

Swimming Taranaki Board Meeting – Minutes

Venue:	Donna's Residence	Date:	10/11/2021	Time:	6.3opm
In attendance:	Donna Bouzaid, Lisa Goble, Jo Wood, Tracey Knofflock, Tania Stockman				
Apologies:	Fiona Lacey, Kayanna Ke	eenan			

Item	Discussion	Moved/2nd	Responsibility
Chairperson Election	Tracey Knofflock was nominated and accepted	Lisa/Donna	Carried
Deputy Chair Election	Kayanna Keenan was nominated and accepted 11/11/21	Tracey/Lisa	Carried
Blazer Committee – Board	Kayanna Keenan and Jo Wood nominated and accepted	Donna/Tracey	Carried
Rep.			
Account Signatories	 Lisa Goble, Tracey Knofflock, Tania Stockman to remain as account signatories and business banking authorities. Tania Stockman to be added as business banking authority. Board agreed to upgrade to new TSB Online Banking To remove Sue Darney & Rowan Williams as account signatories. To remove Sue Darney as Token User/Payment Authorised signatory 		
	To close 'Team Manager' bank account as no longer used	Lisa/Jo	Carried
Board Induction:	 Overview of board requirements and purpose, discussed strategic plan. Documentation on governance provided to board members previously which is a great source of reference. Jo & Fiona will receive a 'board folder' when policies have been reviewed and updated To provide board with contact email addresses and phone numbers of all board 		
	members		Tania
Conflict of Interest	No conflicts to note		

Confirmation of Previous	Minutes from meeting held on 12 October 2021 were read and accepted.	Donna/Tracey	
Minutes			
Matters Arising	No matters arising		
Strategic Plan	Coach/Athlete Development (Donna/Lisa) Participation (Tracey/Jo): Ideas to implement: Brochure (to include pathway ladder as per our strategic plan, club and ST contact details) - To approach Cecille Elliot to ascertain if other LTS Providers be willing to have their details on our website Communication Kayanna • Operational Plan circulated 23/9/21		Tania/Tracey Tania
Policies	 Tania and Donna reviewing and reducing amount of policies published online. Records: Policy states records can only be achieved at a designated meets – SC Champs to be run will full complement of officials as a designated meet therefore so issues. 		Donna/Tania
Health & Safety	 Discussion Item: Police Vetting Officials – board agreed not to enforce at the moment Discussion Item: Vaccination Certificates – will follow SNZ and governments requirements 		
Financial Report	 Move that the Financial Report be read and accepted and accounts approved for payment. Partial accountability report to NZCT completed. Funding resolutions approved for NZ Opens & NAGS Capital Grant to Toi Foundation to be submitted in next funding round Board agreed to purchase lap counters as per their quotation (to confirm lane numbers at new pool in Stratford for lap counters) 	Tania/Lisa	Tania
Technical Report	 Board discussed the importance of having an official roster completed at least a week prior to the SC Champs due to Covid situation and parents having to organise travel etc – contact to be made Board are meeting 18/11 to discuss entry numbers – to extend to TC 		Tania

Records Officer Report	 Actions to follow up: Club meetings to be attended by TC to be informed of technical requirements and what their role is (April 2021) Sharing of officials documentation within clubs (April 2021) Technical training with Diane Farmer (April 2021) No records this month. 		Tania to follow up
Taranaki Events	 Stroke Clinics – To reschedule clinics Open SC Champs 3-5 December 2021 Will be run as a designated meet Meeting to be held 18/11 to discuss entry numbers Junior Champs – 19 March 2022 – to confirm session numbers and format (carry over to December) Summer Series: Updated policy and flyer approved, to look into providing a cap rather than a T Shirt, to approach Sport Taranaki about using the Good Sport Logos. 		Donna/Tania Tania
Flannagan Cup	 FC manual copy to be provided (January 2021) – to follow up Meeting held 1/11/2021, minutes attached. FC Policy provided to Rowan and Megan 2/11. Neale has resigned from committee and move that we provide a \$150 thank you voucher for Social Kitchen Rowan and Ian standing down next year and Sue the year after so succession planning is needed. Jo Wood happy to help on the day 	Donna/Lisa	Tania
National Events	Next national events April 2022		
Transfers	Gerusio Matonse to Capital Swim Club		
General Business	 Opunake Swimming Club – dissolved with incorporated societies 23/06/21 Inglewood Swimming Club – dissolved with Incorporated Societies 18/08/21 Good Sports / BIB messaging / Media Works advertising (banners) – SNZ presentation 18/11 & 24/11 – links to meeting emailed to board members. 		

	 Better & Different Meeting – board not able to meet before 20 Nov – next workshop is on 22 November which will be attended by Donna & Tania TSB Pool Stratford: Confirm lane numbers, type of access for disability swimmers, ability to have storage space within the facility, will touch pads be able to be used ie no gutters 	Tania/Donna
		Tania
Correspondence	Annual return filed with companies office, representation letter sent to CMK	
	Feedback provided to SNZ on annual awards	
	Regional champs update to members	
	Thank you to Kaipo/Toi Foundation for application support and grant	
	SC Champs venue change sent to all clubs, updated online	
	Following up member clubs not providing information as per constitution	
	Governance Info provided to Board 19/10	
	GST return filed	

Meeting Closed: 8.30pm

Next Meeting: 18 November 2021 – SC Champs Meeting

8 December 2021

Signed as a true and correct record:

Dated: 14/12/2021