover the Victoria Age Groups and further clarification of policy.  <b>Swimmer Policy</b> – Level 2 suggested to move to 20% or a maximum of \$1200.  <b>Operations Manager Policy</b> Brought into line with the Regional / Zonal Team Manager daily allowances.	<b>Actions:</b> Officials Policy reviewed and agreed that the policy remains the same. Coms to be sent to Officials to advise what they can apply for  Swimmers Policy - recommendations made and support with a small adjustment to the wording and clarification around wording to reflect 'in the Boards view, there is not sufficient funds likely to be available'  <b>Operations Manager Policy</b> – reviewed. Adjustment to wording to included 'time in lieu worked over the weekend'		<b>PM/HL</b>
g) Risk Register	Updates submitted for discussion. Grey areas considered duplicate and suggest that we removed.	Suggested changes noted and amendments to be included and consider at next Board meeting		<b>AY</b>
<b>6. Strategic Matters</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Time Frame</b>	<b>Responsibility</b>
SG3 – Financial sustainability Wellington Mayoral Review Wellington Long Term Plan submission	Discussion on 2017 budget has covered this area off Update covered in environment scan Submission sent out for Board review. An opportunity to present to the LTP Plan will be invited.	<b>Actions:</b> <ul style="list-style-type: none"> <li>• Opportunities put our case forward to Council on the LTP will be covered by PM and MB</li> </ul>	<b>ASAP</b>	<b>MB/PM</b>

7. Operational Matters		Decision/Action	Time Frame	Responsibility
a) Funding Applications	Lottery Community for Salary \$20k NZ Racing Board – Stopwatches	<b>Action:</b> <b>Moved</b> Funding applications approved as recommended by the Resource Committee. <b>Moved: PM/CD carried</b>	<b>ASAP</b>	<b>AF/PM/HL</b>
8. Consent Agenda			Time Frame	Responsibility
a) Payment for approval	Payments submitted for approval.			
b) Funding	Lewis Clareburt, Chelsey Edwards – YCG contribution recommended at \$1,000 each. Funding assistance request from Bronson Lloyd to the State Teams short course champs as part of the NZ Team. Others selected from the Region are Sophie Irving, Lea Muellner, Jenna Rolston-Larking, Jedi Morland-Janes, and Thomas Watkins. Jedi will not be attending as he has just had an operation. Costs quoted at \$2800 (SW contribution per swimmer \$420)	<b>Action:</b> Agreed to support funding applications <b>Noted:</b> <b>Moved: PM/CD</b>		<b>HL/PM</b>
c) Inter Club/Regional Transfers	Transfers as per tabled report			
d) Records	Records as per tabled report	<b>Action:</b> <b>Consent Agenda Moved: CD/TM Carried</b>		
9. Reports	Discussion	Decision/Action	Time Frame	Responsibility
a) Operations Report	Reports circulated and taken as read.			
b) Financial Report – PM		<b>Moved: CD/AF Carried</b>		
10. Minutes & Action Items	Discussion	Decision/Action	Time Frame	Responsibility
	Minutes circulated No outstanding actions	Minutes confirmed as a true and accurate record <b>Approved Moved: AY/AF Carried</b>		

<b>11. Topics for next meeting</b>	<b>Discussion</b>			
	Risk Register – highlighted in red areas needs to be examine at next meeting. Health & Safety Policy Review Board skills set required			
<b>12. Meeting Evaluation</b>	<b>Discussion</b>			
<b>Meeting Evaluation -</b>	Meeting in Wairarapa, absences of Wairarapa Clubs disappointing.			
<b>Meeting Closed:</b>	<b>Meeting closed:</b> 2.15pm	<b>Meeting schedule:</b> Next meeting scheduled for; <b>16 August 2017, Pelorus Trust House 7pm</b>		<b>HL confirmed</b>

## 8. Consent Agenda

- a) **Payments:** as per the Management Report
- b) **Funding requests to be made:**
- c) **Internal Club / Regional Transfers**

<b>Transfers</b>	<b>Membership Number</b>	<b>Surname</b>	<b>Forename</b>	<b>Old Club</b>	<b>New Club</b>	<b>Request Date</b>
76	361997	Healey	Olivia	SwimZone Racing	Tawa Swimming Club	2/06/2017
78	951814	Metcalf	Zoe	Breakers	Ashhurst	4/06/2017
83	960541	Adip	Aditya	Tawa Swimming Club	Porirua City Aquatics	4/06/2017
82	961808	Codd	Ethan	Breakers	Ashhurst	10/06/2017
80	360951	van de Coolwijk	Bayley-Rose	SwimZone Racing	Capital Swim Club	13/06/2017
77	376876	De Vos	Jarod	Capital	Pirates	16/06/2017
79	956569	De Vos	Caelum	Capital	Pirates	16/06/2017
81	380559	De Vos	Queran	Capital	Pirates	16/06/2017

## d) Wellington Records

### Relays (Nil)

2017 SW Relay Championships, Naenae Pool, 20 May - Wellington Relay SC Records										
M Sheppard-Morrison, L Grover, S Brown, J Lilley	CAP A	14 & U	4 x 50 IM	<b>2.10.43</b>	20.05.17	<b>2.10.59</b>	16.03.05	R Eason, L O'Donnell, M Szeto, S Gunn	SC	1
H Huria, T Grout, B Van Zyl, I Tunnicliffe	RAU RAP A	14 & U	4 x 50 IM	<b>2.12.43</b>	20.05.17	<b>2.21.89</b>	16.03.05	H Beasley, E Quirke, B Pye, M Pritchard	SC	2
G Jacobs, A Tirikatene, T Titcombe, B Fordham-Duncan	CAP A	14 & U	4 x 50m FR	<b>1.59.03</b>	20.05.17	<b>2.01.53</b>	16.03.05	L van Schooten, D Gordon, C Melrose, B Pye	SC	3
2017 SW Relay Championships, Naenae Pool, 20 May - New Record, Wgtn Championship Relay SC record										
S Chambers, B Harvey, S Turner, J Winter	RAU RAP	Golden Oldies	4 x 50m FR	<b>1.56.64</b>	20.05.17			No previous record	SC	4

### NZ Records (Nil)

### Paralympic Records (Nil)

Being a true and correct record of the meeting held:

Date: \_\_\_\_\_

#### Swimming Wellington

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