

**Minutes of the Swimming Wellington Board Meeting  
Wednesday 15 February 2017, 7pm, Pelorus Trust House, Seaview**

**Attendees:**

Mark Berge (MB)  
Allison Yannakis (AY)  
Todd Morton (TM)

Greg Forsythe (GF)  
Paul Matson (PM)  
Amanda Feast (AF)

Sam Rossiter-Stead (SRS)  
Chris Dyhrberg (CD)

**In attendance:**

Henrietta Latham (HL)

1. Welcome	Discussion	Decision/Action	Time Frame	Responsibility
Welcome	Welcome to all present The aim for this meeting is to priorities and schedule actions identified to achieve our strategy and determine measures			
2. Apologies & Disclosures		Decision/Action	Time Frame	Responsibility
Apologies	<b>Apologies:</b> Meeting Quorum confirmed	There being no apologies a quorum is confirmed		
Disclosures	Conflicts of interest	Noted the conflict of interest declared by SRS <b>Apologies accepted</b> <b>Moved: MB/PM</b>		
3. Environmental Scan (10MINS)		Decision/Action	Time Frame	Responsibility
	<ul style="list-style-type: none"> <li>SRS - Paul Oliver has been appointed as Chair of Masterton following the resignation of Robyn Prior.</li> <li>SNZ new CEO Steve Johns commenced duties 6 Feb.</li> <li>SNZ has re-instated the monthly tele-meeting with Regional Chairs. The first of these will be held on Monday 20<sup>th</sup> Feb. MB to attend.</li> <li>WCC have made the decision to drop spectator entry fees to pools in the region. Events will still be charged.</li> <li>RSO Forums begin again shortly. The combined Sport Wellington and Sports code LiveWell Strategy to be progressed.</li> <li>Capital looking to develop an OW event and held a successful OW training session over the weekend. Forty plus swimmers took part.</li> </ul>	Board entered into committee at 7:11pm through to 7:30pm to discuss disputes that have arisen at MSC. Minuted separately.		

	<ul style="list-style-type: none"> <li>Zonal Meet Feedback – HL is coordinating feedback on the recent Zonal Meet from swimmers, coaches, team managers and Wellington officials. Feedback received will be circulated to the Board prior to it being sent on to SNZ.</li> </ul>			
4. Governance	Discussion	Decision/Action	Time Frame	Responsibility
a) Health & Safety	<p>Draft report circulated prior to Board meeting. AY has recommended that H&amp;S become a standard agenda item for the Board. This will help keep H&amp;S in focus.</p> <p>SW Long Course Champs – a number of H&amp;S incidents reported. Some linked to the warm-up sessions.</p>	<p><b>Action:</b> Agreed to include H&amp;S on the Board Agenda. Agreed changes to H&amp;S Report as follows: -</p> <ul style="list-style-type: none"> <li>Note significant impact on the organization.</li> <li>Overlaying policy around recording and reporting.</li> <li>H&amp;S incident &amp; reporting tool / system to be sourced for approval. To include risk type and rating.</li> <li>Warm up process to be reviewed by the Events Committee.</li> </ul>		HL/AY
b) SW Discipline Policy	2 <sup>nd</sup> Draft provided.	<p><b>Actions:</b> Board to read and provide feedback prior to next meeting, with a view to approve the policy at the next meeting.</p>		MB/HL
c) Risk Register – Part one and Risk Policy	<p>AY provided an update on progress made towards completing the Risk Register. To simplify the process the Register has been split into two parts. Part one covering Financial, Membership and HR Risks presented for Board review. Part two will be progressed and presented to the board at its next meeting</p> <p>Updated Risk Policy also presented for approval</p>	<p><b>Actions:</b> Risk Register – agreed to include probability rating in the register format. Part one risks confirmed. Agreed to review the Risk Register on a quarterly basis Risk Policy approved <b>Moved: MB/PM</b></p>		AY
5. Board Calendar/ Work Plan	Discussion	Decision/Action	Time Frame	Responsibility
a) 2017 Board work plan	Board Plan and work schedule reviewed. Quarterly review of a strategic goal and Risk Register to be added to the plan. Club Chair visits to be activated.	<b>Actions:</b> Update plan and send out dates and invitations to Club Chairs.	Feb 17	HL

6. Strategic Matters		Discussion	Decision/Action	Time Frame	Responsibility
a)	Strategic Planning through 2020	Outputs of from workshop 2 held 13 Dec 16 presented to the board for confirmation. Results, actions, priorities and measures discussed. Formatting and dates set to obtain member feedback.	<b>Action:</b> MB to update, SRS to develop design. HL & MB to identify opportunities and approach to gain member input.	<b>Next meeting</b>	<b>MB/SRS</b>
b)	Roll-out of Sport Compass - Sport Compass is a tool developed by Sport NZ for the people who lead sport and recreation organisations. The online tool is used to identify strengths and weakness in governance, informs work plans to improve and promotes consistency and efficiency in the governance and administration of sport & rec organisations.	Club Chairs and the SW Board have agreed to use the Compass tool. The output from the tool will inform topics included in this years' governance training. Not all clubs attended the Compass training provided in Dec 16. The goal is to have all clubs using Compass by March 17.	<b>Action:</b> MB & HL to follow-up with clubs to ensure they are supported in the roll-out and use of Compass	<b>March 17</b>	<b>HL/MB</b>
7. Operational Matters			Decision/Action	Time Frame	Responsibility
a)	Special Olympics, Inter-School and Kapiti Events	b) Request for assistance for Special Olympics (SO) event to be held 27 Nov – 1 December 17. Meeting with SO on Tuesday. Determine the necessary requirements from SO. c) Inter-school event – assistance request (Hutt Zones) d) Kapiti event scheduled, 3 April at CACT	<b>Action:</b> HL to advised		
8. Consent Agenda		Discussion		Time Frame	Responsibility
a)	Payment for approval	Payments submitted for approval.			
b)	Funding	Support for funding application for Operations Salary and Office rental.	<b>Action:</b> <b>Moved</b> Funding applications approval as recommended by the Resource Committee.	<b>March 2017</b>	<b>HL/PM/AF</b>
c)	Inter Club/Regional Transfers	Transfers as per tabled report			
d)	Records	Records as per tabled report	<b>Consent Agenda Moved: MB/CD Carried</b>		

e) Long Leave Application	Long Leave applied for by HL. Back-up will be provided by Pam Edwards.	<b>Leave Approved: MB/PM</b> Outline of duties to be carried out by Pam Edwards to be developed		<b>HL</b>
<b>9. Reports</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Time Frame</b>	<b>Responsibility</b>
a) Operations Report b) Financial Report - PM c) Meet Directors report on Summer Champs - GF d) Verbal update on Event Committee - PM	Reports circulated and taken as read. Items discussed: - <ul style="list-style-type: none"> <li>Office work load. Increase in queries from clubs. Possibly the introduction of the database has led to a dilution of knowledge / know how at the club level and queries are being passed on to Swim Wgtn. Requires further discussion</li> <li>Change in WHiPA funding approach.</li> <li>Verbal and written criticisms of staff and volunteers by Mr Crampton</li> <li>Warm-up procedures. Drop-off in numbers entering 200 &amp; 400 free</li> </ul>	<b>Action:</b> Meeting with WHiPA Trust Chair to be scheduled. Letter to Mr Crampton to be sent by MB Reports accepted and moved  <b>Moved: MB/CD</b> <b>Carried</b>		
<b>10. Minutes &amp; Action Items</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Time Frame</b>	<b>Responsibility</b>
	Minutes circulated No outstanding actions	Minutes confirmed as true and accurate record  <b>Approved</b> <b>Moved: AY/AF</b> <b>Carried</b>		
<b>11. Topics for next meeting</b>	<b>Discussion</b>			
	Discipline Policy Risk Register – Part two Operating model – ref office work load			<b>MB</b>
<b>12. Meeting Evaluation</b>	<b>Discussion</b>			
<b>Meeting Evaluation -</b>	Full meeting, valuable discussion, remained on topic			
<b>Meeting Closed:</b>	<b>Meeting closed:</b> 9:45pm	<b>Meeting schedule:</b> Next meeting scheduled for; <b>15 March 2017, Pelorus Trust House 7pm</b>		

## **8. Consent Agenda 15 February 2017**

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

b) **Funding request:**

c) **Internal Club / Regional Transfers**

Transfers	Membership Number	Surname	Forename	Old Club	New Club	Request Date
57	952078	Tickle	Sidney	Tawa Swimming Club	Capital Swim Club	25/01/2017
58	372807	O'Connor	Ryan	Pirates Swim Team	Capital Swim Club	30/01/2017
59	380790	Cooper	Heremaia	Kapiti Swimming Club	Breakers Swim Club Upper Hutt	10/01/2017
60	961661	Van Rooyen	Sophie	SwimZone Racing	Capital Swim Club	29/01/2017
61	945266	Buick	William	Dannevirke Swimming Club	Masterton Swimming Club	30/01/2017

d) **Wellington Records**

<b>2017 Swimming Wellington Summer Champs, WRAC, 20-23 January 2017</b>											
Lewis Clareburt	CAP	17	200	FR	<b>1.53.45</b>	<b>21.01.17</b>	1.55.72	18.02.93	Murray Burden	<b>LC</b>	<b>54</b>
Chelsey Edwards	SZR	15	50	FL	<b>28.54</b>	<b>21.01.17</b>	29.04	04.03.09	Lauren Coetzee	<b>LC</b>	<b>55</b>
Sophie Irving	CAP	14	100	BK	<b>1.06.99</b>	<b>21.01.17</b>	1.07.34	15.12.11	Alex Pampalone	<b>LC</b>	<b>56</b>
Chelsey Edwards	SZR	15	50	FL	<b>28.46</b>	<b>21.01.17</b>	28.54	21.01.17	Own - Prelims	<b>LC</b>	<b>57</b>
Pierce Collins	SZR	12	50	FL	<b>29.97</b>	<b>21.01.17</b>	30.00	21.02.15	Joel Crampton	<b>LC</b>	<b>58</b>
Chelsey Edwards	SZR	15	50	FR	<b>26.06</b>	<b>22.01.17</b>	26.38	10.09.16	Own	<b>LC</b>	<b>59</b>
Noah Ireland-Spicer	RAU	9	50	FR	<b>32.54</b>	<b>22.01.17</b>	32.90	17.02.13	Max Drummond	<b>LC</b>	<b>60</b>
Lewis Clareburt	CAP	17	200	IM	<b>2.05.74</b>	<b>22.01.17</b>	2.08.42	-	Standard Time	<b>LC</b>	<b>61</b>
Jenna Rolston-Larking	TWA	12	100	FL	<b>1.07.08</b>	<b>23.01.17</b>	1.07.61	25.02.12	Madeline Thomas-Beck	<b>LC</b>	<b>62</b>
Lewis Clareburt	CAP	17	100	FR	<b>52.49</b>	<b>23.01.17</b>	52.74	28.03.12	Kyle Barnes	<b>LC</b>	<b>63</b>
Stevie Shipman	RAU	14	50	BK	<b>30.72</b>	<b>23.01.17</b>	31.31	21.01.12	Alex Pampalone	<b>LC</b>	<b>64</b>

2017 NZ Zonal Championships, Sir Owen Glen National Aquatic Centre, 11 February 2017											
Lewis Clareburt	CAP	17	400	IM	<b>4.24.99</b>	<b>11.02.17</b>	4.25.54	25.08.16	Own	<b>LC</b>	<b>65</b>
Sophie Irving	CAP	14	100	BK	<b>1.06.48</b>	<b>11.02.17</b>	1.06.99	21.01.17	Own	<b>LC</b>	<b>66</b>

**NZ Records** (Nil)

**Paralympic Records** (Nil)

Being a true and correct record of the meeting held:

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