



Minutes of Swimming Otago Board

Held at the Moana Pool Poolside Meeting room and via Skype on 27 June 2017 at 7.30pm

PRESENT

Matthew Heaton, Peter Christophers, Mark Famlton, Mike Smith, Kerren Keach

APOLOGIES

Richard Hutchens, Kurt Crosland

WELCOME

Matt welcomed everyone to the meeting, including the two new board members (Mark and Mike)

MINUTES PREVIOUS MEETING

The minutes of previous meeting on the 31 May 2017 as circulated were confirmed as correct

Carried By: Peter and Matt

CORRESPONDENCE

The correspondence up to 23 June 2017 was tabled

Carried by: Matt and Mark

FINANCIAL REPORT

Reports up to 23 June were tabled.

Working Account, current balance \$36477.19

Swimmer Representative Fund, \$28831.00

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

Accounts Receivable, outstanding debt \$371.00

Accounts Payable, outstanding payments \$524.00

Matters Arising

Term deposit, \$20000.00, to be reinvested at 3.60% for 240 days.

Follow up Orca's outstanding debit (\$40.00) from prior to April.

Carried by: Matt and Mark

APPOINTMENT OF THE SWIMMING OTAGO CHAIRPERSON

Matthew Heaton was appointed Chairperson

Carried by: Mark and Peter

APPOINTMENT OF THE SWIMMING OTAGO VICE CHAIRPERSON

Peter Christophers was appointed Vice Chairperson

Carried by: Matt and Mark

ACTION POINTS FROM PREVIOUS MEETING

Action	Person Responsible
Otago Records move to single age groups	Matt – possible use of standard times where there isn't any record held
H & S Management plan	Kerren – in progress, meet with Nevan Trotter
Technical Officials monthly report	Done, these are available upon request
Technical Official Policy and Progression	Done, with the Technical Committee for approval
Letter to Queenstown and Oamaru, supporting regional meets	Remove
Offer opportunities to those clubs where their members don't compete ie: Dunedin Swimming Club	Matt - to be part of a development plan. Couple of DSC members train with DSCB so must be interest by some
Signage – pull up banners and fabric banner for travel	Kerren - asked Kurt to look after
Team Otago shirt	Kurt - to be inclusive of all Otago clubs. Design ideas to go to clubs for their thoughts
Officials Badges	Remove
Annual General Meeting – information to clubs	Completed

Team Manager Guidelines	Matt - in progress
Pool Photocopier	To be installed this week
Role of Board and Committees	Agenda item for another meeting

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	580	0.5	290.00
Otago Secondary School Championships	516	0.5	258.00
Winter Series #2	352	0.5	176.00
Total			\$ 724.00

Available Funds for Distribution – 1 June 2017		\$421.96
Swimmer	International Meet	Application Received
Caitlin Deans – Neptune	SNZ camp and 2 competitions, USA	210.98
Stefannie Gillespie - Zenith	Australian Open Water Championships	210.98

FUNDING APPLICATIONS

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

TEAM TRAVEL

Meet	Numbers	Budget	TM Approx. Costs
SI Championships	20	16379.00	\$530ea
NZ Short Course	20	\$29014.00	\$1450ea
NZ Division II	Rotorua - 18 March 2018 – quotes are being sourced		
NZ Age Group Championships	Auckland - 17 April 2018 – quotes are being sourced		
NZ Open Championships	Auckland - 2 July 2018		

MEMBERSHIP DATA

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

OPERATIONAL COMMITTEES

Events

Meet	Attendees/Entries/Relays	Expenditure	Income	Finalised
Otago Secondary School	97/493/23	\$1680.85	\$2714.60	YES
Winter Series #2	79/352	\$1104.45*	\$2188.00	NO
Winter Series #3	136/683			NO

*waiting on pool hire invoice

Technical

Otago Records received up to 10 June 2017, see report at end

Matters Arising

Membership data, why is it report that way? Coping SNZ format. Look to change the drill down fields ie: age split.

Future discussion to be held around our vision, mission statement, strategic plan, key performance indicators.

Officials - thank you letter and their records for the 2017/18 season to be emailed

GENERAL BUSINESS

Makos Committee – performance review

- Meet locations to be looked at ie: traveling to 12+ hours Blenheim for a one day meet seems an unreasonable expectation
- SICT report has been submitted to the committee

SNZ Regulations - feedback

- No feedback

Combined DSCB, Swimming Otago, Dunedin based clubs

- Reconvening on Wednesday 12 July at 7.15pm at Moana Pool meeting room

Oamaru Swim Club – letter received

Response to letter – our OCT funding application was submitted in March, happy to support future funding applications

- Otago Community Trust (OCT) will not fund professionals
- Charity Services – as a registered charity we are required to submit annual documents and pay an annual fee, large volume of work when it has been used for the intended purpose. Moving forward, great avenue to assist clubs in reducing financial barriers

ACTION POINTS

Action	Person Responsible
Otago Records move to single age groups	Matt and Alan
H & S Management plan	Kerren
Technical Official Policy and Progression	Technical Committee
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 Otago shirt	Board
Team Manager Guidelines	Matt
Role of Board and Committees	Board
Our vision, mission statement, strategic plan, key performance indicators documents	Board
Makos Feedback	Kerren
SNZ regulations Feedback	Kerren
Oamaru Swim Club response letter	Kerren

FUTURE MEETING

Next meeting to be advised

Meeting Closed at 9.23pm on Tuesday 27 June 2017