



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting opened at 7pm on 29th October 2019 at eMigration, Sheffield Crescent, Christchurch

1. **Present:** Chris Ponga, Scott Wagenvoord, Simon Moore, Kim Berquist, Christelle Savry, Nicky Edwards

2. **In Attendance:** Debbie Rahurahu, Rhys Pryde-Wall

3. **Apologies:** Scott Wagenvoord

Moved: Simon

Seconded: Christelle

Carried

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

Moved: Christelle

Seconded: Nicky

Carried

5. **Matters arising:** Nil

6. **Declarations of interest:** Nil

7. **Correspondence in / out:**

SNZ

Andy Kent- SNZ Service Awards
Steve Johns- SNZ AGM & Regional Charis Meeting
Anthony Bowler- Events Stats
Andy Kent- Regional Secondary School Stats
Andy Kent- 2019 SCWC Annual Awards

Makos

Regions

Swimming Wellington- New Constitutions and Board Charter
Swim Southland- SIC&T Meet

Sport Canterbury

Sport Canterbury- Invitation to Register

Clubs

Temuka- Removal of Temuka December Carnival from the 2020 Calendar
Waimate- Will not be holding a meet this year
Vikings- Permission for C & L McKenzie to compete at the Otago Champs 20-22 December
Westport- Permission to attend the SNZ Country & Town Meet 11th January
Geraldine- Wish to move their Carnival date in 2020 from early December to mid January 2021- currently in the hands of the SCWC Events Committee



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Men 14-14 100 Free

53.84 MATTHEW T. HUTCHINS at South Island Championships 2009 4/09/2009
53.70 Hugo Wrathall at 2019 NZ Short Course Championships 1/10/2019

Men 17-17 400 IM

4:28.22 Ezekiel J. Pine at 2018 State Teams Championships 3/10/2018
4:22.81 Jack Sands at 2019 NZ Short Course Championships 1/10/2019

Men 800 Free

8:05.96 Quinton Hurley at 14th FINA World Championships 11/12/2018
7:59.42 Quinton Hurley at 2019 NZ Short Course Championships 1/10/2019

Men 1500 Free

15:14.65 Quinton Hurley at 14th FINA World Championships 11/12/2018
15:02.32 Quinton Hurley at 2019 NZ Short Course Championships 1/10/2019

Men 100 Fly

54.00 Satori Dobbie at NZ Short Course Championships 2/10/2016
53.33 Jeremy Tasker at 2019 NZ Short Course Championships 1/10/2019

Men 100 IM

55.71 Matt PHILLIPS at 2017 NZ Short Course Championships 3/10/2017
55.29 Jeremy Tasker at 2019 NZ Short Course Championships 1/10/2019

Men 400 IM

4:23.09 Jeremy Tasker at 2018 NZ Short Course Championships 2/10/2018
4:19.99 Jeremy Tasker at 2019 NZ Short Course Championships 1/10/2019

Men 15-15 100 Free

52.40 Ben Pickersgill-Brown 21/09/2002
52.27 Zachary E. Knowles at 2019 State Teams Championships 4/10/2019

Men 16-16 50 Free

23.15 Taiko H. Torepe-Ormsby at 2019 NZ Secondary School Championships 12/09/2019
22.94 Taiko H. Torepe-Ormsby at 2019 State Teams Championships 4/10/2019

Men 16-16 50 Back

25.65 Angus W. Kelliher at 2018 State Teams Championships 3/10/2018
25.30 Taiko H. Torepe-Ormsby at 2019 State Teams Championships 4/10/2019

Men 17-17 100 Back

55.23 Angus W. Kelliher at 2019 SCWC Short Course Champs 19/07/2019
54.92 Angus W. Kelliher at 2019 State Teams Championships 4/10/2019

Men 17-17 50 Fly

24.66 Oliver R. Rayner at 2017 NZ Short Course Championships 3/10/2017
24.44 Angus W. Kelliher at 2019 State Teams Championships 4/10/2019

Moved: Simon

Seconded: Nicky

Carried

10. Financials

ACCOUNTS TRANSACTIONS:

Financials as emailed to the SCWC Board



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OVERDUE ACCOUNTS:

Contact	Current	< 1 Month	1 Month	2 Months	3 Months	Older	Total
AquaGym Swimming Club	25.55	20.00	0.00	0.00	0.00	(9.50)	36.05
Greymouth Swimming Club	165.00	0.00	0.00	0.00	0.00	0.00	165.00
Jasi Swim Club	65.00	0.00	0.00	0.00	0.00	0.00	65.00
JELLIE PARK AQUALAND	0.00	0.00	(1.00)	0.00	0.00	0.00	(1.00)
QEII Swim Club	212.65	503.05	0.00	0.00	0.00	0.00	715.70
Temuka Swimming Club	0.00	15.00	0.00	45.00	0.00	0.00	60.00
Waitaha Swim Club	440.00	0.00	0.00	0.00	0.00	0.00	440.00
Wharenui Swim Club	355.95	0.00	0.00	0.00	0.00	0.00	355.95
Total	1,264.15	538.05	(1.00)	45.00	0.00	(9.50)	1,836.70

An invoice from Essential Talent for costs incurred for accommodation and airfares was tabled- Kim to contact them to clarify the breakdown of airfare costs as they seen quite high.

Risk Map

This was tabled at the meeting- areas requiring more attention and discussion include: vetting policy, Team Manager and Coach training in relation to H&S, and all members of the Board need to become as well-versed as possible with the SCWC Constitution and Policies

Accounts

There is currently no accessibility via Business Online to make payments direct from the Templeton Account (suffix -017). Currently funds have to be transferred out to the SCWC -000 account, which is not ideal. In order for this to occur the -017 account type needs to be changed from its current status as an Online Saver account to a Westpac Bonus Saver account.

It was moved to change the account type of the Templeton account (suffix -017) from an Online Saver account to a Westpac Bonus Saver account.

Moved: Seconded: Carried

Accounts

Moved: Christelle Seconded: Chris Carried

11. Funding Report

Approved Applications

Provider		Purpose	Amount
First Sovereign Trust	01/2018	Administrator Laptop	\$1200.00
Lions Foundation	02/2018	Medals for 2018/2019 season	\$3000.00
Southern Trust	03/2018	Bal. of Medals for 2018/19 & Sth Islands (\$5462.00)	\$4500.00
Youthtown	04/2018	Pool Hire for South Islands	\$3866.00
Mainland Foundation	07/2018	Funding for SCWC Squads 2018/19	\$20,000.00
One Foundation	09/2018	Pool Hire for Regional Meets to Feb 2019	\$12,941.65
NZCT	11/2018	Administrator's Salary	\$28,500.00
NZRB	12/2018	10 x Timing Pads	\$8000.00



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Pub Charity	03/2019	Medals for the 2019/2020 season	\$5228.00
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Declined Applications

Provider	Date	Purpose	Amount
Youthtown	09/2018	Keepsake & perpetual trophy	\$605.55
Selwyn Community Fund	01/2019	Pool Hire SCWC Relay Championships	\$1276.00
CERT	03/2019	Officials Accommodation NAGs/Opens	\$4348.71

Pending Application

Provider	Purpose	Amount
Commercial Sponsor	Officials accommodation expenses	TBA
Mainland Funding	Swimmers accom. 2020 SCWC Ch & Junior Fest	\$15,000.00
One Foundation	Pool Hire for regional Meet to Feb 2020	\$14,795.64

All funds for the funding obtained for the salary of the SCWC Administrator, will be expended by December 2019. The SCWC Board determined that upon completion of the accountability for this funding with NZCT, that an application for the SCWC Administrator’s salary for 2020 (less 5% for fundraising) be applied for to NZCT

Motion: That SCWC apply to NZCT for funding for the SCWC Administrator’s salary for 2020 in the amount of \$39,140.00 (being \$41,200 less 5% fundraising) upon the completion of the accountability for 2019

Moved Chris Ponga

Seconded Christelle Savry

12. Contractual Obligations/Trusts

- a) SwimT3- Chris Lazaradis is getting back to us with a balance sheet of SCWC spending on our product allowance:

	01.07.18-31.06.19	01.07.19-31.06.20
Income	\$4800.00	\$4800
Swim T3 Product	\$5200.00	\$5200
Product purchased	\$4018.10	\$0
Expenditure	\$660.00	\$0

Start and end date of contract: 01.07.2018 – 31.06.2020

The income from SwimT3 should be spent inside the financial year in which it is earned, where at all possible. The \$4800 received last year can be put towards the SCWC Awards evening.

- b) Halswell Swim Club and Templeton Swim Club funds held on behalf Debbie to contact Westpac to organize individual reporting for all Term Deposits including those for Templeton and Halswell as they are currently only visible online as a bulk amount- this will provide more transparency and ease of reporting going forward

- c) Doreen Brown Trust



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Chris to return to lawyers' tomorrow with the agreement for dissolution for the High Court signed by all SCWC Board members. It may not be until next year that this matter is heard by the court.

13. Membership

Registered Swimmers- Previous Seasons

Date	Competitive Swimmers	Club Swimmers
30/6/2019	624	212
30/6/2018	643	191
30/6/2017	681	476
30/6/2016	684	179
30/6/2015	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	

Note: 2017 totals for Club swimmers included all non-registered entrants for Canterbury Secondary Schools, who were loaded as Club swimmers. This was not necessary from 2018, hence the drop in numbers

Current Membership Numbers (as at 20th October 2019)

Club Name	Membership Type Description	Count
Aquagym Swimming Club	Club Swimmer	21
Aquagym Swimming Club	Competitive Swimmer	49
Ashburton Swim Team	Club Swimmer	1
Ashburton Swim Team	Competitive Swimmer	33
Geraldine Swimming Club	Club Swimmer	4
Geraldine Swimming Club	Competitive Swimmer	16



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Greymouth Amateur Swimming Club	Competitive Swimmer	51
Hokitika Amateur Swim Club	Club Swimmer	26
Hokitika Amateur Swim Club	Competitive Swimmer	19
Jasi Swim Club	Club Swimmer	37
Jasi Swim Club	Competitive Swimmer	80
Mackenzie Swimming Club	Club Swimmer	31
Mackenzie Swimming Club	Competitive Swimmer	14
North Canterbury Swim Club Inc	Club Swimmer	24
North Canterbury Swim Club Inc	Competitive Swimmer	53
QEII Swim Club	Club Swimmer	30
QEII Swim Club	Competitive Swimmer	21
Selwyn Swim Club	Club Swimmer	24
Selwyn Swim Club	Competitive Swimmer	27
Swim Timaru	Club Swimmer	19
Swim Timaru	Competitive Swimmer	47
Temuka Swimming Club	Club Swimmer	5
Temuka Swimming Club	Competitive Swimmer	22
Vikings Swim Club Inc	Club Swimmer	13
Vikings Swim Club Inc	Competitive Swimmer	40
Waimate Amateur Swimming Club	Club Swimmer	1
Waimate Amateur Swimming Club	Competitive Swimmer	6
Waitaha Swim Club	Club Swimmer	27
Waitaha Swim Club	Competitive Swimmer	23
Westport Swim Team	Club Swimmer	21
Westport Swim Team	Competitive Swimmer	4
Wharenui Swim Club	Club Swimmer	34
Wharenui Swim Club	Competitive Swimmer	53
TOTAL		876

14. Health & Safety

a. Any incidents to report

b. Risk items to be actioned

- I. Risk: Safe Pool Depth
 SNZ have not confirmed any consequences from the outcome of the court case in Australia relating to a swimmer being injured while diving into a pool whose depth was within the allowable range of the SNZ Safe Pool Depth Policy, which SCWC have adopted.
 An email response has been received from Steve Johns SNZ CEO advising that SNZ have: “No immediate intention to have another look at this but we will make some enquires with Swimming Australia to see what action, if anything, it is doing”.

- II. Risk: Club health and safety
 Health and safety group has been set up to produce the health safety and wellbeing guidelines for SCWC region. The aim is to create an online resource to support our region’s clubs and event



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- Police Vetting
- Laws and Compliance
- Board Charter
- Financial Management
- Advisory Committee
- Canterbury Squad Swimmer Contract
- Squads Travel
- Technical Suit

15. Committees- Advisory

1. Technical Committee

Jo Russell elected chairman of Technical Committee

Qualifications- IOT Lee Hill
 Rochelle Grenfeld
 Mike Lynch
 Richard James

Official’s Seminar 23 Nov to be conducted by Lesley Huckins

Meet Flier template being reviewed by Lesley Huckins

2. Events Committee

No report for this meeting

3. Awards Committee

Currently considering nominations for 2020 Sport Canterbury Awards (nominations close in January)

4. Metro Sports Facility Committee

Nothing new to report here

Follow up Items from Previous Meetings	
Ongoing Policy development- Declaration of interests, annual budgets, risk management Chris and Debbie to design new user-friendly website layout for all SCWC Policies and Health and Safety information This will be finalised once the H&S working group have completed their review	Chris/Debbie
2019 SCWC Annual Awards- A successful night, with tremendous positive feedback from those who attended, especially with regard to our guest speaker Brad Smeele.	Debbie



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<p>Current balance \$183.50 with bill from Essential Talent for travel and accommodation, and Addington to come</p> <p>It was disappointing that some clubs did not support this event this year, so would be great to include awards which could potentially involve a larger group of people. Perhaps a “Club Spirit of Excellence Award” recognising a member club for its efforts to grow and provide for its membership. The SCWC Award Committee to be asked to submit some ideas for next year.</p> <p>There has also been a suggestion received regarding establishing scholarships for swimmers, coaches and officials which could be presented at the annual awards- a proposal will be tabled at the next meeting.</p>	
<p>2019 Strategy / Strategic Plan</p> <ul style="list-style-type: none"> • SWOT Analysis – as a team we need to understand what our strength, weaknesses, opportunities and threats are • What are our 2019/20 goals we need to deliver • What activities are we are currently doing to deliver the outcomes required <p>“Clarity of purpose” to be discussed</p> <p>Scott and Christelle will be getting together to put some thoughts down then report back to the Board with some points for discussion</p>	Scott/Christelle
<p>SLA- SCWC’s proposal was presented to CCC on the 21st June. CCC are expected to respond in the next 2 weeks, with the current arrangement for QEII to rollover until CCC respond</p> <p>No word as yet from Martin</p>	Chris
<p>SCWC Charitable Trust still on Companies Register- this needs to be wound up and removed from this register, it was removed from the Charities Commission register in 29/6/2015 and the last of the funds (\$23,700) appear to have been paid out via SCWC to its members in the 2013 financial year. Michael Toomey was a Trustee, Debbie to contact Michael to ascertain what needs to be done to wind this up.</p>	Debbie
<p>Events Committee considered the Board’s request to allocate Carnivals out to Clubs, and are happy to do so but have put forward an alternative suggestion that an Events sub-committee run the Carnivals as is, and all proceeds from these events be used to create SCWC Scholarships which could be awarded annually at the SCWC Awards</p> <p>Proposal to be prepared and submitted to the Board at the next meeting.</p>	SCWC Events
<p>Doreen Brown Trust- dissolution of the Trust is under way. Board members have now signed resolution for Michael Toomey.</p> <p>If SCWC is accepted by the High Court as beneficiary of the trust, we may set up and Advisory Committee for disbursement of funds- Marlene has already indicated that she would be available for this.</p>	

13. General Business	
<p>A summary of SNZ AGM and regional chairs meeting on 29th Sep was presented by Chris:</p> <ul style="list-style-type: none"> • Discussion around constitutional issues was held- SCWC was the only region to have its new constitution registered by the Inc Societies Office, however the challenged points raised against the constitution by certain parties have now been resolved but the ISO and other regions should see theirs be registered shortly 	Chris



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**The next meeting will be held at eMigration, Sheffield Cres, Christchurch
on the 2nd December 2019**