

Minutes of the Swimming Wellington Board Meeting 9 September 2015, 7pm, Pelorus Trust House, Seaview

Attendees:

Mark Berge (MB)
Todd Morton (TM)
Paul Matson (PM)

Stephen Ross (SR)
Chris Dyhrberg (CD)

In attendance:

Henrietta Latham (HL)

1. Welcome	Discussion	Decision/Action	Time Frame	Responsibility
a. Welcome	Welcome to all and particularly to Paul Matson who was been elected to the Swim Wellington Board.			
2. Apologies/Disclosures		Decision/Action	Time Frame	Responsibility
Apologies	Meeting Quorum confirmed There we no conflicts of interest noted Apologies received from Greg Forsythe, Sam Rossiter-Stead.	Apologies accepted Moved: MB/TM		
3. Environmental Scan			Time Frame	Responsibility
a. External	MB asked board members to identify what they thought would be the Top 5 Challenges for the next 12 Months . Discussion lead to: - <ul style="list-style-type: none"> Financial sustainability in an environment where cost are increasing, e.g. pool hire & coaching and growth is limited due to facility constraints. Cost of participation is closing the door for many, is the swimming model sustainable? Leadership and volunteering for key roles, such as, club committee members & TM's Poor understanding of the sports cost structures and community value 	<u>Action Item</u> <ul style="list-style-type: none"> Seek a wider discussion within swimming, particularly to question our business model Engage with Club Chairs on this matter Develop strategies for input and progression 		MB

b. Vacant Board Position (Casual Vacancies Rule 8.10)	<p>Open questions for further discussion: -</p> <ul style="list-style-type: none"> What can we do to make the sport more affordable and user friendly? Would having more volunteer coaches at junior levels help manage costs for parents? Impact of development? What can we do to support and grow volunteers, particularly in leaders in positions? How do we profile our sport to improve key stakeholders, such as, WCC and funders understanding. And to attract families into the sport? What are other regions doing to improve their sports delivery? What else might we do to off-set costs and grow income? <p>The Board may fill casual vacancies on the Board. The need discussed and also the pending reduction of Board members from 8 to 6 at the next AGM (Constitution 8.1)</p>	<p>Action Item</p> <ul style="list-style-type: none"> Agreed to fill casual vacancy Approach Sport Wellington and Institute of Directors for suitable candidates Commence lobby with SNZ to maintain a board of eight 	Next meeting	MB/HL
4. Visiting Club	Discussion	Decision/Action	Time Frame	Responsibility
	<ul style="list-style-type: none"> No Club attendance this month 			
5. Board Calendar/ Work Plan	Discussion		Time Frame	Responsibility
a. Board Appointments	<p>In accordance with the Constitution (8.8) and this being the first Board meeting post AGM the Board is required to elect its Chair and Deputy Chair, as well as appoint other key roles. As a result the following positions were confirmed:-</p> <ul style="list-style-type: none"> Chair –Mark Berge Deputy Chair – Chris Dyhrberg Chair Finance, Funding & Audit Committee – Paul Matson 	<p>Action Item</p> <ul style="list-style-type: none"> Make necessary changes on the website and update the Board Manual information list 	ASAP	HL

<p>b. SNZ Items</p> <p>c. Meet Review Committee</p> <p>d. WRAC Meeting</p>	<ul style="list-style-type: none"> • Technical Official – Greg Forsythe Board Committee members also confirmed <p>MB confirmed as Wellington delegate for the SNZ AGM. Proposal of \$1 per competitive swimmers per region to NZ Swim Trust was discussed.</p> <p>Group action plan – TM to be added to the Committee.</p> <p>Background of meeting with WRAC Management noted. Key points were;</p> <ul style="list-style-type: none"> ▪ WRAC costs for new structure for set up/checking equipment prior to meets has been at a cost of \$3k per meet. Bottom line is a net cost of \$40k to WRAC additional expenditure. ▪ Notification of increase not notified or discussed with SW ▪ Fee structures throughout NZ – WRAC believe they are not the most expensive in the country ▪ Increases as proposed are not sustainable by SW or Clubs ▪ Question around the increase in hire charges as shown in the breakdown by SW ▪ Increasing the cost of events is not the answer. The swimmers are the ones who will miss out. Increasing event costs will lower entries and numbers will also drop ▪ Charges for the use of the Meeting rooms etc. will be charged the whole day as no one else can use ▪ Discussion on costs for swimmers also advised 	<p>Moved: CD/TM carried</p> <p>Action Item</p> <ul style="list-style-type: none"> ▪ Swim Wellington will support the motion to provide \$1 per competitive swimmer to the NZ Swim Trust. <p>Action Item</p> <ul style="list-style-type: none"> ▪ Set up a meeting date; invite representatives from Clubs, plus a Coach from each Club to attend. <p>Action Items</p> <ul style="list-style-type: none"> ▪ Canvas SNZ for pool facility hire and Council support to give feedback to WRAC Management ▪ Stage increase for SW to \$750 in 2016 for its Summer and Winter Champs if required ▪ No additional set up charge for Clubs in 2016. 2017 will see a staged increase if agreed ▪ Sponsorship request through the Economic Development Committee in the Council. Noted it is hard to obtain funds through this medium. ▪ Look back through Annual Reports to gauge monies spent in the past for facilities through to today. ▪ Set up a meeting once information gathered with Paul Andrews and Julian Todd ▪ WRAC to look at costs as per the contracts in 2016 to ensure they remain same as 2015 with no increase. 	<p>27.09.15</p> <p>11.10.15</p> <p>11.10.15</p>	<p>MB</p> <p>HL</p> <p>MB/HL</p>
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e. Swimmer Costs breakdown	Breakdown circulated to the Board; the medium for a competitive swimmer per annum looked to be \$6.5k.	Action Item <ul style="list-style-type: none"> Circulate average outcome to Clubs as feedback as requested 	ASAP	HL
6. Strategic & other Governance Matters	Discussion		Time Frame	Responsibility
a. Membership Protection Policy	Implementation process needs clarification. The NZ Constitution states this is a requirement by Regions and Clubs. Guidelines and operational policy around how this works. Police Vetting to be done through the Region.	Action Item <ul style="list-style-type: none"> Adopt the policy as it stands and Clubs should also implement. SW to provide information & support Moved: SR/PM Carried	11.10.15	SR/HL
b. Wellington Performance Stats	In continuing the board discussion on how Wellington can show / measure performance improvement as a result of pathway development and meet structural changes. One way is to measure PB% improvement in clubs. Barbara Smith, Carterton Swimming Club, has identified a method for measuring PB's and this will be circulated to Clubs for their data so that we might get a view on PB's	Action Item <ul style="list-style-type: none"> Request clubs to complete PB report and provide necessary instructions to assist. 	11.10.15	HL
a. Operational Swimming Matters		Decision/Action	Time Frame	Responsibility
a. SW Winters survey results	SW Winters – Survey results circulated to Board members. A very pleasing survey.	Action Item <ul style="list-style-type: none"> Provide all meet feedback to Event Development Committee for meeting 	by meeting date set	HL
b. Regional Manager Report -NZSC	Circulated to the Board prior to the meeting. Discussion on new Auck pool and how best to identify and develop Regional Team Managers following the retirement of several experienced TM's.	Action Item <ul style="list-style-type: none"> Process for identifying and developing TM's 		HL
c. All Stars TiD Management & Coach Selection for Australian Trip	Jacqui Moynihan and Eric Pampalone appointed as Team Managers. Team Coach to be selected by NZSCAT.	Action Item <ul style="list-style-type: none"> Notification of selections to the Team and with the necessary requirements to be completed and returned by mid-October. 	ASAP	HL

d. By-Laws updated	Inclusion of an additional clause to ensure an Awards event is held on an annual basis as agreed at the Swimming Wellington AGM.	Action Item Swimming Wellington will hold an annual award event in November Move: MB / CD Carried	Update	HL
e. KPI's Regional	Request from SNZ for updated Regional KPI's SW has 6 KPI's which were considered and will be updated.	Action Item Goal 1 <ul style="list-style-type: none"> ▪ Increase numbers in the Region's competitive numbers ▪ Increase numbers taking part in our sport ▪ Numbers qualifying for National event Goal 2 Implementation of SNZ database <ul style="list-style-type: none"> ▪ Club standards and information using the Goal 3 <ul style="list-style-type: none"> ▪ Continue to secure funding for Events role ▪ Surplus target at year end ▪ Maintaining the funding plan Goal 4 <ul style="list-style-type: none"> ▪ Governance Training plan for Clubs Goal 5 <ul style="list-style-type: none"> ▪ Strategic relations plan Goal 6 Remains as is <ul style="list-style-type: none"> ▪ Check numbers for KPI's and add results ▪ MB / HL to update 	9 Oct 2015	HL/MB
b. Consent Agenda	Discussion	Decision/Action	Time Frame	Responsibility
a. Payment for approval	Payments submitted for approval.			
b. Funding requests	Confirmation of funding request to assist with funding the TiD Programme to Australia.			
c. Inter Club/Regional Transfers	Transfers as submitted			

d. Records	No records to ratify this meeting.	Consent Agenda Moved: PM/ SR Carried		
c. Reports	Discussion	Decision/Action	Time Frame	Responsibility
a. Operations Report	Tabled	Operations and Financial Reports moved and accepted		
b. Financial Report	Tabled	Moved: CD/PM Carried		
c. Other Committee Reports				
d. Minutes	Discussion	Decision/Action	Time Frame	Responsibility
	Minutes previously circulated	Minutes are approved as true and accurate record Minutes confirmed Moved: MB/TM Carried		
e. Topics for next meeting	Discussion			
	Year-end function - 14 November 2015			
f. Meeting Evaluation	Discussion			
Meeting Evaluation -	Time well spent on strategic issues.			
Meeting Closed:	Meeting closed : 8.55pm	Meeting schedule: <ul style="list-style-type: none"> Next meeting - 10:00am, Sunday 11th October 2015, Wanganui. Venue to be confirmed. 	ASAP	SR

Being a true and correct record of the meeting held: _____ Date: _____

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
1	376854	Jordyn Vlas	Upper Hutt Swimming Club	SwimZone Racing	22/07/2015
2	952206	Luke Loader	Aquajets	Masterton Swimming Club	27/07/2015
3	388429	Hugo Rutherford	Aquajets	Masterton Swimming Club	30/07/2015
4	391225	Jock Rutherford	Aquajets	Masterton Swimming Club	30/07/2015
5	388200	Jack Younger	Aquajets	Carterton Swimming Club	30/07/2015
6	388434	Anita Lyford	Aquajets	Carterton Swimming Club	30/07/2015
7	362246	Macy Lyford	Aquajets	Carterton Swimming Club	30/07/2015
8	949817	Gina Betty	Dannevirke Swimming Club	Breakers Swim Club Upper Hutt	26/08/2015
9	951192	Kylah Betty	Dannevirke Swimming Club	Breakers Swim Club Upper Hutt	26/08/2015
10	945304	Jada Betty	Dannevirke Swimming Club	Breakers Swim Club Upper Hutt	26/08/2015
11	953380	Emma Savage	Maranui Swimming Club	Capital Swim Club	27/08/2015
12	947579	Finnegan Kirkaldy	Porirua City Aquatics	Raumati Swimming Club	27/08/2015
13	947578	Cormac Kirkaldy	Porirua City Aquatics	Raumati Swimming Club	27/08/2015

d) **Wellington Records (Nil)**

SW Winter Champs , Wellington Regional Aquatic Centre, 18-26 July 2015											
Benjamin Stirling	CAP	12	50	BREAST	34.60	18.07.15	35.34	07.08.93	Jarrold Brown	SC	1
Ben Walsh	CAP	18	50	BREAST	29.16	18.07.15	29.91	11.09.11	Tom Ward	SC	2
Ben Walsh	CAP	18	200	BREAST	2.15.55	19.07.15	2.18.31	02.08.08	John Gatfield	SC	3
Bronson Lloyd	PCA	12	400	IM	5.07.74	25.07.15	5.15.92	18.06.95	Sebastian Young	SC	4
Alex Pampalone	KRI	18	50	BACK	29.90	25.07.15	30.22	07.08.11	Ellen Quirke	SC	5
Ben Walsh	CAP	18	100	BREAST	1.02.52	25.07.15	1.03.12	19.07.08	John Gatfield	SC	6
Bronson Lloyd	PCA	12	100	IM	1.07.10	26.07.15	1.09.80	08.06.03	John Gatfield	SC	7
Bronson Lloyd	PCA	12	50	FREE	27.70	26.07.15	27.76	26.09.09	James Botherway	SC	8
Jenna Rolston-Larking	TWA	11	100	FLY	1.10.78	26.07.15	1.10.84	22.07.01	Sally Green	SC	9

NZ Short Course, Sir G. Glenn National Aquatic Centre, Auckland, 11-15 August 2015											
Ben Walsh	CAP	18	100	BR	1.01.24	11.08.15	1.03.12	19.07.08	Own	SC	10
Shannon Schimanski	WSC	15	100	BR	1.10.99	11.08.15	1.12.35	21.08.04	Rachel Loo	SC	11
Bronagh Ryan	PCA	OPEN	100	BR	1.10.25	11.08.15	1.10.26	02.09.15	Own	SC	12
Ben Walsh	CAP	18	50	BR	29.11	12.08.15	29.91	11.09.11	Own	SC	13
Shannon Schimanski	WSC	15	50	BR	32.94	12.08.15	33.12	28.09.08	Ellen Quirke	SC	14
Bronagh Ryan	PCA	OPEN	50	BR	32.29	12.08.15	32.31	29.09.13	Own	SC	15
Ben Walsh	CAP	18	50	BR	28.75	12.08.15	29.11	12.08.15	Own	SC	16
Ben Walsh	CAP	OPEN	50	BR	28.75	12.08.15	28.79	02.10.13	Own	SC	17
Bronagh Ryan	PCA	OPEN	50	BR	32.05	12.08.15	32.29	12.08.15	Own	SC	18
Chelsey Edwards	SZR	14	50	FR	26.45	13.08.15	26.95	31.08.94	Nicola Chellingworth	SC	19
Rebecca Moynihan	RAU	17	50	FR	25.99	13.08.15	26.20	12.09.09	Samantha Lee	SC	20
Ben Walsh	CAP	18	200	BR	2.15.17	13.08.15	2.18.31	02.08.08	Own	SC	21
Ben Walsh	CAP	18	200	BR	2.12.06	13.08.15	2.15.17	13.08.15	Own	SC	22
Emma Robinson	CAP	OPEN	800	FR	8.31.04	14.08.15	8.36.44	02.09.14	Own	SC	23
Chelsey Edwards	SZR	14	100	FR	57.75	15.08.15	58.06	01.09.15	Ellen Quirke	SC	24
Chelsey Edwards	SZR	14	100	FR	57.62	15.08.15	57.75	15.08.15	Own	SC	25
Samantha Lee	CAP	OPEN	200	FL	2.10.05	15.08.15	2.10.05	30.09.12	Own	SC	26
Alex Pampalone	KRI	18	50	BK	29.78	15.08.15	30.22	07.08.11	Own	SC	27

Relays (Nil)

NZ Records

SW Winter Champs , Wellington Regional Aquatic Centre, 18-26 July 2015											
Bronson Lloyd	PCA	12	100	IM	1.07.10	26.07.15	1.07.34	24.08.03	Malcolm Richardson	SC	1

Paralympic Records (Nil)

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