

Swimming Taranaki Board Meeting – Minutes

Venue:	Zoom	Date:	12/10/2021	Time:	6.3opm
In Attendance:	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 of the 14/09/2021 meeting were read and accepted.	Denyse/Donna	
Minutes			
Governance/Strategic Planning	Coach/Athlete Development (Donna/Lisa)		
	Participation (Tracey/Denyse)		
	Communication Kayanna/Sue)		Board
	Board members all prepared for any potential questions at AGM.		
Policies	Policies for review: (suggested changes sent to Donna)		Tania/Donna
	 Board Charter & Code of Conduct 		
	 Alterations to rules or policies 		
	 Financial Management & Operations 		
	 Management Committee 		
	Donna & Tania have reviewed and feel that there are too many		
	policies and come back to the board with ideas, including admin job		
	description		
Health & Safety	No issues to report this month.		Board
	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		

Financial Report	 Move that the finance report be read and accepted all accounts approved for payment Update budget to reflect actual happening, approved by board. Discussed upgrading Xero – all agreed to upgrade, Sue to double check cost and proceed forward to upgrade It was agreed that a resolution to apply to Lions for admin wages Discussed investment options and Sue's advice was best to leave with the security of the bank. 	Sue/Tracey Denyse/Tracey Sue/Tracey	Sue/Tania
Technical Report	No report this month.		
Records Officer Report	No report this month August update published on website		
Taranaki Events	 Breast Stroke Clinic – 6 November 2021 (awaiting Stratford Pool to confirm booking) – to follow up again. Open SC Champs 3-5 December 2021, flyer approved Time Buster 10 December – discussed whether this event is still required given it is only a week after SC, all agreed to postpone until the new year, date to be advised at a later date. Junior Champs – 19/20 March 2022 Summer Series: planning needs to get underway for the series, to discuss format, venues – 1 November planning session with Tracey and Tania 	Lisa/Tracey	Tania Tania/Tracey
National Events	Next national events April 2022 — funding will need to be applied for December		
Transfers	No transfers recorded this month.		
Flannagan Cup	 Debrief minutes from February were received and circulated Flannagan Cup – meeting held 4/10/21 – Discussed who would join the committee from board as Sue is retiring, all agreed for ST Administrator (Tania) to join, note that no thank gift for 2021 committee members was provided. 		

General Business	Sport Taranaki updates: calendar project, good sports steering group	Tania
	 Storage pricing (carried over from September) as provided, stocktake required, Puke Ariki to be approached Uniforms (Smaller sizing) – idea to sell for minimum cost at junior 	Tania
	champs was not passed, all agreed will wait until covid passes and in the meantime look into other shirt options	
	SNZ AGM – Tracey provided overview	
	Resend annual report to RSVP's	Tania
	Donna gave thanks to Sue for her work over all the years to ST	
Correspondence	Statistics NZ Annual survey completed and returned	
	 Club contact confirmation sent to generate ST brochure, liasing with Cecilie Elliot also 	
	Police vetting process reminder sent to clubs	
	AGM & Annual Report circulated	
	Okato club documentation received	
	Junior camp cancellation correspondence	
	• 2022 SNZ Calendar info sent to clubs & coaches	
	Covid level guideline updates	

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

•	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: