



# SWIMMING CANTERBURY WEST COAST INC.

## MINUTES OF THE BOARD MEETING

Meeting opened 7pm via Skype on 7<sup>th</sup> December 2015

- 1. Present:** Wayne Rollinson, Janice Rennell, Graham Scammell, Monique van Vugt (Skype), Brigitte Mahan (Skype) Michael Toomey

Wayne (Chairperson) welcomed those present

- 2. In Attendance:** Amanda MacLeod (Administrator) on Skype

- 3. Apologies:** Ashley Cassin, Brigitte Mahan (Lateness)

Moved: Janice                      Seconded: Michael      Carried

- 4. Minutes of the previous meeting read and accepted**

Moved: Graham                      Seconded: Monique      Carried

- 5. Matters arising:** NIL

- 6. Correspondence in / out:**

### **SNZ**

Health & Safety

2016 Zonal Championships Accommodation Information.

2016 Winter Meets

Summer Water Safety Competition

2016 Georgina Hope Foundation Australian Age Group Championships – Availability

Zonal Meet 2016

Travel Authorisation Policy

Right to Compete

CRC (Chair / Regional Chairs) Meeting - 17.11.15

### **Regions**

Zonal Champs

### **Sport Canterbury**

Marriotts Hadlee Sports Awards - Nomination reminder

### **Clubs**

Blanket Permission to Travel from QEII for their University Students

### **Other**

**Correspondence**    Moved: Janice                      Seconded: Monique                      Carried



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### 7. Transfers

Mr J C Baker from Wharenui Swim Club to Waitaha Swim  
Miss D N Walsh from Neptune ASC to Swim Timaru  
Miss A Venn from Wanaka Swimming Club to Temuka  
Miss S Atkins from Wanaka Swimming Club to Jasi Swim Club  
Mr N A Close from Jasi Swim Club to North Canterbury Swim Club Inc.

Moved: Janice                      Seconded: Graham    Carried

### 8. Records

#### Women 15-15 1500 Free

|            |   |           |           |
|------------|---|-----------|-----------|
| 17:42.61   | Lucy Clough at 2014 Auckland Winter Championships   | 1/08/2014 | ASTCB -CB |
| 17:30.39** | Kyra E. Forrest at SCWC 2015 November Distance Meet | 6/11/2015 | WHACB-CB  |

Moved: Graham                      Seconded: Michael                      Carried

### Financial records

#### ACCOUNTS PAID:

|           |                               |           |
|-----------|-------------------------------|-----------|
| 2-Oct-15  | Squad Pool Hire               | 96.60     |
| 2-Oct-15  | Car Hire - AGM                | 174.43    |
| 2-Oct-15  | Nags Subsidy Selwyn           | 281.25    |
| 2-Oct-15  | Nags Subsidy QEII             | 393.75    |
| 2-Oct-15  | Nags Subsidy Wharenui         | 1,154.35  |
| 6-Oct-15  | Kimberley Gardens Ho          | 6,252.79  |
| 12-Oct-15 | SI Champs Relays              | 240.00    |
| 12-Oct-15 | SI Chamops penalties          | 250.00    |
| 20-Oct-15 | Oct Offiice Exp               | 65.00     |
| 20-Oct-15 | ph/internet oct               | 124.58    |
| 20-Oct-15 | Warehouse Stationary          | 31.44     |
| 20-Oct-15 | BBIT Solutions Email Servic   | 25.30     |
| 21-Oct-15 | SNZ Affiliations Swimmers     | 2,719.50  |
| 21-Oct-15 | SNZ affiliation swimmers      | 888.00    |
| 21-Oct-15 | PAYE Payment                  | 506.04    |
| 21-Oct-15 | SNZ Affiliation swimmers      | 499.50    |
| 21-Oct-15 | Develo Pool Hire 162713       | 156.00    |
| 21-Oct-15 | Pete Burgon Devel prizes      | 20.48     |
| 21-Oct-15 | HTS Group Starter repair      | 575.00    |
| 29-Oct-15 | Pro Aqua Services Lt          | 54.00     |
| 29-Oct-15 | DIA Charities Servic Annual   | 51.11     |
| 30-Oct-15 | BOL Monthly Charges           | 20.00     |
| 30-Oct-15 | Cert Frame                    | 6.59      |
| 6-Nov-15  | Transfer                      | 20,000.00 |
| 17-Nov-15 | Pro Aqua Services Lt squad    | 72.00     |
| 17-Nov-15 | Courier fee - starter         | 62.00     |
| 20-Nov-15 | Nov office exp                | 65.00     |
| 20-Nov-15 | Bronze Accomodation           | 6,084.00  |
| 20-Nov-15 | SNZ Affiliations coach offici | 2,115.00  |
| 20-Nov-15 | SNZ Swimmer Affiliations      | 1,387.50  |



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| 20-Nov-15 | SNZ Affiliations Payment     | 888.00    |
| 20-Nov-15 | Squad caps                   | 340.69    |
| 20-Nov-15 | Printing Memorial Towels     | 138.00    |
| 20-Nov-15 | Trailer rego                 | 35.57     |
| 20-Nov-15 | BBIT Solutions Email Service | 25.30     |
| 20-Nov-15 | Warehouse Stationary         | 9.79      |
| 20-Nov-15 | ph/internet oct              | 124.58    |
| 23-Nov-15 | Plastic cups memorial meet   | 35.87     |
| 24-Nov-15 | Bronze Catering 16573605     | 4,320.00  |
| 24-Nov-15 | Awards Memorial Trophies     | 156.80    |
| 25-Nov-15 | IPC WR Fee 16636913          | 83.10     |
| 27-Nov-15 | Inland Revenue Depart GST    | 3,782.82  |
| 30-Nov-15 | BOL Monthly Charges          | 50.00     |
| 30-Nov-15 | Carnival Towels              | 47.94     |
| 30-Nov-15 | Relay towels - memorial meet | 127.84    |
|           |                              | 88,538.25 |

### **ACCOUNTS to PAY:**

|                   |            |
|-------------------|------------|
| Medals            | \$ 9473.70 |
| XCM Squad uniform | \$ 2003.31 |

### **OVERDUE ACCOUNTS:**

#### AquaGym Swimming Club

3-Nov-15 Due 03/11/15 Inv 14693 15.00

Greymouth Swimming Club 105.50

12-Nov-15 Due 12/11/15 Inv 14707 105.50

Hokitika Swim Club 1084.50

1-Oct-15 Due 01/10/15 Inv 14632 949.50

24-Nov-15 Due 24/11/15 Inv 14710 39.00

24-Nov-15 Due 24/11/15 Inv 14711 96.00

Jasi Swim Club 60.00

24-Nov-15 Due 24/11/15 Inv 14712 60.00

QEII Swim Club 175.50

1-Nov-15 Due 01/11/15 Inv 14685 130.00

24-Nov-15 Due 24/11/15 Inv 14725 45.50

Selwyn Swimming Club 24.00

24-Nov-15 Due 24/11/15 Inv 14719 24.00

Swim Timaru Inc 80.50

24-Nov-15 Due 24/11/15 Inv 14726 32.50

24-Nov-15 Due 24/11/15 Inv 14722 48.00

297.00

Vikings Swim Club 109.00

24-Nov-15 Due 24/11/15 Inv 14718 96.00

24-Nov-15 Due 24/11/15 Inv 14727 13.00

Waitaha Swim Club 1640.00

1-Nov-15 Due 01/11/15 Inv 14676 633.00

24-Nov-15 Due 24/11/15 Inv 14730 923.00

24-Nov-15 Due 24/11/15 Inv 14717 84.00



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|                    |              |     |       |        |                |
|--------------------|--------------|-----|-------|--------|----------------|
| Wharenui Swim Club |              |     |       |        | 1567.50        |
| 1-Nov-15           | Due 01/11/15 | Inv | 14677 | 633.00 |                |
| 1-Nov-15           | Due 01/11/15 | Inv | 14692 | 325.00 |                |
| 9-Nov-15           | Due 09/11/15 | Inv | 14704 | 82.50  |                |
| 24-Nov-15          | Due 24/11/15 | Inv | 14729 | 455.00 |                |
| 24-Nov-15          | Due 24/11/15 | Inv | 14716 | 72.00  |                |
| Westport Swim Club |              |     |       |        | 527.50         |
| 12-Nov-15          | Due 12/11/15 | Inv | 14709 | 527.50 |                |
|                    |              |     |       |        | <b>6477.75</b> |

Accounts Moved: Michael                      Seconded: Janice                      Carried

### 9. Funding Report

| Provider               | Purpose                                     | Amount       |
|------------------------|---|--------------|
| NZ Community Trust     | Administration                              | \$ 20,000.00 |
| Mainland Foundation    | Swimmers & Officials National Meets         | \$20,000.00  |
| Trust Aoraki           | Junior Champs Pool Hire                     | \$3000.00    |
| NZ Racing Board        | Pool Hire Memorial Meet & Canterbury Champs | \$6579.89    |
| Pub Charity            | Championship Medals                         | \$8238.00    |
| Four winds Foundations | Ribbons                                     | \$700.00     |

### Declined Applications

| Provider                   | Purpose                   | Amount      |
|----------------------------|---------------------------|-------------|
| Canterbury Community Trust | Administration Expenses   | \$30,000.00 |
| Infinity Foundation        | Administration Top Up     | \$10,000.00 |
| Ashburton Licensing Trust  | SIC&T Pool Hire & Ribbons | \$5077.00   |

### Pending Application

| Provider         | Purpose                         | Amount    |
|------------------|---------------------------------|-----------|
| Lions Foundation | SIC&T Pool Hire & Regional Caps | \$3966.00 |
| Youthtown        | SIC& T Ribbons                  | \$2242.50 |

Moved: Monique                      Seconded: Michael                      Carried



## SWIMMING CANTERBURY WEST COAST INC. MINUTES OF THE BOARD MEETING

### 10. Membership

#### Current Membership Numbers (as at 1 December 2015)

| < 12 Years | 13/14 | 15/16 | 17/18 | >19 | Total |
|------------|-------|-------|-------|-----|-------|
| 330        | 173   | 99    | 44    | 27  | 673   |

#### Previous Seasons

| Date      | Competitive Swimmers |
|-----------|----------------------|
| 30/06/15  | 689                  |
| 30/6/2014 | 605                  |
| 30/6/2013 | 648                  |
| 30/6/2012 | 762                  |
| 30/6/2011 | 866                  |
| 30/6/2010 | 929                  |
| 30/6/2009 | 696                  |
| 30/6/2008 | 612                  |
| 30/6/2007 | 666                  |
| 30/6/2006 | 728                  |
| 30/6/2005 | 807                  |
| 30/6/2004 | 757                  |

Competitive numbers = combined numbers of CWC and ED prior to amalgamation

#### Technical KPI's

| Task                    | Current Numbers | Target Increase %<br>12mth period | Target Numbers | Qualified in the last 3 months | Year to Date Numbers |
|-------------------------|-----------------|-----------------------------------|----------------|--------------------------------|----------------------|
| <i>IOT – Regional</i>   | 42              | 20%                               | 50             | -1                             | 45                   |
| <i>IOT – National</i>   | 11              | 25%                               | 14             | 1                              | 13                   |
| <i>Stroke Judge*</i>    | 5               | 60%                               | 8              | 0                              | 6                    |
| <i>Starter</i>          | 7               | 30%                               | 9              | 0                              | 8                    |
| <i>Regional Referee</i> | 6               | 15%                               | 7              | 1                              | 6                    |
| <i>National Referee</i> | 8               |                                   | 8              | 1                              | 8                    |

\*New Qualification \*\* Target 5% increase after first year



## SWIMMING CANTERBURY WEST COAST INC. MINUTES OF THE BOARD MEETING

| <b>Follow up outstanding Items from <u>Previous Meetings</u></b>   |  |
|--|--|
| <p>a) Review follow-up items from previous meeting</p> <p>We still need to look into operating a Long distance meet with swimming two swimmers per lane – what are the H &amp; S issues the Technical committee were concerned with? If we operate in a pool with wide lanes (e.g. Timaru) then there should be no concerns?</p> <p>Monique to follow-up again with Ron and Lesley as no progress nor conclusion as to why this won't work</p> | <p><b>Monique</b><br/><b>W.I.P</b></p> |
| <p>b) Wayne moved that Ashley investigate some possible corporate funding and sponsorship for our Squad Pathways expenses including caps and uniforms.</p> <p>Moved: Wayne                      Seconded: Janice                      Carried</p> <p>Ashley to progress further and have some concepts for the next meeting</p>  | <p><b>Ashley</b><br/><b>W.I.P</b></p>  |
| <p>c) Annual Report Layout (Redesign)</p>  | <p><b>Janice</b></p>                   |
| <p>d) Meeting with Christchurch based clubs on future going forward</p>  | <p><b>Wayne</b></p>                    |





## SWIMMING CANTERBURY WEST COAST INC. MINUTES OF THE BOARD MEETING

|  |                 |
|--|-----------------|
| Amanda to ask the events committee to ask the coaches and clubs why they didn't attend or with greater numbers the Memorial Meet (Ashburton, Greymouth, Selwyn)  | <b>Amanda</b>   |
| Amanda to get minutes, agenda and financials out two weeks prior to the meeting.   | <b>Amanda</b>   |
| Amanda to ask the events committee why they raised concerns over there being no board members at the memorial meet, Brigitte and Amanda were both present.   | <b>Amanda</b>   |
| The second Canterbury Carnival numbers are looking very low, the board decided that for the meet to go ahead there needs to be 90 swimmers entered. Amanda to email all clubs with the decision to cancel if by 9pm on the day of entries closing there were not enough swimmers. This will apply to all future Carnivals.   | <b>Amanda</b>   |
| Amanda to follow up with the Event Committee with regards to what relays they suggest need replacing to enable more opportunities for teams to break relay records. Many of the age groups and distances are now not being swum.   | <b>Amanda</b>   |
| Jellie Park- Wayne has asked for all bullet points outlined in an email to Nigel Cox re upgrading of Jellie park except for the concrete pad for the trailer as this was deemed not urgent. The following we will be asked for in future <ul style="list-style-type: none"> <li>• Backstroke start ledges, possibly not urgent for use at Jellie Park</li> <li>• Large Screen</li> </ul> | <b>Note all</b> |
| Amanda to work out how many medals will be needed for the Regional SC Champs and costs and email the board. Board agreed to host this event at Jellie Park   | <b>Amanda</b>   |

**The meeting closed at 8.53pm**

**The next meeting will be held 1<sup>st</sup> February 2016 via Skype on at 7pm**