



Minutes of Swimming Otago Board

Held at the Moana Pool, Poolside Meeting room on 12 April 2017 at 7.00pm

PRESENT

Matthew Heaton (late arrival), Peter Christophers, Richard Hutchens, Kurt Crosland, Kerren Keach

APOLOGIES

Patricia McNaughton, Lauren Semple

WELCOME

Peter welcomed everyone to the meeting, Matt arrived.

MINUTES PREVIOUS MEETING

The minutes of previous meeting on the 15 February 2017 as circulated were confirmed as correct

Carried By: Peter and Matt

CORRESPONDENCE

The correspondence up to 9 April 2017 was tabled.

Carried by: Richard and Kurt

FINANCIAL REPORT

Reports up to 31 March 2017 were tabled.

Working Account, current balance \$38962.83

Swimmer Representative Fund, \$27163.00 with a maturity date of 28 April 2017

Term Deposit, \$20000.00, maturity date of 24 June 2017

Accounts Receivable, outstanding debt \$3324.14

Accounts Payable, outstanding payments \$751.85 (both due in April)

Matters Arising

Otago Swimmers Representative Fund, deposit of \$1668.00 will be made at maturity (28 April)

Carried by: Matt and Richard

ACTION POINTS FROM PREVIOUS MEETING

Action	Person Responsible
Otago Records move to single age groups	Matt – has emailed Alan, waiting on reply
H & S Management plan	Kerren - ongoing
Halberg Foundation - 'No Exception' course – para swimming	Funded course offered to all coaches, flyer to be emailed with several course dates available to choose from in Dunedin. Out of town coaches to be offered accommodation/fuel subsidies.
Semi-Automatic Timing System	Neptune Swim Club is taking steps to purchase this equipment
Technical Officials monthly report	Kerren – ongoing, follow up with SNZ
Technical Official Policy and Progression	Tricia and Kerren – ongoing
Letter to Queenstown and Oamaru, supporting regional meets	Kerren – ongoing. Matt spoke with Sonya (Oamaru) whilst at Age Group Champs and was told because their swimmers had obtained QT's they didn't need to attend.
Offer opportunities to those clubs where their members don't compete ie: Dunedin Swimming Club	Matt spoke with Dunedin Swimming Club, happy with how they deliver services to their membership, not interested in being part of an informal race night. Still to approach Kawa Dolphins and Port Chalmers.
Role of Board and Committees	Aspiration

ADMINISTRATION REPORTS

The administration report was tabled.

Xero

Nearly up and running completely, balances will be inputted once accounts are finalised for 2016/17

SICT Invoicing

Completed within Xero

Debtors

To be followed up

FUNDING APPLICATIONS

Provider	Purpose	Amount	Status
Otago Community Trust	2017/18 Programs	\$10000.00	Pending

TEAM TRAVEL

Meet	Attendees	Budget	Actual Cost	TM Costs	Funding
NZ Divisional II	11	9619.38	9082.19	1360.39	Declined
NZ Age Group	17	22303.84	21027.51	4027.21	Declined
NZ Opens	6	7823.76	7374.21	1360.72	Declined
SI Championships	20	15300.00			NO
NZ Short Course	20	22300.00			NO

MEMBERSHIP DATA

Note: March's 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
Administrator	82	78	82	74	72	71	0	0	0	72	68
Club Swimmer	847	727	766	761	774	795	0	0	0	791	759
Professional Coach	9	6	7	6	6	6	0	0	0	7	7
Volunteer Coach	0	1	1	1	1	1	0	0	0	11	0
Competitive	300	285	284	270	273	277	0	0	0	316	310
Life Member	0	1	0	1	1	1	0	0	0	1	1
Learn to Swim	240	217	245	214	213	213	0	0	0	153	143
Recreational Swimmer	40	0	0	0	0	0	0	0	0	1	0
Friend of Swimming	0	2	2	3	5	5	0	0	0	5	6
Non-Voting Technical Official	25	12	13	16	16	16	0	0	0	15	15
Volunteer	22	39	42	41	42	40	0	0	0	50	58
Voting Technical Official	29	40	44	36	36	36	0	0	0	39	39
	1594	1408	1486	1423	1439	1461	0	0	0	1461	1406

OPERATIONAL COMMITTEES

Events

Financial statements for Otago 13 & over, Otago Anniversary, Otago Primary School and South Island Country & Town

Technical

No report received

GENERAL BUSINESS

Swimming Otago signage

Purchase two (2) pull up banners and a fabric banner for traveling to national meets. Obtain designs and quotes.

Swimming Otago team, an item to combine the team ie: cap, shirt, hoodie

Kurt to investigate t-shirt options at a cost to members of no more than \$25.00

Officials Badges

Hold over for Tricia to talk on the matter.

Annual General Meeting

To be held on Sunday 11 June in Cromwell during the session break. Tricia and Lauren will be resigning and Matt up for re-election. Clubs to be emailed the processes including nomination of board members, as its an election clubs are to nominate and advise their voting member prior to meeting.

Team Manager guidelines

Required to assist managers make decisions in line with the Boards philosophy, including departing/returning to accommodation, alcohol consumption, travel insurance etc. Enquire with bank the possibility of a debit card for team travel.

Pool Photocopier

Currently machine is unable to complete all our photocopying needs with all meet programs being copied off site. New machine will enable all printing to be copied onsite, including the ability to print directly from computer. Current annual costs; contract \$506.00 plus external printing \$660.00 (last 12 Months), new contract is \$1630 (annually) allowing 2500 mono and 150 colour prints per month. *Board Members suggested asking about compounding the printing numbers as our usage isn't constant.*

ACTION POINTS

Action	Person Responsible
Otago Records move to single age groups	Matt
H & S Management plan	Kerren
Technical Officials monthly report	Kerren
Technical Official Policy and Progression	Tricia and Kerren
Letter to Queenstown and Oamaru, supporting regional meets	Kerren
Offer opportunities to those clubs where their members don't compete ie: Dunedin Swimming Club	Matt
Signage – pull up banners and fabric banner for travel	Kerren
Team Otago shirt	Kurt
Officials Badges	Held over to next meeting
Annual General Meeting – information to clubs	Kerren
Team Manager Guidelines	Matt
Pool Photocopier	Kerren
Role of Board and Committees	Aspiration

FUTURE MEETING

Next meeting to be advised

Meeting Closed at 10.00pm on Wednesday 12 April 2017