



Minutes of Swimming Otago Board
Held at the Moana Pool Poolside Meeting room and via Skype on
10 August 2017 at 5.00pm

PRESENT

Matthew Heaton, Peter Christophers, Mark Familton, Mike Smith, Richard Hutchens, Kurt Crosland, Kerren Keach

APOLOGIES

WELCOME

Matt welcomed everyone to the meeting

MINUTES PREVIOUS MEETING

The minutes of previous meeting on the 27 June 2017 as circulated were confirmed as correct

Carried By: Peter and Mark

CORRESPONDENCE

The correspondence up to 7 August 2017 was tabled

Carried by: Matt and Kurt

FINANCIAL REPORT

Reports up to 8 August were tabled.

Working Account, current balance \$33490.51

Swimmer Representative Fund, \$28831.00, 150 days @ 3.3%, maturity date 25/10/17

Term Deposit, \$20525.21, 240 days @ 3.6%, maturity date 19/02/18

Accounts Receivable, outstanding debt \$9022.00

Accounts Payable, outstanding payments \$13452.00

Matters Arising

Late Payment policy - \$100.00 flat fee for all outstanding balances 28 days after invoice date, covering costs incurred by us such as administration, overdraft fees etc

SO Representative Fund is to be reviewed – possibility of moving to a scholarship type arrangement

Reduction in membership numbers has effected income forecasts

Carried by: Matt and Mike

ACTION POINTS FROM PREVIOUS MEETING

Action	Person Responsible
Otago Records move to single age groups	Matt and Alan – TM will create new records, dates can then be checked, Kerren to produce a report for checking
H & S Management plan	Kerren – working with Nevan Trotter to finalise
Technical Official Policy and Progression	Completed
Offer opportunities to those clubs where their members don't compete ie: Dunedin Swimming Club	Board – events where there are no DQ's, meet with clubs to organise, 11/12 yrs being asked to commit to sport to early. Fill the gap in training expectations between club night and DSCB squad, offering more than one weekly club night

Signage – pull up banners and fabric banner for travel	Kerren and Kurt – fabric banner, using the big O as its well known in the region
Team Otago shirt	Board – cleaning out storage cupboard found a huge bag of new polo shirts, to be given to swimmers going to SI Champs as a test run. To be worn out to dinner on the last night.
Team Manager Guidelines	Matt – ongoing
Role of Board and Committees	Board – What do our members see our role as being? Historically based RSO roles has been competitive based, is that still the case? Monkey Survey to be completed, consisting of 5-6 basic questions. Mike to circulated questions, once finalised Mark to facility Monkey Survey.
Our vision, mission statement, strategic plan, key performance indicators documents	Board – Monkey Survey to be completed ASAP prior to further discussion
Makos Feedback	Completed
SNZ regulations Feedback	Completed
Oamaru Swim Club response letter	Kerren

ADMINISTRATION REPORTS

The administration report was tabled.

OTAGO SWIMMER REPRESENTATIVE FUND

Fund policy states, 50 cents per entry for each Swimming Otago run meet be deposited into fund. The bank account only allows deposits twice yearly, next deposit to consist of ;

	Total Entries		Swimmers Fund
Winter Series #1	482	0.5	241.00
Otago Secondary School Championships	516	0.5	258.00
Winter Series #2	350	0.5	175.00
Winter Series #3	683	0.5	341.50
Otago Winter Championships	790	0.5	395.00
	2821	0.5	\$1410.50

FUNDING APPLICATIONS

Provider	Purpose	Amount	Status
Otago Community Trust	2017/18 Programs	\$12000.00	Accepted, final sign off required
The Lion Foundation	Pool hire for regional championships	\$9417.25	Pending

TEAM TRAVEL

Meet	Numbers	Budget	Team Manager Approx. Costs
SI Championships	21	\$12400.00	\$500ea via rental vans
NZ Short Course	19	\$29014.00	\$1450ea
NZ Division II	20	\$13900.00	\$695ea no flights included
NZ Age Group Championships	24	\$20000.00	\$835ea no flights included
NZ Open Championships	Auckland - 2 July 2018		

MEMBERSHIP DATA

Note: from May data doesn't include pending, incomplete or non-financial members

Membership Type	May-15	Mar-16	Jun-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	May-17	Jun-17	Jul-17
Administrator	82	78	82	74	72	71	0	0	0	72	68	67	68	63
Club Swimmer	847	727	766	761	774	795	0	0	0	791	759	692	742	111
Professional Coach	9	6	9	8	8	8	0	0	0	9	9	9	10	6
Volunteer Coach	0	1	1	1	1	1	0	0	0	11	0	0	0	0
Competitive	300	285	284	270	273	277	0	0	0	316	310	305	291	171
Life Member	0	1	0	1	1	1	0	0	0	1	1	1	1	1
Learn to Swim	240	217	245	214	213	213	0	0	0	153	143	253	261	304
Recreational Swimmer	40	0	0	0	0	0	0	0	0	1	0	0	0	8
Friend of Swimming	0	2	2	3	5	5	0	0	0	5	6	11	6	7
Non-Voting Technical Official	25	12	13	16	16	16	0	0	0	15	15	16	16	21
Volunteer	22	39	42	41	42	40	0	0	0	50	58	50	59	67
Voting Technical Official	29	40	45	37	37	37	0	0	0	40	40	40	40	23
	1594	1408	1489	1426	1442	1464	0	0	0	1464	1409	1444	1494	782

OPERATIONAL COMMITTEES

Events

Meet	Attendees/Entries/Relays	Expenditure	Income	Finalised
Winter Series #3	136/683/0	\$2243.27	\$4352	YES
Otago Winter Championships	111/790/0	NA	\$6470	NO

Technical

One of the starter boxes needs to be sent away for repairs – not holding charge

Site license for Meet Manager to be renewed as at 1 September, upgrade to included labeling facility (used at Otago Winter Championships with very positive feedback)

Team Manager to be upgraded to version 8, as previous versions are no longer supported

Timing pads were found off their hangers at the Otago Winter Championships, potential for expensive of damage (lucky this time). Pool has suggested we are move the pads in and out of the facility in the future.

Matters Arising

Winter Series was successful again this year, to be kept on our annual swim calendar

Upgrades and licence renewal for MM and TM was approved

GENERAL BUSINESS

Funding Applications

- Otago Community Trust – finalise documents to uplift donation. Thank you Otago Community Trust for your continued support of our organisation, greatly appreciated.
- Lion Foundation – application for pool hire funding, Matt signed off

Social Media

- no presents, why? Given the average age of members, a Facebook platform, directed at parents/caregivers within our swimming community would be ideal - Board approved

ACTION POINTS

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H & S Management plan	Kerren
Offer opportunities to those clubs where their members don't compete ie: Dunedin Swimming Club	Board
Signage – pull up banners and fabric banner for travel	Kerren and Kurt
Team Manager Guidelines	Matt
Role of Board and Committees – Monkey Survey	Mike and Mark

	Board
Our vision, mission statement, strategic plan, key performance indicators documents	Board
Oamaru Swim Club response letter	Kerren
MM/TM upgrade and renewal	Alan
Facebook page	Kerren

FUTURE MEETING

Next meeting to be advised

Meeting Closed at 6.40pm on Thursday 10 August 2017