

**Minutes of the Swimming Wellington Board Meeting  
12 June 2016, 11am, Greytown Hotel, Wairarapa**

**Attendees:**

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

Sam Rossiter-Stead (SRS)  
Greg Forsythe (GF)  
Stephen Ross (SR)

**In attendance:**

Henrietta Latham (HL)  
Wairarapa Clubs (shown below)

| 1. Welcome                       | Discussion   | Decision/Action                            | Time Frame | Responsibility |
|----------------------------------|--|--|------------|----------------|
| a. Welcome                       | Warm welcome to all those attending today's meeting from Wairarapa.<br><b>Attending:</b> Rik Anderson, Paul Younger, Bronwyn Alan (CAR) Suzanne Clark (GRY) Robin Prior (MST) Maree Hammond (Wairarapa Recorder) |  |            |                |
| 2. Apologies/Disclosures         |  | Decision/Action                            | Time Frame | Responsibility |
| Apologies                        | Apologies: Todd Morton, Paul Matson<br>Meeting Quorum confirmed<br>No conflicts of interest noted  | <b>Apologies accepted<br/>Moved: MB/CD</b> |            |                |
| 3. Environmental Scan            |  | Decision/Action                            | Time Frame | Responsibility |
| a. External<br><br>b. Internal   | Issues relative to pool depth and new Health & Safety requirements where noted as an on-going issue<br><br>Updates on local clubs provided.  |  |            |                |
| 4. Visiting Club                 | Discussion   | Decision/Action                            | Time Frame | Responsibility |
| Visiting Clubs – Wairarapa Clubs | <b>Carterton:</b><br>Changes to the structure of the club have been made and numbers building.<br>No senior swimmers at this stage but have some good talent coming through.                                     |  |            |                |

|                                  | <p>AGM today (12 June 2016 1pm) and some good people coming forward to take on leadership roles. Has Charitable Trust status now and hope this will assist with funding.</p> <p>Suggested that Wairarapa clubs retain their identity but look at doing more together, e.g. training camps.</p> <p><b>Greytown:</b></p> <p>11 swimmers – non-competitive programme, based on friendship, role models and connections. Swimmers seeking further development and competition are directed to other clubs.</p> <p><b>Masterton:</b></p> <p>Masterton continues to grow its numbers. Wairarapa Records will continue to be recorded but remain the responsibility of the clubs.</p> <p><b>General discussion/development ideas</b></p> <ul style="list-style-type: none"> <li>• Create a NAGS Group to train once a week, with a view to join Wellington and Wanganui groups as one group.</li> <li>• Development of Coaches and support coaches working together.</li> <li>• Look at developing a primary through to secondary school programme with the view to creating good links between clubs and schools (note resource constraints)</li> <li>• Sunday meets to work around other sporting commitments</li> </ul> |  |            |                |
|----------------------------------|---|--|------------|----------------|
| 5. Board Calendar/ Work Plan     | Discussion  | Decision/Action  | Time Frame | Responsibility |
| a. 2020 Wellington Swimming Plan | Circulated to Board prior to meeting. vision purpose, and values reviewed.  | <p><b>Action Item</b></p> <ul style="list-style-type: none"> <li>• Bring back to the next Board meeting for further discussion.</li> </ul> | 6 Jul 2016 | MB/HL          |
| b. Board Committees (updated)    | Circulated to the Board prior to the meeting with the purpose of aligning and prioritizing committee projects for budgeting purposes  |  |            |                |

| 6. Strategic Items                     | Discussion   | Decision/Action   | Time Frame      | Responsibility |
|--|--|---|-----------------|----------------|
| a. Financial Priorities (2016-17)      | Minutes of delegates meeting circulated along with the slide for discussion.   | <u>Action Item</u> <ul style="list-style-type: none"> <li>Assess impact of introducing an out of town entry fee.</li> </ul>   | 6 Jul 2016      | PM/HL          |
| b. SW Short Course Champs              | <p>Discussion paper circulated:</p> <p>Key issue is the pool set up in light of swimmer safety concerns due to the depth of the start end of the pool. Historically there have been no dive start incidents during competition. The incidents that have occurred have been during warm-up and due to swimmers not following the rules.</p> <p>It was also suggested that a new volunteer role be established to monitor H&amp;S on pool deck and alongside Pool staff.</p> | <u>Decision</u> <ul style="list-style-type: none"> <li>Stay with the current set-up</li> <li>Administrative procedures are in place however monitoring during warm-up must be tightened up.</li> <li>Discussion with WCC, and other councils, to determine how best to manage H&amp;S risks to continue.</li> <li>H &amp; S volunteer job description to be formulated</li> </ul> | Winter Champs   | HL             |
| c. Photography Policy                  | DRAFT policy adapted from British Swimming by AY circulated along with comments from SW Child Advocate. Noted that SNZ is still to review recommended changes to the Member Protection Policy and that this is holding up progress on related policies. GF tabled and recommended an appropriate 'no photographing' areas for competition (refer RTOP report).   | <u>Action Item</u> <ul style="list-style-type: none"> <li>Recommended edits to be made and circulate to Board for further comment</li> <li>MB / HL to follow up on outstanding SNZ policy changes and input</li> </ul>  | Update 6 Jul 16 | AY             |
| d. SNZ Competition Review              | Feedback acknowledged but no further response provided.  | Follow up with SNZ – effects on regional events if National structure changes.  | 06 Jul 16       | HL             |
| 7. Operational Swimming Matters        |  | Decision/Action   | Time Frame      | Responsibility |
| a. Governance Training                 | Update - 34 club committee members attended the first of four training sessions. Initial feedback has been very positive. Next session 29 June 6pm.  |   |                 |                |
| b. Establishment process for new Clubs | This was circulated to the Board and is now included in the Swimming Wellington By-Laws.   | <u>Action Item</u> <p>Addition - wording to include Charitable Trust.</p>   | 6 Jul 16        | SR/HL          |

| 8. Consent Agenda                | Discussion   |  | Time Frame | Responsibility |
|----------------------------------|--|--|------------|----------------|
| a. Payment for approval          | Payments submitted for approval.<br>Returned funds from PCA for Bronagh Ryan of \$358.79. Bronagh received external funding to cover the majority of her user pays for Oceania.  |  |            |                |
| b. Funding requests              |  |  |            |                |
| c. Inter Club/Regional Transfers | Transfers have not been received by SNZ.   | Follow-up required   |            | HL             |
| d. Records                       | Records as submitted<br>Noted that under the new Regional Constitution there is no need for the Board to ratify records.<br>Wairarapa records need to be updated and sent to the Wairarapa recorder, Maree for processing and certificates.                                      | <u>Action Item</u><br>Once records have been ratified by the Operations Manager and Wairarapa President Committee they will be updated on the website.<br><br><b>Consent Agenda Moved: SRS/CD Carried</b>  |            |                |
| 9. Reports                       | Discussion   | Decision/Action  | Time Frame | Responsibility |
| a. Operations Report             | <p>Tabled. Concerns raised at the increase in work load and related impact on staff.<br/>The increases are largely due to H &amp; S issues, enquiries (some on behalf of SNZ) and re-work. The Board sought clarification on workloads, delegations and the split of duties.</p> | <u>Action Items</u> <ul style="list-style-type: none"> <li>Chair to be involved weekly in helping to set priorities and determining trade-offs (list of tasks to be provided). AY is available to provide an independent review to see if efficiencies can be made and role responsibilities to be clearly established.</li> </ul> | 06 July 16 | MB/AY/ HL      |
| b. Financial Report              | Circulated with Board papers   | Operations and Financial Reports moved and accepted  |            | GF/HL          |
| c. Other Committee Reports       | <b>RTOP</b> report –<br>Photography recommendations on pool deck discussed.  | <u>Action Item</u> <ul style="list-style-type: none"> <li>Agreed in principal but agreed that the areas directly behind the start and turn end remain photography free.</li> <li>Plan to be amended and a more defined colour</li> <li>HL to circulate to clubs well before the start of Winter Champs.</li> </ul>                 |            |                |

|                                    |  |   |                     |                       |
|------------------------------------|--|---|---------------------|-----------------------|
|                                    |  | <ul style="list-style-type: none"> <li>Signs to be made</li> <li>Meeting with WCC to be organised</li> </ul> <p><b>Moved: CD/SR</b><br/><b>Carried</b></p>      |                     |                       |
| <b>10. Minutes</b>                 | <b>Discussion</b>  | <b>Decision/Action</b>  | <b>Time Frame</b>   | <b>Responsibility</b> |
|                                    | Minutes previously circulated  | <u><b>Action Item</b></u><br>Minutes are approved as true and accurate record<br><br><p><b>Minutes confirmed</b><br/><b>Moved: AY/MB</b><br/><b>Carried</b></p> | <b>Next meeting</b> | <b>HL</b>             |
| <b>11. Topics for next meeting</b> | <b>Discussion</b>  |   |                     |                       |
|                                    | Financial Priorities<br>Photography Policy<br>2020 Wellington Swimming Plan  |   |                     |                       |
| <b>12. Meeting Evaluation</b>      | <b>Discussion</b>  |   |                     |                       |
| <b>Meeting Evaluation -</b>        | Challenging meeting with timing and agenda items to cover, but managed well. |   |                     |                       |
| <b>Meeting Closed:</b>             | <b>Meeting closed</b> : 2.30pm   | <b>Meeting schedule:</b> <ul style="list-style-type: none"> <li>Next meeting – 6 July 2016 7pm<br/>Pelorus Trust House</li> </ul>                               |                     |                       |

## 8. Consent Agenda

a) **Payments:** as per the Management Report

b) **Funding request:**

c) **Internal Club / Regional Transfers**

| No. | Member No. | Member Name      | Old Club                    | New Club (Description)   | Request Date |
|-----|------------|------------------|-----------------------------|--------------------------|--------------|
| 57  | 383333     | Johan Van Zyl    | SwimZone Racing             | Upper Hutt Swimming Club | 6/06/2016    |
| 58  | 372410     | Aidan Withington | Central Hawkes Bay Swimming | Capital Swim Club        | 7/06/2016    |

d) **Wellington Records**

| 2016 North Island Secondary School Champs, Freyburg Pool, Palmerston North, 14 May 2016 |     |    |    |    |       |          |       |          |                |       |
|---|-----|----|----|----|-------|----------|-------|----------|----------------|-------|
| Chelsey Edwards   | SZR | 14 | 50 | FL | 28.81 | 14.05.16 | 27.91 | 29.09.08 | Lauren Coetzee | SC 93 |

### Relays

NZ Records (Nil)

Paralympic Records (Nil)

Being a true and correct record of the meeting held:

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

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