

**Minutes of the Swimming Wellington Board Meeting  
Thursday 22 September 2016, 7pm, Pelorus Trust House, Seaview**

**Attendees:**

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

Greg Forsythe (GF)      Amanda Feast (AF)  
Paul Matson (PM)  
Chris Dyhrberg (CD)

**In attendance:**

Henrietta Latham (HL)

1. Welcome	Discussion	Decision/Action	Time Frame	Responsibility
Welcome	Welcome to all present, in particular Amanda Feast who joins the Board.			
2. Apologies & Disclosures		Decision/Action	Time Frame	Responsibility
Apologies	<b>Apologies:</b> Sam Rossiter-Stead Meeting Quorum confirmed GF officials funding NZSC - conflicts of interest noted	<b>Apologies accepted Moved: MB/CD</b>		
3. Governance		Decision/Action	Time Frame	Responsibility
a) Election of Board Chair & Deputy	Nominations called for the following positions: Chair: Mark Berge nominated – seconded / carried Duty Chair: Chris Dyhrberg nominated - seconded /carried	<b>Action:</b> Update the Board Committee roles and distribute.  <b>Action:</b> Retain the invitation to attend Board Meetings.	<b>ASAP</b>	<b>MB</b>
b) Board sub-committee membership	Draft provided and amendments recorded			
c) Board Club Allocation	Allocation of sub-committee roles confirmed. Board allocation of Clubs – looking at the benefits and ability of Board members to support this, or do we retain the invitation to Clubs to attend.		<b>Next meeting</b>	<b>HL</b>
4. Environmental Scan	Discussion	Decision/Action	Time Frame	Responsibility
a) General	Internal: brief overview of Clubs and their status. External: Sport Wellington Living Well Recreational Strategy – MB provided a brief on the Sports Leaders Forum meeting.	<b>Action:</b> Include in Strategic discussion 9 October 2016	<b>9 Oct 2016</b>	<b>Board</b>

b) Mayoral Candidates Survey – follow up	Update responses and circulate via Social Media and website.	<b>Action:</b> Question a day: on FB over the next week Link to website with full notes and responses and circulate to Clubs	<b>26.09.16</b>	<b>MB/HL/BT</b>
<b>5. Board Calendar/ Work Plan</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Time Frame</b>	<b>Responsibility</b>
a) Risk Register – update	Circulated for discussion and brief overview given.	<b>Action:</b> Board to access and provide feedback to AY. Remain on the Board Agenda for the next 3 months for consideration. For further discussion as Strategic Planning.	<b>9 Oct 2016</b>	<b>AY/ Board</b>
<b>6. Strategic Matters</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Time Frame</b>	<b>Responsibility</b>
a) Strategic Planning Session 9 Oct 2016	Sport Wellington assisting in securing a facilitator. Discussed attendance and format.	<b>Action:</b>	<b>9 Oct 2016</b>	<b>MB/HL</b>
b) Pool Depth Guidelines	NZRA, Water Safety, Surf, SNZ, NZSCTA, PCA – meeting and have agreed to develop a policy. Await further feedback from SNZ and Club			
c) Go Club Project – internship	Project brief circulated with papers. Go Club is a awards programme with a focus on building club capability and a quality experience for their members	<b>Action:</b> Decision to proceed pending a review of the new Sport NZ online toll Compass. Compass helps administrators to prioritize and respond to the challenges they face in running a sustainable and successful organisation at either national, regional or club level. MB to attend Compass training and provide feedback at next meeting.	<b>16 Nov 2016</b>	<b>MB</b>
<b>7. Operational Matters</b>		<b>Decision/Action</b>	<b>Time Frame</b>	<b>Responsibility</b>
a) MetroLeague – update	MetroLeague – 6 teams / 5 clubs involved. MB questioned if this competition is meeting the needs of our 12 & Under swimmers. While numbers are small the meets have been good. 2 different teams winning Session 1 and 2. Quick meet. Training of officials going well. Changes still a challenge with late changes occurring.	<b>Action:</b> Survey Monkey with targeted questions to be done after the completion of the series.	<b>End Oct.</b>	<b>HL</b>

b) Karori Pirates name change	Request of change of name from Karori Pirates to Pirates Swim Team (code PIR) has been sent to SNZ for approval and has been granted.	<b>Action:</b> Send a letter of confirmation of name change to Karori. <b>Moved: CD/ PM - carried</b>	<b>IMMEDIATELY</b>	<b>HL</b>
c) Awards Function	Invites ready to be sent out. Draft list of attendees provided.	<b>Action:</b> Update lists and send out invitations.	<b>IMMEDIATELY</b>	<b>HL</b>
<b>8. Consent Agenda</b>	<b>Discussion</b>		<b>Time Frame</b>	<b>Responsibility</b>
a) Payment for approval	Payments submitted for approval.			
b) Funding	Discussed the distribution of Pelorus funding to the four officials attending NZSC of \$349.00. (\$1396.00)	<b>Action:</b> Approved payment of \$349 per official to attend NZSC.	<b>ASAP</b>	<b>HL</b>
c) Inter Club/Regional Transfers	Transfers as per tabled report			
d) Records	Records as per tabled report	<b>Consent Agenda Moved: TM/CD Carried</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  c) Inter Club/ Regional Transfers d) Other Committee Reports	<p>Circulated with Board papers Circulated with Board Papers</p> <ul style="list-style-type: none"> <li>• GST to pay - \$10967.17 (include 2016 adjustment of \$3,3K)</li> <li>• Deposit for TiD Travel of \$2k and Balance in October.</li> <li>• Mary Fisher – payment of Level 1 incentive \$500 to pay.</li> <li>• Advance payment TM NZSC required.</li> </ul> <p>Circulated No other reports tabled</p>	<p><b>Action:</b></p> <p>Operations and Financial Reports moved and accepted</p> <p><b>Moved: AY/CD -Carried</b></p>	<b>ASAP</b>	<b>HL</b>
<b>10. Minutes</b>	<b>Discussion</b>	<b>Decision/Action</b>	<b>Time Frame</b>	<b>Responsibility</b>
	Minutes and Action Register circulated	<p>Minutes are approved as true and accurate record</p> <p><b>Minutes confirmed</b> <b>Moved: PM/TM Carried</b></p>		<b>HL</b>

<b>11. Topics for next meeting</b>	<b>Discussion</b>			
	Strategic Planning schedule and outcomes			<b>MB</b>
<b>12. Meeting Evaluation</b>	<b>Discussion</b>			
<b>Meeting Evaluation -</b>	Good first meeting and covered well, kept on topic.			
<b>Meeting Closed:</b>	<b>Meeting closed</b> : 9:00pm	<b>Meeting schedule:</b> <ul style="list-style-type: none"> <li>• Next meeting – 9 October, 2016 10am Pelorus Trust House – Strategic Planning</li> <li>• 16 November 2016, Pelorus Trust</li> <li>• Awards/ Board year-end function 19 November 2016, 5pm</li> </ul>		

## 8. Consent Agenda

- a) **Payments:** as per the Management Report
- b) **Funding request:**
- c) **Internal Club / Regional Transfers**

Membership Number	Surname	Forename	Old Club	New Club	Request Date
319845	Bell	Daniel	Aquabladz New Plymouth Swimming Club In	Raumati Swimming Club	23/08/2016
389065	de Greve	Shelby	SwimZone Racing	Upper Hutt Swimming Club	23/08/2016
390691	Molina	Calvin	Tawa Swimming Club	Capital Swim Club	29/08/2016
331797	Hancock	Callum	Karori Pirates Swimming Club	Capital Swim Club	13/09/2016

### d) Wellington Records

Junior Pan Pacific Swimming Championships, Kihei Aquatic Centre, Hawaii, 24-27 August 2016											
Lewis Clareburt	CAP	17	400	IM	<b>4.29.30</b>	<b>25.08.16</b>	4.31.74	25.03.12	Nick Gillium	LC	<b>17</b>
Lewis Clareburt	CAP	17	400	IM	<b>4.25.54</b>	<b>25.08.16</b>	4.29.30	25.08.16	Own - Prelims	LC	<b>18</b>
Lewis Clareburt	CAP	OPEN	400	IM	<b>4.25.54</b>	<b>25.08.16</b>	4.27.92	22.03.13	Nick Gillium	LC	<b>19</b>
Lewis Clareburt	CAP	17	400	FR	<b>3.58.98</b>	<b>26.08.16</b>	4.04.35	06.04.99	Craig Hood	LC	<b>20</b>
Lewis Clareburt	CAP	17	400	FR	<b>3.58.66</b>	<b>26.08.16</b>	3.58.98	26.08.16	Own - Prelims	LC	<b>21</b>
2016, NZ Secondary Schools, Wellington Regional Aquatic Centre, 9-11 September 2016											
Stevie Shipman	RAU	13	50	BK	<b>31.01</b>	<b>09.09.16</b>	31.18	01.05.14	Macy Burns	LC	<b>22</b>
Chelsey Edwards	SZR	15	50	FR	<b>26.38</b>	<b>10.09.16</b>	26.64	23.01.05	Isabella Franks	LC	<b>23</b>
Rebecca Moynihan	RAU	18	50	FR	<b>26.76</b>	<b>10.09.16</b>	26.83	07.04.07	Isabella Franks	LC	<b>24</b>
Shannon Schimanski	WSC	16	50	BR	<b>33.55</b>	<b>10.09.16</b>	33.70	01.03.11	Emily McGill	LC	<b>25</b>

**Relays** (Nil)

**NZ Records** (Nil)

**Paralympic Records** (Nil)

Being a true and correct record of the meeting held:

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

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