

**SUMMARY OF THE SWIMMING TARANAKI INC. BOARD MEETING
HELD 10 September 2019, 6.00PM, CAREFIRST, NEW PLYMOUTH**



PRESENT - Sue Darney, Alison Gadsby, Rowan Williams, Denyse Salisbury, Lisa Goble, Kayanna Keenan, Tania Stockman

WELCOME: Alison welcomed all to the first board meeting of the new board, and first point of board's requirements were to vote in a Chair and Deputy. Lisa nominated Alison to continue and all agreed. Rowan nominated and voted in as Deputy Chair.

Alison gave an overview of what governance on the board looked like and discussed 'The Four Pillars of Governance Best Practice'. The Board Charter and Code of Conduct was read and signed by all.

The Swimming Taranaki Constitution was viewed and points in particular noted for an understanding of primary objects. Tania spoke about the importance of communication and the need to meet quorum requirements.

The Swimming New Zealand Constitution was view and points in particular relating to competition zones was discussed. Alison confirmed that we are trying to get the regions together in Auckland whilst all attending the SNZ AGM. Important SNZ policies were brought to the board's attention, privacy, disputes etc and advised all board members where to find these online.

A Board Member folder was provided to each member containing calendar, strategic plan, policies, SNZ sport plan and annual report.

Alison advised that as last year, she would like to see each board member take on a lead role in an area they felt most suited to, Sue happy to continue with finances.

APOLOGIES - None

CONFLICTS OF INTEREST REGISTER - None

CONFIRMATION OF PREVIOUS MINUTES – The minutes of the meeting held 9th July 2019 were read and accepted.

MATTERS ARISING - None

STRATEGIC PLAN

It was discussed that this was an important working document and that the boards focus needs to be ensuring that we are striving towards reaching our goals.

POLICIES

Tania has revamped all policies removing procedure details that are not required, a review date has been set for each policy. These will be updated on website. Request that each board member familiarise themselves with the policies as they come up for review, time at meetings should not be spent reading and discussing the policy rather than what changes are needed.

HEALTH & SAFETY

Camps – reviewed reported injuries at camps, all documented and treated. Discussed a complaint over a broken shoe, board all agreed that this was not a near miss nor an accident. Need to ensure that our consent forms cover no liability, no valuable items at camps etc.

National Swimmers Consent Forms – Tania to send a draft of what we have to Alison as it is a requirement for all our national swimmers to have signed and agreed to the code of conduct and also SNZ Code of Conduct.

A discussion was had about Junior Camp in relation to the measles situation, in view of the current situation the board felt it was best to request immunization certificates. Tania to action.

FINANCIAL REPORT – Move that the financial report as circulated for August/September is taken as a true and correct record and the accounts be approved for payment.

Sue and Tania to meet to follow up on Xero reports and budget.

TECHNICAL REPORT – None.

RECORD OFFICER'S REPORT – The following records were accepted and ratified.

Swim Taranaki SC Winter Championships,

Stratford

200m Butterfly	2.06.06	Zarhn Collins	Aquabladz	20.07.19	Own	2.07.77	06.10.18
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Bay of Plenty Short Course Champs, Mt

Maunganui

Girls 12 - 13 Years

1500m Freestyle	18.09.88	Bella Wansbrough	Aquabladz	11.08.19	Brittany Taylor	18.11.44	14.11.18
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Boys 14 - 15 Years

50m Butterfly	26.56	Brayden Meuli	Aquabladz	10.08.19	Own	26.60	2.10.18
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Boys 16 Years & Over

200m Freestyle	1.47.62	Zac Reid	Aquabladz	10.08.19	Michael Jack	1.48.20	3.10.18
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800m Freestyle NZ Y18	7.40.62	Zac Reid	Aquabladz	9.08.19	Own	7.44.53	3.10.18
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100m Breaststroke	1.01.36	Zarhn Collins	Aquabladz	11.08.19	Eliot London-Moore	1.01.63	2.10.18
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200m Butterfly	2.04.80	Zarhn Collins	Aquabladz	10.08.19	Own	2.06.06	20.07.19
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The board discussed the distribution of certificates and acknowledgment to swimmers for achieving Taranaki records, the board felt this was a big deal and wanted to acknowledge this more than just providing a certificate to the club. It was suggested that we post the certificates to the swimmers along with a letter. All agreed that this was important and request that for relays records, each swimmer receive a certificate. Also to acknowledge these records online.

TARANAKI EVENTS

- Junior Camp 11 October 2019 – planning is already underway and have received a quote for a bus from Stratford to Opunake for \$340.40, all agreed for Swimming Taranaki to cover this cost this year.
- Winters 2019 Review & Reflection – Good profit again this year, Sue and Tania to look at distributing this profit to swimmers and come back to the board, two swimmers from the two larger clubs needed for reading of swimmers oath, sound system still not the best and having issues, this is unfortunately out of our control.

NATIONAL EVENTS

- NZSC - \$5,565.22 funding received, all agreed that this money to be shared equally amongst all attending despite Stratford's van costs funded in full (documentation showed that the money could be spent on either transport or accommodation), hoodies have been ordered however will not be here in time unfortunately, all bar 7 swimmers have responded with sizes.

TRANSFERS:

- Mrs S Tippett from Stratford Swimming Club Inc to Aquabladz New Plymouth Swimming Club Inc.
- Miss L J Balsom from Inglewood Swimming Club to Aquabladz New Plymouth Swimming Club Inc.
- Mr H Bailey from Comet Swim Club to Aquabladz New Plymouth Swimming Club Inc.

- Ms J Bailey from Comet Swim Club to Aquabladz New Plymouth Swimming Club Inc.

GENERAL BUSINESS/Correspondence

- Sport Taranaki Sports Awards 2019 – to nominate Zac Reid for Senior Sports Award and Sue Southgate for Coach
- Stratford New Pool – Tania advised of her discussions with facilities advisor from Sport Taranaki, all felt it was vital that competitive swimming had a voice in the design aspect of this, Tania to continue discussions.
- SNZ AGM 29/09/19 – Alison and Tania attending.
- SNZ 2019 Roadshow – 12 November 12.30pm, once confirmation and more information received, this will be circulated to clubs
- Flyers Meet - Diane Cooper has written expressing Flyers disappointment of the meet date, moving forward to 2020/21 planning, we need to consult with admins of clubs as well as coaches.
- Review and discussion needed with clubs and coaches over our awards, trophies, relay trophies will be presented at relay championships (as per policy) however some of our trophies for 12/U and 13/O require review, a separate working group on this could work, board would like to give back to not only swimmers but officials/parents who are supporting swimmers, also to discuss the time lengths of meets. Tania to action.
- Discussion of increasing our online presence to include player profiles, Tania to action.