



## Swimming Taranaki Board Meeting – Minutes

<b>Venue:</b>	Zoom	<b>Date:</b>	12/10/2021	<b>Time:</b>	6.30pm
<b>In Attendance:</b>	Tracey Knofflock, Donna Bouzaid, Sue Darney, Denyse Salisbury, Lisa Goble, Kayanna Keenan				

Item	Discussion/Decisions	Moved/2nd	Responsibility
Apologies			
Conflict of Interest	No conflicts to note		
Matters Arising	Annett Zabel – reduce amount to \$100, Tania to hold \$100 for next time		
Confirmation of Previous Minutes	Minutes of the 14/09/2021 meeting were read and accepted.	Denyse/Donna	
Governance/Strategic Planning	Coach/Athlete Development (Donna/Lisa) Participation (Tracey/Denyse) Communication Kayanna/Sue <ul style="list-style-type: none"> <li>Board members all prepared for any potential questions at AGM.</li> </ul>		Board
Policies	<ul style="list-style-type: none"> <li>Policies for review: (suggested changes sent to Donna) <ul style="list-style-type: none"> <li>Board Charter &amp; Code of Conduct</li> <li>Alterations to rules or policies</li> <li>Financial Management &amp; Operations</li> <li>Management Committee</li> </ul> </li> </ul> Donna & Tania have reviewed and feel that there are too many policies and come back to the board with ideas, including admin job description		Tania/Donna
Health & Safety	No issues to report this month. Being aware of the possibility of vaccine mandating for swim schools, contractors coming onto school sites may also need to be vaccinated, await further information to be release		Board



General Business	<ul style="list-style-type: none"> <li>• Sport Taranaki updates: calendar project, good sports steering group</li> <li>• Storage pricing (carried over from September) as provided, stocktake required, Puke Ariki to be approached</li> <li>• Uniforms (Smaller sizing) – idea to sell for minimum cost at junior champs was not passed, all agreed will wait until covid passes and in the meantime look into other shirt options</li> <li>• SNZ AGM – Tracey provided overview</li> <li>• Resend annual report to RSVP's</li> <li>• Donna gave thanks to Sue for her work over all the years to ST</li> </ul>		Tania  Tania  Tania
Correspondence	<ul style="list-style-type: none"> <li>• Statistics NZ Annual survey completed and returned</li> <li>• Club contact confirmation sent to generate ST brochure, liasing with Cecilie Elliot also</li> <li>• Police vetting process reminder sent to clubs</li> <li>• AGM &amp; Annual Report circulated</li> <li>• Okato club documentation received</li> <li>• Junior camp cancellation correspondence</li> <li>• 2022 SNZ Calendar info sent to clubs &amp; coaches</li> <li>• Covid level guideline updates</li> </ul>		

Meeting Closed: 8pm

Action List (carried forward)

- Regional constitution update to reflect VTO amendment (awaiting confirmation from SNZ)..... Tania
- Clubs to be informed of technical requirements and what their role is .....Technical
- Sharing of officials documentation within clubs .....Technical
- Technical training with Diane Farmer ..... Rowan/Technical

- Flannagan Cup manual to be sent to ST..... Rowan/Flannagan Cup Committee
- Public Liability Insurance (Flannagan Cup)..... Sue
- Calendar – to include Taranaki Primary Schools event..... Donna
- Storage of archives ..... Board/Tania

Next meeting dates:

14 October 2021	AGM (Stratford)
9 November 2021	
14 December 2021	

Signed as a true and correct record:

Dated: