



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting opened at Jellie Park, Christchurch on 27th June 2015

1. Present: Wayne Rollinson, , Ashley Cassin, Janice Rennell, Graham Scammell, Michael Toomey

Wayne (Chairperson) welcomed those present

2. In Attendance: Amanda MacLeod (Administrator)

3. Apologies: Monique van Vugt, Brigitte Mahan, Michael Toomey (lateness)

Moved: Ashley Seconded: Janice Carried

4. Minutes of the previous meeting read and accepted

Moved: Ashley Seconded: Wayne Carried

5. Matters arising:

Janice to check on the open water cups

6. Correspondence in / out:

SNZ

2015 Swimming New Zealand Awards

Club Swimmers Status

REMINDER: Information and Voting Requirements

Swimming New Zealand Appointments Panel Nomination Form

Clubs

Selwyn requests a meet on the 20th September at Rolleston

Regions

Masters Games - Early bird registrations end 30 June

Sport Canterbury

Others

NZ Swimming Trust



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Correspondence

Moved: Janice

Seconded: Graham

Carried

7. Transfers

Miss M L Cardona-Hay from Selwyn Swim Club to Hillcrest Swim Club
Miss S A Close from QEII Swim Club to Jasi Swim Club
Mr N A Close from QEII Swim Club to Jasi Swim Club
Miss C A Close from QEII Swim Club to Jasi Swim Club
Mr G H Morrow from QEII Swim Club to Jasi Swim Club
Peter Nichols from Wharenui Swim Club to Waitaha
Miss S Batchelor from Aquagym to North Canterbury

Moved: Graham

Seconded: Ashley

Carried

8. Records

Club Relay Records Mens Open 800m Freestyle

7:49.57	Wharenui Swimming Club (Hutchins, Lemon, Easter, Wilson)	25/03/12	CB
7:48.26**	Wharenui Swimming Club (Hutchins, Rahurahu, Anngow, Campbell)	14/04/15	CB

Women 14-14 1500 Free

18:38.41	Caitlin J. Rennell at Jasi Winter Meet 2010	18/06/2010	JASCB
17:44.51**	Kyra E. Forrest at SCWC 2015 Distance Meet	18/06/2015	WHACB-CB

Moved: Ashley

Seconded: Graham

Carried



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9. Financial records

ACCOUNTS PAID:

11-May-15	Auditors Confirm Rep @	50.00
11-May-15	Accommodation Reg Manager	360.00
19-May-15	Flight Reg Mangager	44.00
19-May-15	Hannah Bates Nags Entry Fees	61.25
19-May-15	May Off Exp	65.00
19-May-15	Ph/Internet	123.68
19-May-15	Reg Manager Flights	123.95
19-May-15	Squads Pool Hire	129.00
19-May-15	PAYE April	632.55
20-May-15	WESTPAC Business Crd	14.76
25-May-15	Coffee	6.99
27-May-15	Credit Card Fee	50.00
28-May-15	Inland Revenue Depart GST	116.85
29-May-15	Officials Accommodation	1,039.80
29-May-15	BBIT Solutions Email set up	94.30
29-May-15	Email Payment May	51.75
29-May-15	DIA Charities Service 2014	51.11
29-May-15	DIA Charities Service2013	51.11
8-Jun-15	New Zealand Swimming Trust	1,500.00
8-Jun-15	Canterbury Sports Foundation Sub	55.00
18-Jun-15	Transfer	1,100.00
19-Jun-15	PAYE May	506.04
22-Jun-15	June Office Exp	65.00
22-Jun-15	WESTPAC Business Crd	416.99
22-Jun-15	Accomplish Support	366.85
		13,217.66

ACCOUNTS to PAY:

Tri Series Accommodation	\$1670.00
Tri Series Prizes	\$ 800.00
Squad Caps	\$1613.39
SNZ Catch up Registrations	\$7735.00
SNZ Results Levy	\$3789.50

OVERDUE ACCOUNTS:

Ashburton Swim Club				
	8-Apr-15	Due 30/04/15	Inv 14534	59.50
Hokitika Swim Club				
	4-Mar-15	Due 18/03/15	Inv 14445	50.00
QEII Swim Club				
				1346.00
	30-Mar-15	Due 13/04/15	Inv 14507	30.00
	8-Apr-15	Due 30/04/15	Inv 14536	85.00
		Due26-Jun-15	Inv 14545	1231.00
Waitaha Swim Club				
	30-Mar-15	Due 13/04/15	Inv 14509	70.00



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Janice gave an overview of the Annual Accounts and where major spending had occurred as well as the financial position of each of our regional meets.

As a result of missing out on Administrative funding Janice has arranged the drawing down of one of the regions term deposits. The new banking rule means we are required to wait 30 days before the term deposit funds are available to us. As a results of this a temporary overdraft has been put in place should we need it.

Moved: Michael Seconded: Graham Carried

Board please be aware Janice reviews monthly financials before each meeting

Accounts Moved: Graham Seconded: Ashley Carried

10. Funding Report

Provider	Purpose	Amount
NZ Community Trust	Administration	\$20,000.00

Declined Applications

Provider	Purpose	Amount
Canterbury Community Trust	Administration Salary & Costs 2015/16	\$43,050.00

Pending Application

Provider	Purpose	Amount
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Janice met with the Mainland Board and they are keen to continue supporting swimming in our region.

Janice moved we apply to Mainland Foundation for Swimmers and Officials Expenses to our National meets in 2016.

Moved: Janice Seconded: Wayne Carried

11. Membership

Current Membership Numbers (as at 30 Jun 2015)

< 12 Years	13/14	15/16	17/18	>19	Total
305	207	107	45	42	689

Previous Seasons



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Date	Competitive Swimmers
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

<i>Task</i>	<i>Current Numbers</i>	<i>Target Increase 12mth period</i>	<i>%</i>	<i>Target Numbers</i>	<i>Qualified in the last 3 months</i>	<i>Year to Date Numbers</i>
<i>IOT – Regional</i>	26	20%		32	-1	29
<i>IOT – National</i>	10	25%		13	1	13
<i>Stroke Judge*</i>	0	10%**		2	0	1
<i>Starter</i>	6	15%		7	0	6
<i>Regional Referee</i>	5	15%		6	1	5
<i>National Referee</i>	8	10%		9	1	9

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

12. General business	Follow-up / Action
a) Review follow-up items from previous meeting Items A, F, G,H, J all completed We still need to look into operating a Long distance meet with swimming two swimmers per lane – what are the H & S issues the Technical committee were concerned with? If we operate in a pool with wide lanes	Monique



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(e.g. Timaru) then there should be no concerns? Monique to follow-up again with Ron and Lesley	
b) Funding – Admin funding has now been applied for	
c) AGM Agenda – add Awards after any General Business	Amanda
d) H & S – Jellie / Equipment Wayne and Ashley have suggested some sort of barrier be erected down both sides of the pool and replace the picket fence with plastic expandable sections – a few options are being considered including sponsorship to help with purchase Still mindful of covering all cords and pushing cables to the front of the timekeepers so have asked for cabling to be placed along start blocks	Wayne & Ashley
e) 2015/16 Budget – Need to pull together a budget incl. review of outgoings	Janice
f) Michael discussed the Charity registration decision and explained that we were stuck with the decision that had been made to deregister us as a charity due to the mixture of charity and non-charitable activities we conduct ie providing for non-competitive through to High Performance athletes. This has come about since adopting SNZ regional constitution. SNZ had been deregistered as a charity last year. Michael did not believe it would affect our ability to apply for funding.	
g) MM use request for Koru Games at Selwyn pool and other equipment was approved by the Board, however they questioned the need to use the touch and felt these were not necessary. Amanda to email Rolleston to let them know they can use equipment.	Amanda
h) Selwyn Club Meet date request 20 th Sept	Amanda to direct to Events Committee
i) The SCWC Distance meet & Aquagym meet require to swap weekends due to Senior School exams. This was approved by the Board after it had been recommended by the events committee	
j) Doreen Brown Trust Minutes were circulated and Michael spoke about the best way forward for the Trust to use its funds. Amanda to email Michael Tracey Hickman's email address.	Amanda
k) Temuka request meet dates 13 th Dec & 9 th January (LC)	Amanda to direct to Events Committee
l) Geraldine meet date 10 th January	Events Committee
m) Michael as one of the trustees for the Swimming New Zealand Trust spoke to the Board on how funds are received and how they are used. The Trust generates its income from interest, shares and bonds. This allows the trust to financially assist swimmers at a high performance level who do not have any other real form of sponsorship. The funds	



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<p>distributed are aimed at travel outside of NZ. \$25,000 was given out last year where swimmers applied to the Trust and were assessed. The trust relies on donations from Clubs and regions – some pay and some don't. Michael will speak to Don Stanley about a better way to have regions support the trust which is fair and equitable. Wayne would like to see all regions contribute on a more even basis.</p> <p>Wayne moved to send a note to the Canterbury Trustee of the SNZ Trust to formally consider a proposal for a pro rata levy on regions. Moved: Wayne Seconded: Janice Carried</p>	<p>Wayne</p>
<p>n) Metro Centre – no further developments. Janice was happy to be part of any committee formed for discussion on the planning and developing of this venture.</p>	
<p>o) Janice moved to apply to the Lions Foundation for the cost of 50% of the pool hire in Dunedin for 2016 Canterbury Championships.</p> <p>Moved: Janice Seconded: Wayne Carried</p>	
<p>p) A request to include a new category to our regional service/honours awards for coaches was approved by the Board.</p> <p>Moved: Janice Seconded: Ashley Carried</p>	
<p>q) Wayne moved to apply to the NZ Racing Board for financial assistance towards medals for the Memorial Meet, Junior Championships and Canterbury Championships.</p> <p>Moved: Wayne Seconded: Ashley Carried</p>	
<p>r) The Board approved the Coaching group's recommendations regarding Junior Carnivals and Non-Targeted meets. Wayne to email out to all clubs the new recommendations</p>	<p>Wayne</p>
<p>s) 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</p>
<p>t) The squad pathways document was approved by the Board. Graham moved to approve up to \$12,000 for Squad Expenses to be paid for by the Board. Amanda to email David Prattley</p> <p>Moved: Graham Seconded: Michael Carried</p>	<p>Amanda</p>
<p>u) Jellie Park – Julian Fallon from Sport Canterbury is liaising with Christchurch City Council on a possible solution to drain the pool to allow adjustments to be made so that touch pads can be used at swim meets.</p> <p>Julian will keep us informed of any developments.</p>	
<p>v) Wayne moved to charge swimmers \$5.50 per swimmer to recover the SNZ awards levy. This levy will be added to the swimmer registration fee they pay online.</p> <p>Moved: Wayne Seconded: Michael Carried</p>	<p>Amanda to email clubs</p>



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w) Janice moved to hold South Island Country and Town Meet in Ashburton in February 2016. Moved: Janice Seconded: Ashley Carried	
x) Ashley moved to apply to The Ashburton Licencing Trust for the cost of pool hire and ribbons in Ashburton for South Island Country and Town Meet in February 2016. Moved: Ashley Seconded: Janice Carried	Amanda
y) Wayne moved to apply to Trust Aoraki for the cost of pool hire for the SCWC Junior Championships in January 2016. Moved: Wayne Seconded: Ashley Carried	Amanda
z)	

The meeting closed at pm 12.50pm

Next meeting will be held on the Sunday 9th August at 11.30am at the Rolleston Community Centre