



SWIMMING CANTERBURY WEST COAST INC.

MINUTES OF THE BOARD MEETING

Meeting opened at 2/9 Washington Way at 7.00pm on the 13th October 2014

Welcome: Wayne Rollinson (Chairperson) welcomed those present

- 1. Present:** Janice Rennell, Graham Scammell, Monique van Vugt, Michael Toomey, Brigitte Mahan
- 2. In Attendance:** Amanda MacLeod (Administrator)
- 3. Apologies:** Ashley Cassin

Moved: Monique Seconded: Michael Carried

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

Moved: Graham Seconded: Janice Carried

- 5. Matters arising:**
Nil

- 6. Correspondence in:**

SNZ

- 2015 Events - Technical Officials Nominations
- Announcement of Swimming New Zealand Board Elections / Appointments
- SNZ Annual Report 2013/2014 - now online
- FW: Teacher of Competitive Strokes
- TOCS this Sunday 21 September
- Zonal Championships - postponement confirmation
- Swimming New Zealand Annual Report 2014
- Meetings & Courses next week
- Swimming New Zealand 2014 AGM Presentations
- Zonal - Meet Info – Update
- RE: CRC (Chair / Regional Chairs) Meeting - 06.10.14

Clubs

- Permission for North Canterbury to attend the Orca Meet
- Waimate request 14th December for their meet
- Permission for Jasi swimmers to attend Orca
- Permission for Cody Reid, Hugo and Olivia Wrathall to swim at the Auckland Junior Champs 21st – 23 November 2014.

Sport Canterbury

- Effective HR Workshop 14 & 16 October 2014
- REMINDER: Sports Breakfast Invitation
- Coaching Survey - about further coaching qualifications or options for PD
- Update from Sport Canterbury: October 2014
- Introduction
- Effective Governance Workshop



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Others

- Swimming pool platforms and underwater walking frame
- The Week in Brief
- Sports ground - School ground Newsletter
- Trust Sector Survey - NZTA Estate & Trust Bulletin 119 October 2014
- 2015 Price of Printed Swim Cap

7. Correspondence out

Moved: Graham Seconded: Janice Carried

8. Transfers

Ayla Coward from Vikings to Wharenui
Molly Mooar from Vikings to Selwyn

Moved: Monique Seconded: Michael Carried

9. Records

Men 14-14 200 IM

2:15.06	Dallas Hibbs	2/09/1988	
2:15.01 **	Thomas J. Wilson at 2014 South Island Championships	27/09/2014	QESCB -CB

Moved: Janice Seconded: Graham Carried

10. Financial records

ACCOUNTS PAID:

1-Sep-14	Amanda MacLeod Wages	935.42
3-Sep-14	Storage Station Ltd Storage	150.00
9-Sep-14	AK West Motel Auckland	517.50
9-Sep-14	Charities Commission Annual Return Fee	51.11
9-Sep-14	Transfer	6,000.00
9-Sep-14	Trend Micro	129.60
15-Sep-14	BR & CM Pitt Trailer Paint	54.94
15-Sep-14	Domainz Domainz Monthly	72.10
15-Sep-14	Hale Manufacturing L Trailer	1,284.72



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17-Sep-14	Storage Station Ltd Storage	150.00
19-Sep-14	Ph/Internet Sept	137.04
19-Sep-14	PAYE Aug	506.04
22-Sep-14	Office Exp Sept	65.00
22-Sep-14	Warehouse Stationary	465.83
24-Sep-14	Pro Aqua Services Squads Pool Hire	32.00
24-Sep-14	Pivot Marketing Officials Polo Tops	381.80
24-Sep-14	SC Manager Fiona Accom	385.20
24-Sep-14	SNZ SC Entries Payment	7,280.00
25-Sep-14	SNZ SC Nags Penalty	100.00
25-Sep-14	AIR NZ Gold/Plati Alkd Champs	1,450.00
26-Sep-14	Coachman's Inn Bronze Squad Accom	924.00

23,043.14

ACCOUNTS to PAY:

OVERDUE ACCOUNTS:

ASH	Ashburton Swim Club				765.25
	3-Jul-14	Due 17/07/14	Inv	14159	382.00
	10-Sep-14	Due 24/09/14	Inv	14217	12.00
	21-Sep-14	Due 05/10/14	Inv	14225	15.00
	23-Sep-14	Due 07/10/14	Inv	14228	271.25
	24-Sep-14	Due 08/10/14	Inv	14238	85.00
GRD	Geraldine Swimming Club.				
	25-Aug-14	Due 08/09/14	Inv	14207	70.00
GRM	Greymouth Swimming Club				
	24-Sep-14	Due 08/10/14	Inv	14239	3315.00
	24-Sep-14	Due 08/10/14	Inv	14240	32.00
HOK	Hokitika Swim Club				528.75
	23-Jul-14	Due 06/08/14	Inv	14183	85.00
	30-Jul-14	Due 13/08/14	Inv	14192	350.00
	30-Jul-14	Due 13/08/14	Inv	14191	85.00
	23-Sep-14	Due 07/10/14	Inv	14232	8.75
JAS	Jasi Swim Club				1229.50
	8-Sep-13	Due 22/09/13	Inv	13872	170.00
	7-Oct-13	Due 07/10/13	Rec	1161	Receipt -795.00
	17-Dec-13	Due 31/12/13	Inv	13996	140.00
	3-Jul-14	Due 17/07/14	Inv	14154	170.00
	11-Jul-14	Due 25/07/14	Inv	14169	1065.00
	30-Jul-14	Due 30/07/14	Rec	541	Receipt -170.00
	21-Jul-14	Due 04/08/14	Inv	14179	199.50
	20-Sep-14	Due 04/10/14	Inv	14224	100.00
	23-Sep-14	Due 07/10/14	Inv	14229	350.00
QES	QEII Swim Club				
	23-Sep-14	Due 07/10/14	Inv	14230	542.50
SEL	Selwyn Swimming Club				
	28-Aug-14	Due 11/09/14	Inv	14215	170.00
STU	Swim Timaru Inc				22.00
	10-Sep-14	Due 24/09/14	Inv	14218	22.00
					170.00



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TMN	Templeton Swim Club				
	12-Aug-14	Due 26/08/14	Inv	14200	85.00
	3-Oct-14	Due 17/10/14	Inv	14242	85.00
VIK	Vikings Swim Club				3550.00
	23-Jul-14	Due 06/08/14	Inv	14186	3230.00
	31-Jul-14	Due 14/08/14	Inv	14193	255.00
	25-Aug-14	Due 08/09/14	Inv	14205	50.00
	19-Sep-14	Due 03/10/14	Inv	14222	15.00
WAI	Waitaha Swim Club				142.50
	18-Aug-14	Due 01/09/14	Inv	14203	85.00
	25-Aug-14	Due 08/09/14	Inv	14208	40.00
	23-Sep-14	Due 07/10/14	Inv	14236	17.50

Moved: Janice

Seconded: Monique

Carried

11. Funding Report

Provider	Purpose	Amount
Trust Aoraki	Junior Champs Pool Hire/Medals 2014	\$ 3000.00
Mainland Foundation	Assist Swimmers National Meets	\$ 16,000.00
	Assist Officials National Meets	\$ 4,000.00
Pub Charity	SCWC Caps/ Medals 2014	\$ 4807.00
NZ Community Trust	Swimmers / Officials Accom SCWC Champs 2014	\$ 20,000.00
YouthTown	Memorial Meet Pool Hire 2013	\$ 978.26
Business Sponsorship	Assist Officials Memorial Meet 2013	\$ 1437.50
Business Sponsorship	Assist Canterbury Champs 2014	\$ 4025.00
Templeton Swimming Club Donation	Officials Funding 2014	\$ 1000.00
Canterbury Community Trust	Administration Costs 2014	\$ 30,000.00
Lions Foundation	Canterbury Champs Pool Hire 2014	\$ 4000.00
Trust Aoraki	SI Champs Pool Hire	\$ 5500.00
Pub Charity	Memorial Champs Pool/Medals	\$3510.97
Mainland Foundation	Assistance for Swimmers to National Meets	\$16000.00
	Assistance for Officials to National Meets	\$4000.00



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Declined

Provider	Purpose	Amount
Bluegrass Trust	Officials Polo Tops	\$2500.00
YouthTown Inc	SI Champs Medals	\$3800.00

Pending Applications

Provider	Purpose	Amount
Four Winds Foundation	Senior Championship Medals	\$3800.00
Air Rescue Services	Junior Championship Medals	\$3600.00

12. General business

- Monique provided feedback on the whole of sport plan – our squad pathway programme is along the lines of the whole of sport plan and is the envy of other regions. The Board still has money set aside for coaching development and education. The coaches meet regularly and are a very collaborative group. Some of the coaches recently attended SNZ age group camp and gained further skills and younger coaches are catered for through development camps and Bronze squad trips.

Junior Carnivals provide young inexperienced swimmers the perfect platform for entering the sport and getting a taste for racing.

One area to improve on is sourcing technical officials and having them progressed from IOT through to referee, the board thought setting % targets as a way to meet numbers needed.

Our KPI's are reasonably straight forward and can be reviewed regularly with ways to improve

- Monique was appointed as the liaison person between the Board and the Technical Committee, she will introduce the KPI's to the technical committee and provide regular feedback to the board. The technical committee may be required to send a representative to attend board meetings from time to time. Monique will work with the Technical Team to deliver the KPI's required and these will be displayed within the Board report going forward.

Example

Task	Current Numbers	Target % Increase 12mnth period	Target Numbers	Year to Date Numbers
<i>IOT – Regional</i>	34	15%	39	37
<i>IOT – National</i>	25	15%	29	28
<i>Stroke Judge</i>	8	10%	9	8
<i>Starter</i>	4	15%	5	4



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- It was decided that at the meets where we do not have a regional manager attending then we will get the coaches to play more of a part in relay changes that need to be made.
- Amanda, Monique and Fiona will work on a format for Secondary Schools Swimming events in Timaru and Christchurch to be official meets
- The format of our Junior Carnivals was discussed – the board felt it was important that the three club meets which replaced the three junior carnival meets needed to follow the format of the junior carnival, they are to be strictly a ‘not faster than’ meet, and that the timeline is adhered to by perhaps limiting the number of events swimmers can enter. The Board agreed to provide towels to the three club run carnivals as series to provide an extra incentive for young swimmers to enter.

Amanda to email out to Waitaha, Vikings and Templeton to ask if they are interested in holding a meet of this kind in 2015 and that the region will donate the towels for the series of three carnivals.

- The board have been made aware that Jasi were planning to add the Thursday evening session to their meet programme to run some long distance events. The Board approved this providing Jasi can source enough officials for that session. Amanda to let Jasi know that the region will still be going ahead with the Long Distance time trial on the 7th November at Rolleston.
- The November/December Board meetings will be combined and held at Joe’s Garage on the 1st December
- Amanda moved to apply to Infinity Foundation Limited for funding to purchase Officials tops.

Moved: Amanda Seconded: Janice carried

- Wayne asked that swimmers numbers be included (dis[played in a table format) in the monthly minutes split into the four age groups so we can see trends by comparing year before current season to date – example below

	12 & Under	13/14	15/16	17/18	19 & Over
End of 2013					
Commencement 2014					
YTD 2014					

- Janice moved that SCWC contribute to the cost of the coaches and managers for the Zonal Meet based on percentage (i.e. if 55% of the swimmers are from SCWC then SCWC pay 55% of the costs and providing other regions in the zone contribute the same way.

Moved: Janice Seconded: Michael carried



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- Nelson Marlborough region have asked to use our electronic timing equipment for next year's SIC&T event. The Board approved the request on the condition that any damage will be paid for (if not covered by insurance) and that they arrange transport of the equipment to and from the venue.
- Amanda moved to apply to The New Zealand Community Trust for \$27750.00 to assist swimmers with their accommodation costs to Canterbury Championships in Dunedin.

Moved: Amanda Seconded: Wayne carried

- Michael moved the purchase of banners up to a value of \$1500.

Moved: Michael Seconded: Janice carried

**The meeting closed at
Next meeting will be on the 1st December at 7.00pm 2014 at Joe's garage.**