

**MINUTES OF THE SWIMMING TARANAKI INC. BOARD MEETING
HELD 7 JULY 2022, 6.30pm, New Plymouth**



PRESENT: Tracey Knofflock (Chair), Lisa Goble, Fiona Lacey, Jo Wood, Tania Stockman (Administrator)

APOLOGIES: Kayanna Keenan, Donna Bouzaid

CONFLICTS OF INTEREST REGISTER: None

CONFIRMATION OF PREVIOUS MINUTES:

The minutes of the meeting held 8 June 2022 were read and accepted.

Lisa/Jo

CARRIED

MATTERS ARISING.

- Club Fee – raised that previous discussions on club fees did not include national portion.

STRATEGIC PLAN:

- Participation – Tracey provided an update and discussed ideas surrounding the Wheeler Shield and how this could be more contested by all clubs.
- Copy of Strategic Plan to be provided to Fiona.

POLICIES: No discussion held.

HEALTH & SAFETY: No issues raised.

FINANCIAL REPORT:

Move that the financial report as circulated for June 2020 is taken as a true and correct record and accounts as per accounts payable report be passed and approved for payment. Move that all accounts paid from January 2022 – June 2022 as listed are approved retrospectively.

- Term Investments: discussed combining our term investments to have three investments in total for maximum return. One of these investments is for our reserves as per the Financial Management Policy. Additional funds will be required to bring this investment up to the annual operation costs of ST. Tania to confirm this cost to the board and action when access to TSB has been granted.
- Profit & Loss Report – there has been an error in the set up of the payroll within Xero which is why there is a wage cost of sale showing, this error has been since corrected and journals are required to off set this which will be carried out when finalizing end of year financial.
- SNZ Club Fees – discussed the impact of SNZ affiliation fees to our smaller clubs that do not have many club or competitive swimmers, Tania to discuss further with SNZ and report back to the board.
- Neale Parkinson voucher has not been provided as agreed therefore Tania to arrange and supply to Neale.
- Pelorus accountability report for NZ Opens/NAGS has been completed.
- Lions Foundation funding application for NZSC has been submitted

Tracey/Lisa

CARRIED

TECHNICAL REPORT:

Paula Young – JOS accreditation in April has been updated on the SNZ database.

RECORD OFFICER'S REPORT:

Move that the records from records officer reports as attached (dated 25/6/22 and 31/1/22) are ratified and accepted.

Tracey/Jo

CARRIED

TARANAKI EVENTS

Winter Champs: Meet flyer has been published, entries are now open. Officials being organized by Technical Committee (to confirm with Rowan). Discussed whether we would still provide food for officials and agreed to reassess once entries have closed. Medals, ribbons and other meet equipment will need to be accessed from the storage facility. Other items to arrange are opening ceremony, swimmers oath, announcer, mobile phone for meet mobile uploading. Discussed having a photographer attend to capture good quality photographs, board agreed to pay a \$100 voucher for this.

Camps: Intermediate camp – 31 registrations received. Kayanna Keenan has agreed to be camp manager, parent roster almost filled, board are not aware of what coaches are confirmed for Intermediate Camp and who will be paid. Tania confirmed that Stratford will provide a coach and board agreed to pay \$50 per session for this coach (in vouchers/prezzy card). Tania to confirm with Donna camp plans.

Senior Camp: 11 registrations received. Board discussed the need to provide these athletes with this level of training however all agreed that a camp review to be undertaken upon completion of these camps.

Tania to approach Toi Foundation regarding the funding received for these camps and how much wiggle room we have on our initial budget of the Programme & Events grant.

- Discussed the need for the board to undertake external and internal reviews of our events, to ensure these happen after each event in future.

GENERAL BUSINESS

- Website: This will be updated by Tania when time allows.
- SNZ Disability Clinic – predominately our role in this clinic is to promote within our region, Tania to send flyer to schools, pools, clubs and has already been published on social media.
- AGM – 24 September 2022, Stratford. Tania to book Stratford club rooms. To look into requirements of setting fees year in advance, reviewer of accounts to be CMK rather than Sue Darney (Sue is unable to assist in the preparation of accounts and be an independent reviewer)
- SNZ 2 August 2022 – 7pm, invitation has been sent to board and technical members, Tracey encourages all to attend please.
- 13/O Trophies – these will not be awarded again this year due to no meet being held. The board all agreed that we need to have a meet that we can take results from to award these trophies for 2022/23 season. The board understands the need for competition for this age group however also see the need to award these trophies therefore propose that we use the March 2023 meet as the 13/O Taranaki Champs. This seems to be related to the ongoing saga with Aquaknights region and doesn't seem this will ever be resolved therefore will use a regional meet to award these trophies. Tania to seek feedback from clubs and coaches.
- March Meet; Tracey in discussions with Taranaki Hardcore regarding potential sponsorship.

- Change of Administrator role – Tracey discussed the need for the board to be aware of the importance of this role.
- Insurance update – Tania to discuss further with Kayanna.
- Uniform update – Jo had provided quote for new hoodies however all agreed that there is no urgency on this and to revert back to late 2021 decision to seek a capital grant to cover costs for officials, team managers, swimmers.
- SNZ Database Training – discussed the need to provide some assistance to clubs in using the SNZ database. Tania to work alongside clubs as required.
- Minutes to be sent to life members as well as published online.
- Flannagan Cup – Tania to be board representative on Flannagan Cup Committee.
- 12/U April meet – outstanding medals are still required to be provided, Tania to follow up.
- Board induction – discussed the need to revise how we induct new board members, to look into before our AGM.
- Para Swimmers – Tania to send Fiona details of SNZ contact for Para Swimmers Classifications.
- Zoom: Agreed not to proceed with the paid full subscription due to the cost involved and would look into Teams/Meets instead for online meetings.

Meeting Closed: 8.50pm

Next Meeting: 10 August 2022, 6.30pm



Signed as a true and correct record:

Date: 10/08/2022