

Our Vision – New Zealand’s Top Performing Region

Minutes of the Swimming Wellington Board Meeting Wednesday 24 May 2017, 7pm, Pelorus Trust House, Seaview

Attendees:

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

In attendance:

Henrietta Latham (HL)
Viv Morton (VM)

1. Welcome	Discussion	Decision/Action	Time Frame	Responsibility
Welcome	Welcome to all present, in particular Viv Morton, Chair Porirua City Aquatics.			
2. Apologies & Disclosures		Decision/Action	Time Frame	Responsibility
Apologies	Apologies: Paul Matson, Greg Forsythe Todd Morton – joined the meeting at 7:40pm Meeting Quorum confirmed.	Apologies received and a quorum is confirmed		
Disclosures	Conflicts of interest; There were no conflicts of interest noted	Apologies accepted Moved: MB/CD Carried		
3. Environmental Scan (10MINS)		Decision/Action	Time Frame	Responsibility
	Karori Pool closing for 5 Year maintenance shortly Swim NZ have advised that due to the high WRAC pool hire cost NAGS will be in Auckland and Div. II in Rotorua in 2018 SW’s submission to the WCC Long Term Development Plan to be circulated to Club Chairs Andy Kent taking over from Kent Stead at Swim NZ	Action: HL to organize a farewell gift for Kent Stead	Scheduled meeting	PM/MB
4. Visiting Club – Capital				
Porirua City Aquatics	Viv Morton, Chair PCA provided an overview of the club’s successes and challenges. The latter includes a diving ban at the Cannon’s Creek pool.	Action Item: <ul style="list-style-type: none"> SW to follow up on NZ Diving Policy SNZ Entry filters – Follow up with SNZ to 	Next Meeting	HL

		see if entry filters can be provided for meets to prevent additional work for Race Secretaries. <ul style="list-style-type: none"> Request for Standard Meet Fliers. 		
5. Board Calendar/ Work Plan	Discussion	Decision/Action	Time Frame	Responsibility
a) Draft Budget input	No input required from the Board at this stage.	Action: A draft Budget is to be tabled at the Next Board meeting.	Next meeting	PM
6. Governance				
a) Policy Reviews	Officials Subsidy Policy Swimmer Financial Assistance Policy and Ops Manager meet expenses adjustments required.	Action: Recommendations to next Board Meeting. Some adjustment needed to the Officials Policy With some changes to wording of the Swimmer Financial Assistance to be provided.	Next meeting	AY/HL
b) Health & Safety	No incidences to report this month. Tiles fixed at WRAC. AY will facilitate a Health & Safety review by the Board to high-light Board responsibilities and liability.			AY/MB/HL
c) Risk Register Phase 2 – deferred to next meeting		Actions: Phase 2 –meeting AY/MB/HL to schedule		
7. Strategic Matters	Discussion	Decision/Action	Time Frame	Responsibility
a) Strategic sign-off and priorities for funding	Some minor changes to the Strategic Plan to be made Replace PB's as a measure with XCR8 and FINA Points	Actions: Amendments to be sent to SRS for updating and circulation	ASAP	MB/SRS
b) Leave Cover – Operations Manager	Plans put in place discussed and confirmed	Actions: <ul style="list-style-type: none"> Clubs to be notified Out of office will be set into play HL will be in email contact. Private email also available for urgent matters, given to MB, PM and Pam. 		
c) Update Swimming Pathways & Competition	Framework provided to club delegates and discussed at the Members Meeting 17 May 17.	Actions: <ul style="list-style-type: none"> Clubs have been given DRAFT Calendar and asked to apply for Tier 2 meets by 2 June. Major event bookings are currently being 		

		<p>processed and will be submitted in early June.</p> <ul style="list-style-type: none"> • Metro meets to be replaced, format is currently being considered • 12 & Under booking in December under consideration • Summer Champs are currently being considered. Looking to reduce to 3 days if possible. 		
7. Operational Matters		Decision/Action	Time Frame	Responsibility
a) Funding Applications	Lottery Community for Salary NZ Racing Board – Stopwatches	<p>Action: Moved Funding applications approved as recommended by the Resource Committee. Moved: PM/CD carried</p>	ASAP	AF/PM/HL
8. Consent Agenda			Time Frame	Responsibility
a) Payment for approval	Payments submitted for approval.			
b) Funding	<p>Funding assistance request from Lewis Clareburt & Chelsey Edwards to 2017 World Youth Commonwealth Games in the Bahamas in July.</p> <p>Falls under Level 2 of the Swimmer Financial Assistance Policy (20% or \$1,000)</p>	<p>Action: Noted: Commitment to Regional Relays is a requirement. Reminder Letter to Coach and Swimmers. Moved That funding support be provided as per the policy and provided the finances allow. PM to confirm the latter. Moved:</p>		PM
c) Inter Club/Regional Transfers	Transfers as per tabled report			
d) Records	<p>Records as per tabled report</p> <p>Application to establish a new record for the Golden Oldies 4 x 50m Freestyle event.</p>	<p>Action: Agreed to the establishment of a Short Course 4 x 50m Freestyle record for the Golden Oldies. Consent Agenda Moved: CD/TM Carried</p>		

9. Reports	Discussion	Decision/Action	Time Frame	Responsibility
a) Operations Report	Reports circulated and taken as read. NZCT approval to use the remaining funds to cover temporary employment.	Action:		
b) Financial Report – PM	NZ Police Vetting fee to apply from 1 July of \$9.77 (GST Incl.) This will be paid via direct debit and Clubs will need to cover the costs. There will also be a processing fee and DD charges. Recommendation that a flat fee is charged of \$12.00	Agreed to set a Police Vetting charge of \$12.00 Moved: CD/AF Carried		
10. Minutes & Action Items	Discussion	Decision/Action	Time Frame	Responsibility
	Minutes circulated No outstanding actions	Minutes confirmed as a true and accurate record Approved Moved: CD/AF Carried		
11. Topics for next meeting	Discussion			
	Financial Assistance policies to be reviewed Risk Register			
12. Meeting Evaluation	Discussion			
Meeting Evaluation -	Short but effective meeting.			
Meeting Closed:	Meeting closed: 8.30pm	Meeting schedule: Next meeting scheduled for; 2 July 2017, Wairarapa at 11am venue to be confirmed.		

8. Consent Agenda

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

b) **Funding requests to be made:**

c) **Internal Club / Regional Transfers**

Transfers	Membership Number	Surname	Forename	Old Club	New Club	Request Date
69	382970	Rogan	John	Dannevirke Swimming Club	Masterton Swimming Club	11/04/2017
70	362797	Register	Sean	Pirates Swim Team	Capital Swim Club	29/04/2017
71	949020	Hay	Andrew	Northwave Swim Club	Wanganui Swimming Club	1/05/2017
72	949021	Hay	Charlotte	Northwave Swim Club	Wanganui Swimming Club	1/05/2017
73	945241	Herbert	Emma	Kiwi ASC	Capital Swim Club	10/05/2017
74	357094	Ferguson	Victoria	Porirua City Aquatics	Tawa Swimming Club	15/05/2017
75	359090	Bradley	Libby	Greerton Swimming Club	Capital Swim Club	18/05/2017

d) **Wellington Records**

2017 NZ Open Championships, 3-7 April 2017, Sir Owen Glenn National Aquatic Centre, Auckland											
Lewis Clareburt	CAP	17	400	FR	3.56.08	03.04.17	3.56.59	21.03.17	Own	LC	88
Lewis Clareburt	CAP	Open	400	FR	3.56.08	03.04.17	3.56.59	21.03.17	Own	LC	89
Lewis Clareburt	CAP	17	400	IM	4.21.05	04.04.17	4.21.69	23.03.17	Own	LC	90
Lewis Clareburt	CAP	Open	400	IM	4.21.05	04.04.17	4.21.69	23.03.17	Own	LC	91
Lewis Clareburt	CAP	17	200	IM	2.04.30	06.04.17	2.05.74	22.01.17	Own	LC	92
Lewis Clareburt	CAP	Open	200	IM	2.04.30	06.04.17	2.04.74	03.04.09	John Gatfield	LC	93
Ella Cossill	CAP	18	50	FR	26.58	05.04.17	26.76	10.09.16	Rebecca Moynihan	LC	94
Ella Cossill	CAP	18	50	FR	26.40	05.04.17	26.58	05.04.17	Prelims Own	LC	95
Ella Cossill	CAP	18	50	BK	29.82	06.04.17	31.09	09.03.12	Bronagh Ryan	LC	96
Ella Cossill	CAP	18	50	BK	29.55	06.04.17	29.82	06.04.17	Prelims Own	LC	97
Bronagh Ryan	PCA	Open	100	BR	1.10.68	06.04.17	1.11.38	16.04.05	Kelly Bentley	LC	98
Lewis Clareburt	CAP	17	200	FL	2.02.15	06.04.17	2.02.41	08.04.14	Liam Albery	LC	99

Lewis Clareburt	CAP	17	200	FR	1.51.47	06.04.17	1.51.70	23.03.17	Own	LC	100
Lewis Clareburt	CAP	Open	200	FR	1.51.47	06.04.17	1.51.70	23.03.17	Own	LC	101
Bronagh Ryan	PCA	Open	50	BR	32.32	07.04.17	32.47	28.03.16	Own	LC	102
Emma Robinson	CAP	Open	1500	FR	16.30.16	07.04.17	16.37.30	18.03.13	Own	LC	103

Tawa Dash for Cash Signature Meet, 6 May 2017, Wellington Regional Aquatic Centre, Wellington											
Orlando Cristobal-Mandel	CAP	13	50	BR	31.50	06.05.17	32.21	02.05.09	Oliver Lush	SC	104
Orlando Cristobal-Mandel	CAP	13	100	BR	1.10.67	06.05.17	1.10.83	30.09.10	Ben Walsh	SC	105

Relays (Nil)

NZ Records (Nil)

Paralympic Records (Nil)

Being a true and correct record of the meeting held:

Date: _____

Swimming Wellington

Pelorus Trust House, P O Box 38 245, Wellington Mail Centre

P: 04 5600 381 M: 027 502 1854

E: Operations@swimwn.co.nz W: wellington.swimming.org.nz

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