



Swimming Taranaki Board Meeting – Minutes

Venue:	Donna's Residence	Date:	10/11/2021	Time:	6.30pm
In attendance:	Donna Bouzaid, Lisa Goble, Jo Wood, Tracey Knofflock, Tania Stockman				
Apologies:	Fiona Lacey, Kayanna Keenan				

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 Rep.	Kayanna Keenan and Jo Wood nominated and accepted	Donna/Tracey	Carried
Account Signatories	<ul style="list-style-type: none"> 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:	<ul style="list-style-type: none"> 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	Minutes from meeting held on 12 October 2021 were read and accepted.	Donna/Tracey	
Matters Arising	No matters arising		
Strategic Plan	<p>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)</p> <ul style="list-style-type: none"> - To approach Cecille Elliot to ascertain if other LTS Providers be willing to have their details on our website <p>Communication Kayanna</p> <ul style="list-style-type: none"> • Operational Plan circulated 23/9/21 		<p>Tania/Tracey Tania</p>
Policies	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> • 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
Correspondence	<ul style="list-style-type: none"> • 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 Kaipō/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 		Tania

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