



# Minutes of Swimming Otago Board

## Held at the Moana Pool Corner meeting room and Phone

### On 11 April 2019 at 7.00pm

#### PRESENT

Matthew Heaton, Mike Smith, Rob Jefferies, Mark Famliton, Richard Hutchens (apologies for lateness)

#### APOLOGIES

Kurt Crosland

#### IN ATTENDANCE

Kerren Keach

#### WELCOME

Matt welcomed everyone to the meeting

#### MINUTES PREVIOUS MEETING

The minutes of previous meeting held on the 28 February 2019 were circulated and confirmed as correct

Carried By: Matt / Mark

#### CORRESPONDENCE

The correspondence, up to 8<sup>th</sup> April 2019, was tabled.

##### Matters Arising

Bridget Hughes - Tech Suit Policy

The policy was not in force at the Otago Primary School Championships, as per the meet information. Since 1<sup>st</sup> January 2019 all event pages have been set to show this policy and where appropriate, facility evacuation plan, more care to be taken to ensure policies only appear when being implemented within the meet information (flyer). There is no wording in the policy regarding leg grippers but within the permitted diagram of female swimwear there is leg grip wording. This part of the diagram is to be removed. It's the Boards intent to have all rules, regulations and policies enforced, to the best of our Technical Officials ability at any competition held within our region. Reply to Bridget Hughes as above.

Neptune Swim Club – Grants Applications

The board is in agreement, to maximise our funding success for all members requires a joint, Board and Clubs, effort. Suggestion of a Grants sub-committee be formed, creating a solid relationship with funders, annual application planning and submission covering all large regional expenses incurred annually ie: travel, accommodation, pool hire, equipment etc expenses. Reply to Neptune Swim Club as above, email clubs requesting committee members.

Carried by: Matt / Rob

#### FINANCIAL REPORT

Financial reports, up to 8 April 2019, were tabled.

**Working Account**, current balance \$38985.29

**Cash Passport**, current balance \$122.15

**Petty Cash**, \$187.00

**Swimmer Representative Fund**, \$33970.00, 180 days @ 3.25%, maturity date 1 June 2019

**Term Deposit**, \$21689.97, 180 days @ 3.25%, maturity date 13 August 2019

**Accounts Receivable**, outstanding debt \$2154.00 – mostly Primary School Championships entry fees

**Accounts Payable**, outstanding payments \$100.00 – Quality Presentations

##### Matters Arising

Accounts are ready for the auditor.

Carried by: Matt / Richard

#### ACTION POINTS FROM PREVIOUS MEETING

Action	Person Responsible
<b>Otago Records</b> <ul style="list-style-type: none"><li>Organise Certificates</li></ul>	Matt
<b>Bi-Annual Club Survey via Survey Monkey</b> <ul style="list-style-type: none"><li>Held Over</li></ul>	Held over

<b>Athlete Development Program</b> <ul style="list-style-type: none"> <li>Email squads, order shirts and catering once registration closes – 20<sup>th</sup> March</li> </ul>	ID Talent and Development Squad to be held on 12 May, previous date cancelled due to malfunction at the facility
<b>Meeting with Nic, Moana Pool Manager</b> <ul style="list-style-type: none"> <li>Trophy Cabinet, Pool Hire Costs</li> </ul>	Matt
<b>Police Checks</b> <ul style="list-style-type: none"> <li>Policy, who's to do the vetting, cost involved, completion date expected</li> </ul>	Held over
<b>Supporting our Technical Officials at a National level</b> <ul style="list-style-type: none"> <li>Create a policy and application form, Mike to look into Donations</li> <li>Encourage more active volunteer participation especially as Technical Officials</li> <li>Swimming Australia has given permission to investigate their online official's platform</li> </ul>	Rob Kerren
<b>Swimming Canterbury West Coast Championships</b> <ul style="list-style-type: none"> <li>Matt to confirm the agreed amount prior to invoicing</li> </ul>	
<b>Media Liaison Person</b> <ul style="list-style-type: none"> <li>Establish a Volunteer role, who's interested?</li> </ul>	Held over
<b>Insurance</b> <ul style="list-style-type: none"> <li>Clubs - what are their requirements, cost of their policies would they be interested in SO negotiating a regional deal?</li> </ul>	Kerren
<b>Risk Management</b> Discuss with Alan Hale <ul style="list-style-type: none"> <li>What is required for all equipment to be stored at Moana Pool which will be covered by our insurance</li> <li>How to Manual – document all processes, installation of equipment, basic use of Omega etc</li> </ul>	Held over

## ADMINISTRATION REPORTS

Administration reports as at 8 April 2019

**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;

<b>Swimming Otago Representative Fund</b>		
<b>Opening Balance - 1 April 2018</b>		<b>\$30,241.50</b>
Otago 12 & under Championships	310.00	
Otago 13 & over Championships	251.00	
Otago Country Club Championships	110.50	
Otago Anniversary LC Meet	574.00	
Otago Winter Series #1	190.00	
Otago Secondary School Championships	255.00	
Otago Winter Series #2	287.00	
<b>Deposit - 22 June 2018</b>		<b>\$1,977.50</b>
Interest Earned - 22 June 2018		\$805.34
Caitlin Deans - Oceania Championships	268.45	
Jessica Scott - Australian State Short Course Championships	268.45	
Steffanie Gillespie - Oceania Championships	268.45	
<b>Funded - June 2018</b>		<b>-\$805.34</b>
Otago Winter Series #2	287.00	
Otago Winter Series #3	314.50	
Otago Winter Championships	359.50	
Otago Summer LC Meet	185.00	
Otago Long Course Championships	605.00	
<b>Deposit - 19 December 2018</b>		<b>\$1,751.00</b>
Interest Earned - 19 December 2018		\$516.39
Caitlin Deans - 14th FINA World Championships	172.13	
Erika Fairweather - Junior Pan Pac Championships	172.13	
Madison Wills - Australian State Short Course Championships	172.13	
<b>Funded - December 2018</b>		<b>-\$516.39</b>
<b>Closing Balance as at 31 March 2019</b>		<b>\$33,970.00</b>

## FUNDING APPLICATIONS

Funder	Project	Requested Amount	Application Status
Otago Community Trust	Athlete Development Squads (\$12000.00) Officials Development (\$3000.00)	\$15000.00	Pending

## MEET FINANCIAL STATEMENTS

Meet	Attendees/Entries/Relays	Expenditure	Income	Finalised
Otago Anniversary LC Meet	176 / 830 / 11	TBC	\$6878.90	NO
Otago Primary School Championships	385 / 826 / 49	TBC	\$4424.00	NO

## MEMBERSHIP DATA SUMMARY – tabled full membership data to 31 March 2019

	May-15	Mar-17	Mar-18	Mar-19
<b>Membership Type</b>				
Administrator	82	68	66	35
Club Swimmer	847	759	332	375
Professional Coach	9	9	7	7
Associate Coach	0	0	2	5
Competitive	300	310	259	222
Life Member	0	1	1	2
Learn to Swim	240	143	393	429
Recreational Swimmer	40	0	27	46
Friend of Swimming	0	6	5	4
Non-Voting Technical Official	25	15	21	18
Volunteer	22	58	73	105
Voting Technical Official	29	40	37	33
	<b>1594</b>	<b>1409</b>	<b>1223</b>	<b>1281</b>

## OTAGO RECORDS

<b>Individual Records Report for OSC-S</b>			
<b>Times since: 20-Nov-18</b>			
<b><u>Women 11-11 200 Back</u></b>			
<b>2:43.90</b>	<b>Abi Gibson</b>	<b>19/11/2017</b>	<b>NEPOT -OT</b>
2:40.65 **	Deegan E. Croucher at 2019 NZ	15/02/2019	OAMOT -OT
	Junior Festival - MAKO's		
<b><u>Men 12-12 800 Free</u></b>			
<b>10:21.25</b>	<b>Benjamin P. Silipo at 2017 Otago Winter Series 2</b>	<b>11/06/2017</b>	<b>WSCOT -OT</b>
9:49.34 **	Harry Summers at 2019 NZ Divis	13/03/2019	TAIOT -OT
	ion II Championships		

Individual Records Report for OLC-L					
Times since: 20-Nov-18					
<b>Women 14-14 100 Back</b>					
	1:08.24		Erika Fairweather	2/06/2018	NEPOT -OT
	1:07.02	**	Erika Fairweather at Otago LC	30/11/2018	NEPOT -OT
			Championships 2018		
<b>Women 14-14 50 Breast</b>					
	35.31		Kate Holden	17/01/2011	WVSOT -OT
	35.06	**	Madison R. Wills at 2019 Cant	17/01/2019	KIWOT -OT
			erburyWestCoast Championships		
<b>Women 16-16 50 Fly</b>					
	29.71		Aliesha Ruske	22/03/2014	NEPOT -OT
	29.31	**	Jessica Scott at Otago LC Cham	30/11/2018	NEPOT -OT
			pionships 2018		
<b>Women 16-16 100 Fly</b>					
	1:04.83		Frances Newbold	3/03/2009	NEPOT -OT
	1:04.28	**	Jessica Scott at 2018 McDonald	15/12/2018	NZL
			's Queensland Championships		
<b>Men 11 &amp; under 400 Free</b>					
	5:03.45		Sam Caradus	23/02/1995	NEPOT -OT
	5:01.30	**	Levi Heffernan at Otago LC Cha	30/11/2018	OAMOT -OT
			mpionships 2018		
<b>Men 11-11 50 Back</b>					
	35.15		Jack A. Findlay at 2015 NZ Junior Championships	20/02/2015	WSCOT -OT
	35.10	**	Liam B. Rees at 2018-2019 Sout	13/12/2018	ALXOT
			hland Long Course Championships		

Approved by: Matt / Mike

## OPERATIONAL COMMITTEES

### Events

South Island Championships – flyer to remain the same as 2018. Recommendation to the Makos Committee is for this competition to have a consistent approach to the program schedule, rules, regulations, rewards and awards moving forward which will reduce costs to host regions which will in turn reduce cost to attending athletes. Email to be sent reflecting the above.

### Technical

Tricia McNaughton has offered to conduct training courses for current and budding Technical Officials, due to her time restraints these would need to be organized at a club level.

Swimming Australia has given permission for us to investigate their online Technical Official platform. Offering an online platform for both current and budding technical officials could offer a speedy pathway progression.

Wish list was submitted, including essential equipment purchases. Prices will be sort and a funding grant put together for essential items.

## POLICY AND DOCUMENT REVIEWED

Policy Name	Review Notes	Review Date
Technical Performance Race Suit	Remove the wording, within the diagram, no leg grippers'	June 2019

## HEALTH AND SAFETY – Risk Management, Personal, Equipment, Data etc

No reportable incidents

## GENERAL BUSINESS

- Registered Charity status – currently we are a registered trust, why? Rob's investigation discovered that we perhaps don't fit but before deregistering seek advice from Accountant or Lawyer.
- Future Funding Plan – seek volunteers from clubs to form a Grants sub-committee.
- Volunteers: installation and dismantling of the competition equipment and during the actual event – pressure to go on clubs to ensure enough personal are available, could look at penalising clubs who don't supply enough numbers to run the competition successfully.
- AGM date and Member Club expectations – check with Wanaka Swim Club to ensure there is space to hold a meeting during the break at there competition being held on 26<sup>th</sup> May, otherwise it will be held during the Neptune QB meet over Queens Birthday weekend. Once location is confirmed, notify Member Clubs of the date and their requirements. We are seeking one Board member plus several members for the Grants sub-committee.

## ACTION POINTS

Action	Person Responsible
<b>Otago Records</b> <ul style="list-style-type: none"> <li>• Organise Certificates</li> <li>• Update records</li> </ul>	Matt Kerren
<b>Bi-Annual Club Survey via Survey Monkey</b> <ul style="list-style-type: none"> <li>• Held Over</li> </ul>	Held over
<b>Meeting with Nic, Moana Pool Manager</b> <ul style="list-style-type: none"> <li>• Trophy Cabinet, Pool Hire Costs</li> </ul>	Matt
<b>Police Checks</b> <ul style="list-style-type: none"> <li>• Policy, who's to do the vetting, cost involved, completion date expected</li> </ul>	Held over
<b>Technical Officials and Volunteers</b> <ul style="list-style-type: none"> <li>• Create a policy and application form, investigate Donations (dependant on the continuation of Charity Services)</li> <li>• Encourage more active volunteer participation especially as Technical Officials</li> <li>• Swimming Australia has given permission to investigate their online official's platform</li> </ul>	Mike Rob Kerren
<b>Media Liaison Person</b> <ul style="list-style-type: none"> <li>• Establish a Volunteer role, who's interested?</li> </ul>	Add to AGM and Sub Committee notice
<b>Insurance</b> <ul style="list-style-type: none"> <li>• Clubs - what are their requirements, cost of their policies would they be interested in SO negotiating a regional deal?</li> </ul>	Kerren
<b>Risk Management</b> Discuss with Alan Hale <ul style="list-style-type: none"> <li>• What is required for all equipment to be stored at Moana Pool which will be covered by our insurance</li> <li>• How to Manual – document all processes, installation of equipment, basic use of Omega etc</li> </ul>	Mark Matt
<b>Correspondence</b> <ul style="list-style-type: none"> <li>• Reply to Bridget Hughes and Neptune Swim Club as per discussed</li> </ul>	Kerren
<b>Financials</b> <ul style="list-style-type: none"> <li>• Contact Accountant to have our accounts completed for 2018/2019</li> </ul>	Kerren
<b>Annual General Meeting</b> <ul style="list-style-type: none"> <li>• Confirm with Wanaka Swim Club regarding necessary meeting space</li> <li>• Notify Member Clubs</li> <li>• Vacant positions – x1 board member, several for Grants subcommittee</li> <li>• Teleconferencing for meetings is available, minimum of five meetings yearly</li> </ul>	Kerren

## FUTURE MEETING

Next meeting: TBA

Meeting Closed at 9:00pm on Thursday 11<sup>th</sup> April 2019



Kerren Keach - Support Officer