

Our Vision – New Zealand’s Top Performing Region

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

Attendees:

Mark Berge (MB) Greg Forsythe (GF) Sam Rossiter-Stead (SRS)
Allison Yannakis (AY) Chris Dyhrberg (CD)
Todd Morton (TM) Amanda Feast (AF)

In attendance:

Henrietta Latham (HL)
Karen Thomas, Capital Chair (KT)

1. Welcome	Discussion	Decision/Action	Time Frame	Responsibility
Welcome	Welcome to all present in particular Karen Thomas, Chair Capital Swim Club. The aim for this meeting is to prioritize and schedule actions identified to achieve our strategy and determine measures			
2. Apologies & Disclosures		Decision/Action	Time Frame	Responsibility
Apologies Disclosures	Apologies: Paul Matson – apologies, Meeting Quorum confirmed Conflicts of interest; GF – Officials Subsidy to Opens	Apologies received and a quorum is confirmed Noted Apologies accepted Moved: MB/CD Carried		
3. Environmental Scan (10MINS)		Decision/Action	Time Frame	Responsibility
	<ul style="list-style-type: none"> SNZ – Noted the dis-establishment of two coaching roles within SNZ HPC. Possible impacts on the Region discussed. Noted that HP swimmers must now be training at the HPC in Auckland to receive financial benefits, such as, PM Scholarships. Agreed that this isn’t the best outcome for our Regional swimmers and SW would prefer to see an approach that considers what’s best for the swimmer. Acknowledge letter received from Chapman Trip in regard to the barring of a parent from National meets. 	Action: Noted that SNZ is to respond to Chapman Tripp		

4. Visiting Club – Capital Capital Swim Club	<ul style="list-style-type: none"> • Karen Thomas provided an overview of the Capital Club:230 active swimmers • Finding the integration of HP swimmers a good influence on junior programme • Lane access remains a constant challenge. Agreed a joint approach with SW to Councils would be helpful. • The club is working on positioning itself as a good option for out of town university students and overseas swimmers. • Disappointment with the position being taken by the of SNZ HPC (refer previous comments) • Trail Open Water event – successful but recognized that Health & Safety needs to be improved for future events • Capital is keen to formalize and open this as an annual event.. Could be run as a joint venture with Swim Wgtn • Race entry for relays is a challenges • Training for Team Managers would be welcomed • New Sports Hub in Ponoka club room development. Capital are a foundation members • Considering offering the use of this facility between sessions for all clubs during SW Short Course • Financial sustainability single biggest challenge 	Action: HL and KT to get together to consider the Open Water event Relays, Team Manager education		
5. Board Calendar/ Work Plan	Discussion	Decision/Action	Time Frame	Responsibility
a) Action Items	a) Strat Plan 2020, Risk Register Round 2, sport Compass approach to Clubs completion by 30 June. b) SRS thanked for the excellent work undertaken on formatting the strategy document. Consideration given to a 4 th Strategic Goal covering Operational Excellence. c) Date to discuss 2020 Strategic Plan with stakeholders – meeting date to be determined d) Summer Champs – survey results circulated	Action: Agreed a 4 th Goal MB to develop for Board review. 9 May 2017 – Stakeholder engagement of Strat Plan and Compass. Also to include Stakeholder Management Plan. HL to book Pelorus Events committee to consider feedback received and make agreed changes / recommendations forward after their next meeting.	Next meeting Next meeting May Events meeting	Board /MB HL PM/HL
6. Governance				

a) Health & Safety	Report provided at meeting with action items noted.	Action: Officers of the Board letter of obligations. AY to complete the necessary forms and bring to next meeting.	Next meeting	AY/HL
b) SW Discipline Policy	Circulated at previous meeting and approved	Actions: Policy accepted and agreed. HL to put on the website. Moved: MB/TM Carried	ASAP	HL
c) Risk Register – Part one and Risk Policy	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 Updated Risk Policy also presented for approval	Actions: a further meeting with AY, MB and HL to take place for step two. Moved: MB/PM		AY/MB/HL
7. Strategic Matters	Discussion	Decision/Action	Time Frame	Responsibility
a) Future Operating model	The resignation of the Events Coordinator provides the opportunity to review Swim Wgtn's operating model. This will provide useful input to the structure of the office and skills needed.	Action HL/PM/MB/AY to meet to discuss		
b) Strategic Goal 2 - Swimming pathways and Programmes	Noted that Pam Edwards has been engaged on a part-time basis to cover the Events role in the meantime. PM was scheduled to provide an update on the pathway and events review (deferred to May Board meeting)			
7. Operational Matters		Decision/Action	Time Frame	Responsibility
a) Funding Applications	<ul style="list-style-type: none"> Officials Subsidies – approved as per the policy at 30% of the costs Applications for Officials Shirts 	Action: Application for funding approved as per the Officials Subsidy Policy Approval to seek funding for officials shirts through Adidas. Application to Pelorus Trust and orders placed once funding has been approved. Moved: MB/CD carried	ASAP	PM/HL
8. Consent Agenda			Time Frame	Responsibility
a) Payment for approval	Payments submitted for approval.			

b) Funding	Support for funding application for Officials shirts – Pelorus Trust Support applications for Salary and Rental	Action: Moved Funding applications approved as recommended by the Resource Committee. Moved: MB/GF carried	April 2017	HL/PM/AF
c) Inter Club/Regional Transfers	Transfers as per tabled report			
d) Records	Records as per tabled report	Consent Agenda Moved: SRS/CD Carried		
9. Reports	Discussion	Decision/Action	Time Frame	Responsibility
a) Operations Report b) Financial Report – PM c) Coaches Meeting Minutes	Reports circulated and taken as read. Officials Levies recommendations circulated by PM discussed Minutes circulated to Board prior to meeting.	Moved: TM/AF Carried		
10. Minutes & Action Items	Discussion	Decision/Action	Time Frame	Responsibility
	Minutes circulated No outstanding actions	Minutes confirmed as true and accurate record Approved Moved: CD/AF Carried		
11. Topics for next meeting	Discussion			
12. Meeting Evaluation	Discussion			
Meeting Evaluation -	Meeting assessment questionnaire completed.			
Meeting Closed:	Meeting closed: 9.15pm	Meeting schedule: Next meeting scheduled for; 19 April 2017, Pelorus Trust House 7pm		

8. Consent Agenda

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

b) **Funding request:**

c) **Internal Club / Regional Transfers**

Membership No.	Surname	Forename	Old Club	New Club	Request Date
961664	Campbell	Hugo	Queenstown Swimming Club	Capital Swim Club	27/02/2017
945804	Daly	Isabella	Porirua City Aquatics	SwimZone Racing	16/02/2017
952079	Daly	Elijah	Porirua City Aquatics	SwimZone Racing	16/02/2017
945805	Daly	Amelia	Porirua City Aquatics	SwimZone Racing	16/02/2017
945803	Daly	Oliver	Porirua City Aquatics	SwimZone Racing	16/02/2017
958858	Sunkel	Noah	Nga Papahu Swim Club	Upper Hutt Swim Club	27/02/2017

d) **Wellington Records**

2017 NZ Zonal Championships, Sir Owen Glen National Aquatic Centre, 11 February 2017											
Lewis Clareburt	CAP	17	400	IM	4.24.99	11.02.17	4.25.54	25.08.16	Own	LC	65
Lewis Clareburt	CAP	OPEN	400	IM	4.24.99	11.02.17	4.25.54	25.08.16	Own	LC	66
Sophie Irving	CAP	14	100	BK	1.06.48	11.02.17	1.06.99	21.01.17	Own	LC	67

2017 NZ Junior Festival - All Stars Zone, WRAC, 17-19 February 2017											
Pierce Collins	SZR	12	100	FL	1.05.93	17.02.17	1.06.26	28.06.14	Joel Crampton	SC	68

Relays (Nil)

NZ Records (Nil)

Paralympic Records (Nil)

Being a true and correct record of the meeting held:

Date: _____