

MINUTES OF SWIMMING TARANAKI BOARD MEETING
Held Tuesday 10 April 2018, 7.30PM, Video Online Meeting



PRESENT: Alison Gadsby, Cynthia Zehnder, Rowan Williams, Chris Drummond, Murray How, Maree Collins, Tania Stockman

APOLOGIES: None

CONFLICTS OF INTEREST REGISTER: None

CONFIRMATION OF PREVIOUS MINUTES:

The minutes of 13 March 2018 were read and accepted. Chris/Murray CARRIED

MATTERS ARISING:

A discussion was had in regard to the Taranaki Club Relays as emails within the board circulated after the last meeting indicated some confusion over whether to enforce the rule or not. It was confirmed by Tania that all clubs had been informed of the rule that swimmers are to only swim in one age group. This decision was included in our minutes of the November 2017 meeting. The minutes had been circulated to all clubs and put on our website. A vote was held and it was unanimously agreed that this will be enforced.

Confirmation of the date change of the Winter Championships, pool booking has been changed to 20-22 July 2018.

Strategic Plan – Awards Policy – the board is all in agreeance that we will run with the status quo for this year's awards due to time constraints and get awards underway. Murray agreed to take the lead with organising of the awards alongside with Tania and Chris assisting where he can. The only change to be looked at prior to awards is the wording in relation to Junior Festival.

Maree/Rowan CARRIED

STRATEGIC PLAN:

Maree put forward a motion that in future that two board members to review a policy, make amendments if needed before circulating to rest of board. All agreed. Alison and Rowan to begin with G1 Annual Awards ready for next year. Cynthia brought to board's attention that our policies are overloaded with procedures. Suggested that we separate policy and procedure. All agree that we can do this moving forward.

The next pressing policy to look at was the Winter Championships, Maree and Cynthia agreed to work together on this so it is current prior to this year's event in July. Tania to send current policy to both.

Maree/Cynthia CARRIED

FINANCIAL REPORT:

Move that the financial report for March 2018 be taken as read and approved and the accounts from the financial report be approved for payment.

All in agreeance to pass payments for accounts however TSB Bank Statements are not being delivered to Tania's address. Maree to change TSB postal details to 14 Rata Street, New Plymouth.

Engraving costs are yet to be added to report for relays, this to be done once engraving costs have been received. An accurate cost analysis is need for this event (further discussion to be had relating to relays).

Aquabladz have requested to be paid for their swimmers heading to NAG's prior to the event. It was discussed that the swimmer subsidy is not a guaranteed payment to swimmers however is available at Swimming Taranaki's discretion when funds allow this. Aquabladz have requested full payment of Deborah Taylor's accommodation as Taranaki Team Manager. Not all members of the board were not aware that Deborah Taylor was going to NAG's as Taranaki Team Manager. There are also others attending as Team Manager for Stratford. The board felt that the Taranaki Team Manager role is not what it used to be with no relays to organise etc and that it was purely a dedicated person to collect DQ's and be at poolside as needed. All agreed that if Aquabladz were paid for a Team Manager then Stratford should also be paid. The board felt that we are not in a financial position to pay for accommodation costs of two team managers for this event as no funding had been received therefore no payment will be made.

Funding applications discussed for the purchase of medals for Winter Champs and Under 12's, all agreed for Tania to proceed forward with funding applications.

Maree/Rowan

CARRIED

RECORDER'S REPORT: - None

REGISTRAR'S REPORT: - None

TECHNICAL REPORT: -

On Sunday 8 April, Cath Tippett (National Grade Referee & Member of Taranaki Technical Committee) attended the STRATFORD SWIMMING CLUB's Championships. They had a great turn out of swimmers and adults, and a full complement of qualified technical officials. As well as watching the Championships, Cath assessed three of their technical officials both practically and theoretically. The three were all of a very good standard, and think Daniel and Annett should start training as Regional Referees. To this effect Cath would like to see them being mentored on the pool deck by our more experienced Referees to bring them up-to-standard in this more challenging role. Both will require some RECORDING experience to ensure they are well rounded and understand all aspects of the role of a Referee in competitive swimming.

Please update technical records for the following:

1. Daniel Hancock: PASSED as a regional STARTER.

Daniel is now qualified as a Timekeeper, IOT, JOS, and now STARTER.
207R Pembroke Road, R.D. 21, Stratford.

2. Annett Zabel : PASSED as a Regional STARTER

Annett is a qualified Timekeeper, IOT (National Level), JOS and now STARTER
10 Arthur Street, R.D.14, Hawera 4674.

3. Safphire Tippett: PASSED as a Regional IOT

Safphire is a qualified Timekeeper and now an IOT
397 Meremere Road, R.D.12, Hawera.

Can these three individuals please be issued with a letter of congratulations and a warrant card. Cath would also like to congratulate Stratford Swimming on the excellent organization and running of their event.

The board agreed with mentoring suggesting and thought the Winter Championships would be a great place to begin. Tania to update databases and send letters/cards. To also give a sample of the card to Rowan that we have on hand.

Rowan/Alison

CARRIED

RECORD OFFICER'S REPORT: None

Tania brought up our Policy F5 – Records advising of the forms and procedure of notifying Swimming Taranaki that this policy details. All agreed that this appears out of date. Tania to discuss with George recommendations of process.

TARANAKI EVENTS:

Winter Championships 20-22 July 2018

Event needs to be set up on website end April, flyer to be created and circulated to board for approval. Date change has been made to allow for out of town swimmers attending our senior camp to attend. Consultation of review from last year was discussed and felt some of the ideas we should take on board. Larger swim center's run fun successful meets. Our qualifying times are the same as Bay of Plenty. Discussion was had over the options of lowering qualifying times, if we lower the times, some viewed this as lowering our standards. Talked about why are entry numbers are dropping. It was mentioned that this event is a championship and swimmers should aspire to make qualifying times. Circle seeding option was discussed, questioned whether we have enough entries for this. We need to have at least three heats to allow circle seeding and thought we could try this. Maree to talk into whether circle seeding will work and align some of the junior times with junior festival possibly for the younger swimmers, Maree to come back to the board via email with some ideas. We will keep the same format in the programme as last year.

Taranaki Camps

Accommodation and pools have been booked. Tania advised board that Aimee had agreed to take intermediate camp however some had heard that Aimee has since pulled out however Tania has not been advised. Confirmation is needed on this and to move ahead with camp checklist.

Swimming Taranaki Awards:

As discussed in matters arising.

NATIONAL EVENTS

NAG's 17 April 2018 – the board wish all our 19 swimmers the best of luck.

NZ Division II – a great event and the only issue to arise was that any social media posting needs to be 100% accurate and board happy for team manager to take responsibility over this.

GENERAL BUSINESS

- Calendar 2018/2019 Year – Aquabladz and Stratford have been confirmed for the first two meets this season, Donna is going to run clinics (talk on nutrition, dry land, techniques etc) this year so will need to add these clinics to the calendar prior to finalising. Hawera have been the only club to come back to ST

with requests following the draft calendar being sent out. Tania to follow up with Donna on events and clinic dates.

- Relay Survey – A poor response received, only 24 surveys received. Summary read through and the main thing to come from this survey is the disconnect between families, club and board. There appears to be a lack of communication from club level also as the survey wasn't received by some club members until 20 days after it was sent. Suggestions included going back to medals (hence the accurate event costings required), there was a lack of understanding of event from parents, we have room for improvements, Cynthia to draft a report for club circulation. A positive move will be communicating with our members and provide them with feedback. A big thank you to Cynthia for taking this on board. Changes to be made and a final decision be made at next meeting.
- Cloud system – Tania to look into distributing monthly reports via a cloud system for board members.
- Medal/Ribbons – we are needing to order more medals for this year's championships, to look into quotations for these and apply for funding – Pelorus Trust is our first option.
- Administrator Trial Period – trial period ends 15 April 2018, Maree advised Tania doing a great job, learning quickly, communicating well with Maree, all happy to continue.
- All board members agreed that the video conferencing worked well, Tania to look into purchasing for future use at \$18 per month. It was felt this was economical as travel costs off set this.

CLUB REPORTS - None received.

Meeting closed: 9.40pm

Next Meeting: 8 May 2018 – ONLINE

Signed as a true and correct recordChairperson

.....Date

Action Points:

1. Murray to take lead on organising awards and making changes to wording for this years award in relation to Junior Festival.
2. Rowan & Alison to review G1 Annual Award policy and bring suggested amendments to board
3. Maree and Cynthia to work together on Winters policy prior to July's event
4. Maree to change postal address for TSB to 14 Rata Street, Upper Vogeltown, New Plymouth
5. Actions following technical report – Tania
6. Rowan to get certificates to Tania
7. Junior Festival certificates ready to hand out, Tania to drop off Stratford's to Cynthia
8. Record Process – Tania
9. Winter Champs – Tania to set up meet in May, create flyer for boards approval
10. Winter Champs – Maree to look into circle seeding, junior swimmer qualifying times
11. Camps – Tania to follow up Aimee on her attendance
12. Calendar – Events for May and June meets, follow up Donna
13. Calendar – Clinic dates for the year – Tania to follow up Donna
14. Relay Survey – Cynthia to draft a report to circulate to clubs
15. Final changes to relay policy/procedure to be made and finalised next month -
16. Cloud system – Tania to look into for distributing monthly reports etc
17. Blue Jeans – Tania to purchase for future use

