

Committee meeting 18 June 2019, 18:30 -20:30

Duncan Cotterill

Attendees: Sloane Bayley, Steve Bryant, Tracey Anderson, Jason Templer, Dave Hall, Hamish Grenfell, Danie Hall, Richard Chadderton (Glen in attendance for his report and comment on Delys)

Apologies: Cara Tremblay

## **Business**

### **Coaches Report: Glen Findlay:** Report as read

Delys has resigned from her position as Assistant Coach to focus on the family business, currently working 40+ hours a week and doesn't have the bandwidth for her current coaching obligations. Her resignation is effective 30<sup>th</sup> June but she is willing to assist with coaching duties until a replacement is appointed.

Options from Glen: Talya Harwood: Has the correct papers for coaching. Been asst coach at Tasman. Glen recommends her, knows her well when she helped out at the swim school. Employed by CLM will give notice. Committee will need to review her request to be an employee as the feeling of the committee is to have her as a contractor. View is she would be a great replacement.

**Action:** Chad to speak with Tayla to discuss terms.

Agreed by the committee.

Glen: New Timetable from 1 July – incorporating ASB hours – modest issue on Gold National split between Riverside and ASB – Glen will check impact.

### **Notes of last meeting of committee (23<sup>rd</sup> May):**

Summary of 23<sup>rd</sup> May meeting was recorded as a fair summary.

### **Executive Decisions to be ratified**

Expenditure & confirmation that club will cover the excess of the community van hire from Bowater Toyota for trip to SCWC Short Course Champs, in the event of an accident.

Moved Steve and Seconded Tracey

### **Invitation to committee**

Tracey Anderson (as secretary) and Sloane Bayley – Proposed Chad, Seconded Dave

Danie to coordinate with Tracey regarding handover.

### **Treasurer's Report**

As read. Concerns over finances remain. Bank balance getting low.

### **Funding**

The Committee would like to acknowledge the work of Jane Grenfell, Sloane Bayley and Jackie Eden with regard to time, work and research that they have contributed to providing information and analysis to support the committee regarding squad fee's.

Applications for Funding were approved for:

**Lion Foundation** for lane Hire \$9,598.26 Net of GST – Proposed Chad, Seconded Dave.

**Mainland Foundation** three months wages for Head Coach, \$13,750.00 - Proposed Dave seconded Hamish

**Air Rescue** for Swim NZ Short Course meet in Auckland, Accommodation \$6,485, Catering \$1,050 and Van Hire 733.91. All net of GST: Proposed Dave seconded Tracey

Agreed that planning for funding applications needs to be more visible and come through the Committee on a regular basis.

It was agreed to retract the funding application, approved in May, to Mainland Foundation for Canterbury Short Course champs, as the accommodation providers recent requirement for upfront payment did not allow time for the application to proceed.

**Action:** Chad to create a calendar of grant funding opportunities and include SNM swim calendar events, to assist with funding planning.

**Action:** Chad to withdraw Mainland Foundation MF21708 Funding Application – done

**Action:** Chad to receive final information and apply for funding.

#### **Presidents Report – Richard Chadderton**

The productive discussion of the committee on 23<sup>rd</sup> May identified several actions. In addition, a lot of good work has been done in sub-committee meetings in 2018 which the Committee should build upon. The following activities, sub-committee and committee / member actions were identified by the President to pursue with documented terms of reference to be defined but roughly scoped here:

*Newsletter* – Activity - Action Dave & Chad – amongst other inclusions, reference last membership survey to permission the next one.

*Membership Engagement* – Activity - Cara and Sloane – to give voice and receive feedback from membership.

*Finance* – Sub Committee – Jason, Chad, Tracey – create long term financial objectives around profitability and reserves and reporting to membership – create action plan to achieve.

*Fund Raising* – Sub Committee – Dave & Chad with possible assistance from Tanya Glenn. Three areas to focus on – Grants (Chad), Sponsorship and fundraising activities. – create action plans, map requirements for funding against needs of Club. **Action:** Dave to co-opt two members

*Coaching* – The President proposed that in response to recent comments on coaching that one of the parents be tasked with consolidating parents views on coaching expectations. This was dismissed by the committee as (i) we have a professional coach who has the unanimous support of the Committee (ii) the Head Coach is already accessible to parents and members for feedback and comment (iii) There is the option to periodically have the coaching programme professionally peer reviewed, as has been the case in the past.

*Club Rooms* – Activity – Dave and (member: Andrew Martin + possibly?). Hampden Street School will likely want action on current building by the summer. Need informed and costed options on repair, demolish & remove or make good. **Action** – Dave to distribute report from Craig Thelin.

(some discussion on who's responsibility the building was, but prevailing view is it is the Club's).

**Action** – Dave to discuss with Andrew Martin &/or other members.

*Cash-flow reporting* – Activity – Jason – build and record systems to predict and report clubs cashflows over 3, 6 & 9m's. Jason and Chad to meet weekly until current cashflow status improves.

*Website & Digital platform* – Sub Committee – Steve, Jason & Tim Elena (member). Reviewing website needs & membership communication needs. Decide on rebuild existing websites on choice of platforms or contract services through web app etc. Recommend other digital services that improve efficiency of current activities such as onboarding and communication.

*Constitution & Rules* – Sub Committee – Chad & Hamish. Areas to focus are constitution and its interaction with SNZ and adoption of SNZ rules. Review other policies as determined necessary by committee such as Travel, TM and H&S.

*Calendar of events and activities* – Activity – Chad. Re-activate annual planner using 2017 version as a model – Possibly utilizing google.

Terms of reference will be formed in discussion between President and each Sub Committee and Activity. Terms of reference to be sanctioned by Committee. **Action:** Chad

## **General Business**

*Annual General Meeting – Danie Hall*

Date AGM – set for 28 July 2019 – AGM 2pm followed by prize giving. Timing restricted by SNM AGM on 11 August and various swim meets in early August.

Danie, assisted by Sloane, Cara & Tracey re event organization.

Annual Club membership fees agreed to remain at \$120 individual and \$190 per family. Change in procedure for payment of \$5 SNZ Membership (?) previously deducted from Club Membership, but couldn't quickly determine process in meeting – so may be an effective \$5 increase – Sponsored Dave, Seconded Hamish (?)

Out of pocket expenses annually paid to Secretary, Treasurer, Recorder, Club Captain & President – the committee recommends that the \$500 payment is not made to these office holders this year.

*Website – Steve Bryant*

Airsquare – hosting \$400 per year – limited functionality – no members-only functionality. Does have Xero API functionality. May need more shape on what the website might look like before making a decision.

Wordpress site \$80 pa and allows unlimited email addresses - will take more time for the club to manage. Can do separate members area etc.

*Team Manager - Steve Bryant*

Look to allow males to operate in role of Team Manager without the need for a female Team Manager, where the head coach is male. To discuss further with Glen – the current view is the need for a female representative with a travelling away team if Glen is coaching – This is about off-pool-deck team managing at away meets, pastoral care of our swimmers and situations that may arise where it is not appropriate/comfortable for a male to team manage. No conclusion drawn. **Actions** Further discussion is needed.

### **Swim Nelson Marlborough Board – Dave Hall**

Call to membership for representative on SNM Board. Dave is currently on Management Team and cannot commit to Board role. View of Committee is NSSC need someone on this Board for certain. Could be a role, possibly for new Club Captain. **Action** – Dave to put to membership in upcoming newsletter.

**END.**